

Mascoutah Little Indians Youth Football Program

Mascoutah, Illinois 62258

BYLAWS (2010 changes in red)

ARTICLE I

Name

- 1.1. The name of the organization shall be the Mascoutah Little Indians Youth Football Program, hereafter referred to as the Program. It shall be incorporated with the State of Illinois with the designation of non-profit.
- 1.2. The Program is organized exclusively for charitable, religious, educational, and/or scientific purposes under Section 501 (c)(3) of the Internal Revenue Code.
- 1.3. The Program colors shall be purple and white.
- 1.4. The Program teams' nickname shall be the "Little Indians".

ARTICLE II

Purpose

- 2.1. The specific purpose of the program is to promote the game of football in the area; to inspire children to practice good health, citizenship, and character; to bring area children together through the means of a common interest in sportsmanship, fair play, and fellowship; to impart the game elements of safety, sanity, intelligent supervision; and to keep the welfare of the children first and entirely free of adult lust and glory. To achieve this purpose, we will:
 - 2.1.1. Familiarize all youth regardless of race, creed or national origin with the fundamentals of football and cheerleading; to provide an equal opportunity to participate in youth sports in a supervised, organized and safety-orientated manner; to keep the welfare of the participants free of any adult ambition and personal glory; to emphasize fun, teamwork, charity and sportsmanship; to promote esprit de corp in the City of Mascoutah.
 - 2.1.2. Cooperate with the City of Mascoutah and surrounding area through participation in the **Southwestern Illinois Youth Football Conference** and other youth athletic organizations dedicated to the fundamentals of youth sports.

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Powers

2.2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons. Except that the organization shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carry on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III

Membership

3.1. Adult membership of the Program shall be open to:

- any adult 18 years of age or older, willing to offer their time and expertise to enhance the organizational and charitable goals of the Program;
- the legal parents or guardians of a child who is currently registered or will be registered to participate in an upcoming sports season.

3.2. Members receive the right to attend the Program general membership meetings and vote in the general election of Officers and Directors.

3.3. If approved by the Board of Directors, Program sports registration fees may be paid by the Program following the charitable donation procedures outlined in Article 7.8.

3.4. Membership in the Program shall be open to any youth 5 to 14 years of age as of September 1st and residing within the City of Mascoutah or surrounding area. **5 year-old players must turn 6 before December 1st.** No Program youth member shall have completed the 8th grade, or be in the 9th grade. **The Cheerleading Director has the discretion to accept 4 or 5 year old cheerleaders who are currently enrolled in kindergarten.**

ARTICLE IV

Government

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4.1. No Officer or Director shall for reason of his or her office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director for receiving any compensation from the organization for duties other than as an Officer or Director.

4.1.1. Executive Officers shall hold the following offices **and shall collectively constitute the Executive Board:**

- President
- Vice President
- Secretary
- Treasurer

4.2 The Board of Directors shall consist of the following: (* when assigned)

- President
- Vice President
- Secretary
- Treasurer
- Football Director*
- Cheerleading Director*
- Equipment Director*
- Membership Director*
- Concessions Director*
- Volunteer Coordinator*
- Public Relations Director*
- Facilities Director*

4.3. Elections –The bi-annual election of the Executive Officers shall be held immediately prior to the regular monthly meeting for December. The annual election of the Directors shall be held immediately prior to the regular monthly meeting for December. Voting in the election shall be restricted to adult Program Members who are

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eligible voters, with a limit of one (1) eligible voter per paid membership. Election balloting will be conducted under the direction of the President and the members of the Board of Directors of the Program. Candidates for election are prohibited from the designated balloting area except to cast their vote.

4.4. General Program membership will be notified of upcoming elections two (2) months prior to the elections via the Program's website. The general Program membership will be notified of election results within one week of elections via the Programs website. Included will be the Executive Officers and Board of Directors positions open for election and current candidates.

4.5. Transition – The incumbent President or Vice President shall chair a transition meeting prior to the regular January monthly meeting for all newly elected Officers and Directors and their respective incumbents to ensure an orderly and cooperative transition. All accounts and Program property will be transferred or to the newly elected Board of Directors member at this meeting.

4.6. Candidates – There shall be no fewer than three (3) Executive Officers, holding the offices listed in Article 4.1.1., elected by the general membership through ballot election process. Ideally there will be one person assigned to each executive office. When necessary and practical, the office of either Secretary or Treasurer may reside with either the President or Vice President. Executive Officers will be elected for a two-year term, with two (2) positions being elected every year. The President and Treasurer will be elected in even-numbered years and the Vice President and Secretary will be elected in odd-numbered years. The Directors will be elected for a one-year term by the general membership through a ballot election process. All positions shall serve from January 1st through December 31st, and are eligible for re-election.

4.6.1. Candidates shall be nominated by Program members via letter or email notification to the President or Vice President. Candidates shall be approved by a simple majority by the Board of Directors prior to placement on the official ballot.

4.6.2. Official candidates will be listed as such on the Program's web site prior to the election.

4.7. Resignations – Any Officer or Director may resign by giving written notice to the President or Secretary. Such resignation shall take effect immediately, unless otherwise stated in the written notice. The acceptance of the resignation shall not be necessary to make it effective.

