

**MOKENA YOUTH ATHLETIC ASSOCIATION
BURROS FOOTBALL AND CHEERLEADING
BY-LAWS
(Revised 8-15-2017)**

- ARTICLE 1** Objective: to promote and instill self-confidence, good sportsmanship, camaraderie, physical and mental development while learning the techniques of football and cheerleading.
- ARTICLE 2**
1. The name of the organization shall be the "Mokena Youth Athletic Association, Burros Football.
 2. The "MYAA, B.F." shall be governed by the current League affiliation. and in conjunction with the policies and bylaws set forth by the "MYAA, B.F." Board.
 3. The official logo of the "MYAA, B.F." shall be the "BURRO".
 4. The "official colors for the "MYAA, B.F." will be blue, white, and black. This cannot be changed without approval from the current League.
 5. Boundaries: NONE
 6. The Burros season shall commence on August 1st or as mandated by the current League and will conclude with equipment hand-in. The only exceptions will be the cheer competition and the varsity trip(s).
 7. Competitions may not be held on a game day, excluding playoff games. The Board must approve all competitions and will be subject to availability of budget funds.
- ARTICLE 3A** Board meetings will usually be held on the 3rd Tuesday of every month. These meetings shall be open to the public. Parents with input may contact Board Secretary to request to be placed on the agenda.
- ARTICLE 3B** Circumstances requiring confidentiality may require a special session, which will be closed to the public.
- ARTICLE 3C** Possession or consumption of alcoholic beverages is prohibited while Board meetings are in session.
- ARTICLE 4** Open nominations will be taken at the September and October meetings for the November elections. See Article 6A. At the November election meeting anyone running for an eligible position and not elected may run for any other eligible position. Floor nominations will not be accepted at the November election meeting unless there are open positions with no candidates. All candidates must state their proof of eligibility in person at the time of nomination.
- ARTICLE 5** The November election of Officers and Directors will be held on the 3rd Tuesday in November so as not to conflict with state or national elections or a national holiday.
- ARTICLE 6A** Any interested individual may run for a Board position providing they are 21 years of age and have present affiliation with "MYAA, B.F." (Parent, or legal guardian, Coach, Team Parent, Previous Board Member – minimum 1 full season affiliation.)
1. Any interested individual may vote provided they are 18 years of age and have present affiliation with the Burros football assoc. Limited to; parent or legal guardian, Coach, Team Parent, Current Board Member. Nominee must be present to accept their nomination.
 2. Once the ballots have been handed out, there will be a locked door policy until the ballots have been collected. No one will be allowed to enter or exit the room.
 3. The vote will be a secret ballot, of one vote per person per vacancy. For 1-year Director positions – all candidates will be on one ballot and will be voted on at one time. Sergeant-at-Arms and either the President or Vice-President (whichever is not

up for election) will count the votes in public and make the results available. A minimum of one vote is required to be elected.

4. In case of tie vote, the Board will vote to break the tie in a closed session by secret ballot.
5. A husband or wife may serve on the Board at the same time providing that both of the positions held do not have check signing authority. The Board shall not exceed a total of 3 husband/wife couples.
6. No Board member can hold more than one voting position for elected term.
7. Terms of office: Directors and Officers (Elected Year)
President ----- Two Years **(Odd)**
Vice-President ----- Two Years **(Even)**
Secretary ----- Two Years **(Odd)**
Treasurer ----- Two Years **(Even)**
Athletic Director ----- Two Years **(Odd)**
Equipment Director ----- Two Years **(Even)**
Cheerleading Director ----- Two Years **(Even)**
Flag Director ----- Two Years **(Odd)**
Five - 1 Year Directors ----- One Year
Two - 2 Year Directors -Two Years
8. In the event of a vacancy, the Board will accept nominations within 30 days of the vacancy. Nominations can be accepted in person or in writing. Subsequently, the Board will vote at the following meeting to fill the vacancy. Prior to the vote, the Sergeant at Arms shall clear the room of all nominees so that a closed session of the Board can be conducted to discuss the qualifications of the nominees.
8a During the vacancy period, a current Board member may be appointed by the Board to assume the responsibilities of the position vacated.
8b In case of a vacancy, an Officer or Director will only serve for the remainder of the term.
9. In order for a nominee to qualify for President, Vice-President, Treasurer, Secretary, Athletic Director, Equipment Director, Cheerleading Director or Flag Director, they must have at least a minimum of two years affiliation with the Burros. For the positions of President, Vice-President, Treasurer, and Secretary they must also have served at least one year on the Board.
10. Officers: President, Vice-President, Secretary, Treasurer, Athletic Director, Equipment Director, Cheerleading Director, and Flag Director.
11. Board of Directors consists of nineteen voting members, including eight Officers, two 2-year Directors, and five 1-year Directors. Non-voting members include Sergeant-at-Arms and designated assistants as approved by the Board
12. For any Board vote to be valid, a majority of the Board must be present to vote, four must be Officers of the Board and of these Officers, one must be either the President or the Vice-President.