4.8. In the event of the resignation of an Officer or Director, the President shall appoint an interim Officer or Director to complete the remainder of the term of the resigned Officer or Director, with prior approval of the Board of Directors. In the event of the resignation of the President, the Vice-President shall assume those duties and

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responsibilities on an interim basis until such time as the Board of Directors may consider candidates and conduct elections.

4.9. All interim Officer or Director Positions will be open for new candidates at the next Program election.

4.10. Committees – The Board of Directors shall have the power to appoint committees and chairpersons as they determine necessary and delegate such power to them, as they deem advisable.

4.11. Any Officer or Director missing three (3) consecutive Board meetings without prior notification to the President or Secretary will be automatically removed from office and an interim Officer or Director appointed.

ARTICLE V

Duties of Officers

5.1. President – The President is the Chief Executive Officer and shall by virtue of the office be Chairperson of the Board of Directors, and preside over all meetings of the Program. The President will be administratively responsible for the annual report encompassing the goals and accomplishments of the Program, oversee, and direct the formulation of any fiscal reports. The President shall see that all reports and certificates as required by law have been prepared and filed. The President shall be one of the two (2) officers who may sign the checks or drafts of the Program, and have such powers as may be reasonably construed as belonging to the Chief of an organization. The President shall appoint (4) representatives to attend **Southwestern Illinois Youth Football Conference** meetings. The President shall sign all correspondence intended to represent the Board of Directors or the general membership of the Program. The President shall not vote except in the case of a tie.

5.2. Vice President – The Vice President shall perform any related duties as deemed appropriate by the President. In the event of the absence or inability of the President to exercise his or her office, the Vice President will assume the Presidency of the Program with all the rights privileges and powers as if he or she had been the duly elected President.

5.3. Secretary – The Secretary shall keep the meeting minutes and records of the Program in the appropriate format and file any certificates required by any statute (Federal or State). The Secretary shall give and serve all notices to members of the Program and be official custodian of the records and seal of the Program. The Secretary shall also report to the Board of Directors and general membership any communications addressed to the Secretary of the Program, attend to all correspondence of the Program, and exercise all duties inherent to the office of the Secretary including managing these Bylaws and all Program governing directives. The Secretary shall review all correspondence addressed

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to entities in or outside the Program intended to represent the Board of Directors or the members of the Program.

5.4. Treasurer – The Treasurer shall have the care and custody of all monies belonging to the Program and be solely responsible for such monies or securities of the Program. The Treasurer shall be one of the Officers who sign checks and drafts of the Program. No special fund shall be set aside that shall make it necessary for the Treasurer to sign checks issued upon it. The Treasurer shall prepare a monthly financial statement detailing expenditures and balance for each individual sport, and prepare an annual audit for the Program. The Treasurer shall exercise all duties inherent to the office of the Treasurer.

ARTICLE VI

Meetings

6.1. A simple majority of the number of Directors fixed in these bylaws shall constitute a quorum for the transaction of business. The Board of Directors meeting of the Program shall be held monthly **on a day to be determined by the Board of Directors to produce the largest gathering of Directors and Members.**

6.2. In the event that the President and Vice-President are not available, and thus neither is present at any meetings, said meetings will be cancelled and rescheduled within that calendar month.

6.3. **When necessary to address specific issues,** general membership meetings shall be held before the Board of Directors meeting with an open forum for Program members. Meeting notices will be posted on the Program's website.

6.4. The President may call special meetings of the Program Board of Directors when he/she deems it in the best interest of the Program. Notices of such meetings shall be emailed to all Officers and Directors at their addresses as they appear in the membership list and/or telephonically notified due to time constraints at least **one (1)**, but not more than fourteen (14) calendar days before the scheduled date set by the President. Such notice shall state the reasons that such a meeting has been called the business to be transacted at such meeting and who requested the meeting. No other business but that specified in the notice may be transacted at the special meeting without unanimous vote of all present at such meeting.

6.5. At the request of a minimum of one-third of the assigned members of the Board of Directors, or fifty (50) percent of the General membership of the Program by written petition, the President shall cause a special meeting to be called. Such request must be made in writing at least five (5) days before the requested scheduled date and shall be approved by the Board of Directors. No other business but that specified in the notice may be transacted at the special meeting without unanimous vote of all present at such meeting.

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6.6. Voting – All matters concerning the policy of the Program, unless otherwise stated in these Bylaws, shall be decided by a vote of the Board of Directors. A simple majority of those Directors present is required to pass a motion.

6.7. The Program shall keep correct and complete records of accounts, and shall keep meeting minutes of all Board of Directors meetings. The first order of business for each regularly scheduled monthly Board of Directors meeting shall be the ratification of the meeting minutes of the preceding meeting.