ARTICLE 6B DUTIES OF THE BOARD:

1. The previous Board members will attend the December meeting to turn over all the records pertaining to the organization.
2. Only the new Board may vote at the December/turn over meeting.
3. **PRESIDENT:** Presides over all Board members and meetings. This Burros person should be unbiased with no vote on the Board. The President is also in charge of game day operations for home games. The position of President shall not be a head coach. The President must chair the Administrative Committee and the By-Laws sub-committee. The President shall attend all League meetings with AD and CD and

vote in the best interest of the "MYAA, B.F." as defined by the Board. An Executive Board member shall attend League meeting in absence of President.

4. **VICE-PRESIDENT:** The Vice-President also assists the President and assumes President's responsibilities in his/her absence. The Vice-President must chair the Operations Committee.
5. **SECRETARY:** The Secretary is responsible for recording meeting minutes, creating meeting agendas, maintaining a master calendar of events, and scheduling facilities for Board events. The Secretary records and maintains records of all correspondence. Accepts, dates, and initials all incoming correspondence. Is also responsible for keeping all football player and cheerleader registrations. The Secretary may appoint an assistant to be approved by the Board. The Secretary must chair the Registration sub-committee.
6. **TREASURER:** Has the responsibility of maintaining all incoming and outgoing money. Must present the books to a CPA for filing of federal and state tax exempt forms, our tax year ending 11/30. All IRS forms must be completed and mailed before the deadline date of May 30. The duties of the Treasurer are to include all disbursements, deposits, withdrawals and all other functions related to financial matters, including a complete list of all checks written to all Board members and a detailed and balanced monthly report. All checks require a minimum of two signatures by the President, Vice-President, Treasurer or Secretary. All payments will require a receipt or purchase order. All payments will be reported at Board meetings. The Treasurer must chair the Finance committee.
7. **ATHLETIC DIRECTOR:** Is the league representative in charge of all athletic enterprises undertaken with Board approval. The athletic department consists of the Athletic Director, Equipment Director, Flag Director, and all coaches. The AD may appoint an assistant to be approved by the Board. The AD(s) will develop a committee to review applications for all coaching positions. The Committee will present the best candidates to the Board for consideration. The Head and assistant coaches will be identified by the AD prior to each season. Head coaches and their assistants must be Board approved. No coach is guaranteed, but will be considered, for a coaching position in subsequent seasons. The head coach must be over the age of 18. Any coaches on the Board cannot vote on themselves if they are being approved. The AD will hold a pre-season meeting with the coaches to explain their duties, league rules, and responsibilities. The AD will establish clinics or training sessions to insure uniform coaching ideals throughout the program. The AD shall have the authority to institute rules governing the participants with Board approval. During the season, the AD may suspend a coach at any time. The AD must convene a special Board meeting within 24 hrs of the suspension. The suspended coach and the head coach shall be present. At this meeting, the Board will vote upon the disciplinary action. The AD will schedule all games and referees as deemed by the league schedule. The AD will attend, with the President, League meetings and vote in the best interest of the "MYAA, B.F." as defined by the Board. The Athletic Director must chair the Football committee. The Athletic Director shall not be a Head Coach. The AD shall present to the Board, for approval, team designations as outlined by the League. The AD, or approved assistant, is required to be at all practices and games. The AD shall make themselves available to parents and guardians to addresses questions and concerns.
8. **EQUIPMENT DIRECTOR:** Will be responsible for the storage location, distribution, collection, and maintenance needed for all equipment. All teams need to be fully equipped before the end of the 1st week of practice. Additionally the ED shall make recommendations to the Board, for its approval, of any necessary present or future equipment requirements. The ED may appoint an assistant to be approved by the Board. Equipment Director must chair the Field Maintenance sub- committee.

9. **CHEERLEADING DIRECTOR:** In charge of all cheerleading enterprises undertaken with Board approval. The cheerleading department consists of the Cheerleading Director and all coaches. The Head and assistant coaches will be identified by the CD prior to each season. Head coaches and their assistants must be Board approved. No coach is guaranteed, but will be considered, for a coaching position in subsequent seasons. The head coach must be over the age of 18. CD will hold meetings with coaches to explain their duties, responsibilities, and rules. The CD will establish clinics or training sessions to ensure uniform coaching ideals throughout the program. CD is in charge of the storage, distribution, collection and general maintenance of all cheerleading equipment. The CD shall have the authority to institute rules governing the participants with Board approval. During the season, the CD may suspend a coach at any time. The CD must convene a special Board meeting within 24 hrs of the suspension. The suspended coach and the head coach shall be present. At this meeting, the Board will vote upon the disciplinary action. The CD will schedule indoor practice times with Board approval. CD will attend SWCCL meetings and vote in the best interest of the "MYAA, B.F." as defined by the Board. The CD may appoint an assistant to be approved by the Board. The Cheer Director must chair the Cheer committee. The CD will attend, with the President, League meetings The AD will attend, with the President, League meetings and vote in the best interest of the "MYAA, B.F." as defined by the Board.
10. **FLAG DIRECTOR.** In charge of all flag enterprises undertaken with Board approval. The Flag Director assigns all flag coaches. The Flag Director may appoint an assistant to be approved by the Board. The Head and assistant coaches will be identified by the FD prior to each season. Head coaches and their assistants must be Board approved. No coach is guaranteed, but will be considered, for a coaching position in subsequent seasons. The head coach must be over the age of 18. The FD will hold a pre-season meeting with the coaches to explain the duties, rules, and responsibilities. The FD shall have the authority to institute rules governing the participants with Board approval. During the season, the FD may suspend a coach at any time. The FD must convene a special Board meeting within 24 hours of suspension. The suspended coach and the head coach shall be present. At this meeting, the Board will vote upon the disciplinary action. The Flag Director must chair the Flag committee.
11. **ALL BOARD DIRECTOR POSITIONS:** Members are responsible for sitting on and participating in a minimum of three (3) sub-committees. 2 year and 1 year Directors must sub-chair a minimum of one (1) committee
12. **SERGEANT AT ARMS.** The President shall appoint a Sergeant-at-arms with Board approval. This person should be unbiased with no vote on the Board. Duties will include, but not be limited to insuring the Board adheres to the by-laws and policies, and chair the Grievance sub-committee. The term of office will be 1 year.
13. Alternate representation for any and all league meetings must be voting Executive Board Members.
14. Immediate Past President Position, is a non voting position and exists for the purpose of counseling and providing continuity to the newly elected Board. The position is a non-renewable one year term and is an optional position, approved by the newly elected Board. The Immediate Past President may serve as a committee member and may be delegated duties as require.
14. President shall appoint, with board approval, current board member(s) to act as liaison between Burros and entities with affiliation to program, including but not limited to Park District and School District.

ARTICLE 6C SIGNING, COMMITMENT, AND, PURCHASE AUTHORITY:

1. The authority to bind the organization does not eliminate the procedures which require prior approval of an expenditure by the Board of Directors. The power to sign on behalf of the organization is designated by the Board of Directors, and

is delegated to the specific individual(s) deemed to be the most appropriate person(s) within the organization. The designated individual(s) are held responsible by the organization for all commitments made. Where appropriate, the person(s) are expected to review the document with the Board of Directors and insure that budget allowance has been made.

2. Any non-budgeted purchase(s) or expenditure(s) exceeding the approved budget must be submitted to the Treasurer and the Board for inclusion on the agenda for the next regular monthly Board meeting for Board review and approval before the expenditure is made.
3. An Officer of the Board may authorize an emergency expense /payment, not to exceed \$500.00, without prior Board approval. Such expenditures must be submitted to the Treasurer and the Board before the next monthly Board meeting for Board review and approval.
4. Abuse or misrepresentation of authority will result in disciplinary action, including, removal/termination from the organization with a majority vote of the Board.
5. No Board Member shall communicate with any Media source, social media source or other Media outlet as it pertains to the function, operation and or details of the M.Y.A.A. Answering questions of a Team's or Squad's success is permitted if the article to be written is for the purpose of detailing the success of the Team or Squad only. Discussions with any Media Source shall have a minimum of 2 (two) Board Members present at the time of questioning. Articles pertaining to the success of Teams or Squads shall be deemed approved as long as it takes the entire Team or Squad into consideration. Any Board Member found in violation will be immediately suspended and an emergency meeting of the Board shall be convened.

ARTICLE 6D BOARD DISCIPLINE:

1. Any Board member who resigns or is dropped from the Board will not be eligible for a Board position for a minimum of 12 months.
2. In the event a Board member misses any combination of three (3) Board meetings, registration(s), equipment hand-out, equipment hand-in and/or the tackle/cheer banquet, of the scheduled year, he or she can be dropped by a majority vote of the Board. The said Board member will turn over all documents at the next meeting. Any exceptions to this will need to be approved by the Board. If a Board member cannot attend a meeting he or she must give prior notice to the President or the Secretary.
3. BOARD MEMBERS AND ALL COACHING STAFF ARE EXPECTED TO UPHOLD ALL BURROS, PARK DISTRICT, SCHOOL AND LEAGUE RULES AND REGULATIONS. FAILURE WILL RESULT IN DISCIPLINARY ACTION, INCLUDING TERMINATION FROM THE ORGANIZATION, WITH A MAJORITY VOTE OF THE BOARD.

ARTICLE 7 FISCAL YEAR ENDS 11/30

ARTICLE 8 BAD CHECKS:

Anyone who submits a check marked "NSF" to the organization must then pay in cash, plus any additional fees to the MYAA, BF.

ARTICLE 9 AMENDMENTS:

Any changes or additions to the by-laws must be presented at 2 Board meetings and then voted on at the 2nd meeting.

ARTICLE 10 AWARDS:

1. **HOMECOMING:**

- a. There will be a court for each level.

- b. Voting is done at the 8th Grade levels, overseen by the Operations chair. All other levels are done by a random drawing.

2. **YEAR END BANQUET:**

- a. All children in the program will receive an award at the banquet. All graduating 8th graders will receive a memento of their years in Burros.
- b. 6 (six) trophies per level will be provided each football squad at Board expense. The 6 trophies will be for off. lineman, off. back, def. lineman, def. back, most improved OR special team and a MVP. These 6 awards must be for 6 separate children.
- c. 5 (five) trophies will be provided for each cheerleading squad at Board expense. The 5 trophies will be for most valuable cheerleader, most improved cheerleader, most spirited, rookie of the year, and coaches' award. These 5 awards must be for 5 separate children.

3. **KRUEGER AWARD:**

Will be awarded to 1 8th grader. The Head Coaches from the Varsity Team with the Athletic Director's approval will submit their choice along with 2 alternates. A review committee which includes 3 non-coaching Board members (who are not parents of an 8th grader) will review the selection to ensure that criteria are met and that no current incidents make the candidate ineligible.

- Leadership Characteristics
- School Behavior/Positive School Attitude
- Attitude
- Personal Conduct (On And Off The Field)
- Sportsmanship
- Minimum 2 Year Burro Affiliation
- Live a healthy lifestyle
- Will not be eligible to receive the MVP award

4. **KRUEGERETTE AWARD:**

Will be awarded to one 8th grade cheerleader. The Head Coach from the Varsity Team with the Cheer Director's approval will submit their choice along with 2 alternates. A review committee which includes 3 non-coaching Board members (who are not parents of an 8th grader) will review the selection to ensure that criteria are met and that no current incidents make the candidate ineligible.

- Leadership Characteristics
- School Behavior/Positive School Attitude
- Attitude
- Personal Conduct (On And Off The Field)
- Sportsmanship
- Minimum 2 Year Burro Affiliation
- Live a healthy lifestyle
- Will not be eligible to receive the MVP award

5. **SALDANA AWARD:**

This award is named after Steve Saldana, a former Burros Board Member, Athletic Director and Coach. This award is presented at the Awards Banquet to an outgoing Board member who has served on the Burros Board for more than 2 years and has made significant contributions to the organization. The recipient is chosen by the Administrative Committee and is approved by the current Board members (excluding any outgoing members). This award does not need to be given each year and in some cases might be given to more than one individual in a given year. The recipient could be a previous Board member who has continued to volunteer within the organization after leaving the Board. A person cannot be the recipient of this award more than once.

6. **COACHES AWARD:**

This award is presented at the discretion of the Athletic Director and Cheer Director. This award is presented at the Awards Banquet to a Football Coach and/or Cheer Coach who has coached for the organization for more than 2 years and has made significant contributions to the

organization both on and off the field. This award does not need to be given each year and in some cases might be given to more than one individual in a given year. A person cannot be the recipient of this award more than once.

ARTICLE 11 STANDING COMMITTEES:

1. Are to be chaired by Board members, with the majority of the help coming from parents, who have been approved by the committee chairperson. Committees will make monthly reports to the Board. The chairperson of any money-making committee is responsible for submitting a financial statement to the Board, as required. The chair person is responsible for handing in all counted money, bills, receipts, or any other matters pertaining to that committee, with verification from another Board member. Upon receipt, all of the above must be turned over to the Board at the next regular meeting after being received by the chairperson.
2. All money made by the committees will be for the betterment of "MYAA, B.F."
3. Committees and sub-committees (each Board member must serve on at least three (3) committees).

FINANCE COMMITTEE (Chaired by Treasurer)

Sub-Committees:

Finance / Budget (Chaired by Treasurer)
Banners
Fund Raisers
Burros Wear
BurroFest
Registration (Chaired by Secretary)
Concessions

OPERATIONS COMMITTEE (Chaired by Vice-President)

Sub-Committees:

Field Maintenance (Chaired by Equipment Director)
Traffic Control / Parking
Pictures
Team Parent
Web Site
Homecoming
Parade
Social Media/Communications

ADMINISTRATIVE COMMITTEE (Chaired by President)

Sub-Committees:

Grievance (Chaired by Sergeant-at-Arms)
Banquet
Planning
By-Laws / Scholarship (Chaired by President)
Liaison to School District- appointed by President, approved by Board
Liaison to the Park District- appointed by President, approved by Board

CHEER COMMITTEE (Chaired by Cheer Director)

Sub-Committees:

Cheer Competition
Cheer Trip
Cheer Camp
Awards

FOOTBALL COMMITTEE (Chaired by Athletic Director)

Sub-Committees:

Coaching Staff

Football Trip
Football Camp
Awards

FLAG COMMITTEE (Chaired by Flag Director)

Sub-Committees:

Flag Bowl
Flag Banquet (only when planned for the given Season) Awards

ARTICLE 12 All organizational participants will be made aware through the By-Laws, registration, coaching, and team parent codes of conduct publications that a known conviction for a criminal offense involving sexually predatory behavior or illegal drug distribution activities will result in immediate and permanent dismissal from the organization without recourse. The Sergeant-at-Arms will be responsible for executing discovery and documentation at the direction of the Board. In the event of being made aware of such conditions, the Sergeant-at-Arms will consult with the President and Vice-President.

ARTICLE 12A All Board Members and Coaches (18 years and older) will be required to sign the approved Code of Conduct, yearly. All Board Members and Coaches (18 years and older) shall sign the Burros social media and digital communication guidelines as it pertains to you people yearly. Jr. Coaches (under the age of 18) shall sign the Burros social media and digital communication guidelines as it pertains to young people with Parent or Legal Guardians supervision and Parent or Legal Guardian also required to sign said guideline.

ARTICLE 12B All Board Members and Coaches (18 years and older) will be required to submit, to a Board approved agency, a criminal back ground check pertaining to criminal convictions. Frequency to be determined by Board, but not more than yearly.

1. ANY person receiving negative results on back ground check (red light or list of convictions) will be immediately relieved of duties and suspended from Board of Directors and or Coaching position by President or Vice-President. Until such time as results are cleared (green light), said person shall have no authority or affiliation with M.Y.A.A. (Burros). President or Vice-President shall notify entire Board of suspension through emergency Board meeting, in closed session. Results of back ground check, if known, shall be held in utmost confidence between President, Vice President and Sgt-at-Arms and said person.
2. Person not passing back ground check shall be given 30 calendar days from date of notice to appeal the results with agency reporting, to reverse negative findings
3. Said person getting results of back ground check reversed to a positive finding, within the 30 day period, shall be immediately be reinstated to Board position or coaching position by President or Vice-President with proof of results being documented by reporting agency.
4. Said person unable to reverse results to a positive finding at the end of the 30 day period shall be relieved of Board position (terminated) and or removed from coaching staff. Said Person shall be notified of decision by President or Vice-President, verbally and in writing. Said Person shall not be eligible for future Board positions or coaching positions for a period of one full year from date of termination.