6.8. Format: The President shall preside over all meetings. A majority of Directors must be present to constitute a quorum and thereby conduct business. In conducting meetings, Rules of Parliamentary Procedure need not be strictly followed, but should be used as a guideline for encouraging discussion, focusing debate, minimizing “sidebars”, and ensuring that all agenda items are covered in a timely manner. At a minimum, each meeting should cover the following items:

1. Call to Order
2. Roll Call of Directors & Committee Chairs
3. Amendment/Correction of Previous Meeting Minutes
4. Member Issue
5. President’s Report
6. Vice President’s Report
7. Treasurer’s Report
8. Secretary’s Report
9. Director / Committee Reports
 - Please limit reports to: - New information the board at large needs to know
 - Decisions you need from the board
 - a. SWILYFC Representative
 - b. Football Director
 - c. Cheerleading Director
 - d. Registrations Director
 - e. Equipment Director
 - f. Field Director
 - g. Fundraising Director
 - h. Concessions Director
 - i. Volunteer Coordinator
 - j. Scott Liaison
 - k. Historian
10. Old Business
11. New Business
12. Miscellaneous Issues/Announcements
 - a. Next Board Meeting
13. Adjourn

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- 6.9. Committee reports, proposals, and/or other substantive issues for discussion/debate must be provided at least three (3) calendar days prior to each meeting to ensure adequate opportunity to review items and formulate questions/opinions prior to the meeting.

ARTICLE VII

Annual Budget

- 7.1. The fiscal year of the Program shall be from January 1st to December 31st.
- 7.2. The budget shall be developed by the President and the Treasurer with input from the Board of Directors. The initial budget proposal will be prepared by December 31st. The final budget must be approved by the Board of Directors prior to the end of the fiscal year's first quarter.
- 7.3. **With unanimous consent of the Executive Board**, the President may authorize expenditures of funds belonging to the Program for incidental expenses not exceeding **five-hundred dollars (\$500.00)**. All expenditures exceeding **five-hundred dollars (\$500.00)** must be approved by the Board of Directors if not already included in the approved annual budget.
- 7.4. All expenditures over five-hundred dollars (\$500.00), regardless of budget status, must be accompanied by at least three (3) bids solicited from vendors. Copies of solicited bids will be provided to the Board of Directors prior to award.
- 7.5. At the end of the fiscal year, the President, shall appoint an audit committee consisting of three (3) Directors **or volunteers from the Program** to review all income and expenditure statements for the previous fiscal year. A final report to the General membership of the Program and Board of Directors is required and will be available by the end of the fiscal year's first quarter.
- 7.6. All fund-raising activities must be approved by the Board of Directors. A percentage of all fund raising profits will be set aside to meet donation requests submitted to the Program. The percentage of funds set aside for donation purposes will be determined by the Board of Directors.
- 7.7. In the case of financial hardship of a Program member, a portion, or all of the sports registration fees can be considered for a charitable donation for that single sports season with approval by the Board of Directors.
- 7.8. Charitable Donations – The Program shall consider all requests for charitable donations and respond accordingly. Requests must be presented to the Board of Directors in writing. The appropriate response and donation amount will be determined and approved by the Board of Directors.

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ARTICLE VIII

Coaches

8.1. The minimum age for a Head Coach and Assistant Coach positions will be eighteen (18) years of age. All Head Coaches must meet all requirements set forth by the **Southwestern Illinois Youth Football Conference** and be approved by the Program Board of Directors.

8.2. The Head Coach may select up to four (4) assistants, one (1) statistician **and one (1) team mom**. The Head Coach is responsible for the actions of his or her staff to the Board of Directors and has the authority to discipline, release, or replace his or her staff at their discretion.

8.3. Each Head Coach shall ensure any correspondence relating to youth member eligibility for use outside the Program is correct. If any player information is found to be intentionally falsified, said youth member will be removed from eligibility. The Head Coach will be subject to disciplinary action up to removal by the Board of Directors.

8.4. Head Coaches are responsible for the conduct of their youth members and spectators before, during, and after games while on the proper premises of any Program sponsored event.

8.5. Head Coaches will ensure that their team's assigned responsibilities as determined by the Board of Directors are met. Failure to meet assigned responsibilities will result in disciplinary action up to removal as Head Coach by the Board of Directors.

8.6. Head Coaches will be responsible for Program equipment issued, and prior to its issue, will inspect each piece for safety defects. The Head Coach will be required to sign a letter of responsibility for all equipment issued and must turn in all equipment at the end of the sports season as determined by the Equipment Director. Head Coaches will attend equipment issue as assigned by the Equipment Director.

8.7. All coaches will sign a Coaches Code of Ethics. Failure to comply with the Code of Ethics will result in disciplinary action up to permanent removal as a coach in any capacity by the Board of Directors.

ARTICLE IX

Standards of Conduct

9.1. Any Program Member, Coach, Officer, or Director, is subject to disciplinary action as determined by the Board of Directors for willful behavior determined to be detrimental to the Program. This includes but is not limited to the following:

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- 9.1.1. Attempting to discredit the Program in any manner.
 - 9.1.2. Failure to meet Program financial obligations to include Program sponsored fundraisers.
 - 9.1.3. Attempting to recruit youth members outside the boundary areas for the Program.
 - 9.1.4. Willful violation of applicable league rules, bylaws, or applicable governing directives.
- 9.2. The Board of Directors will publish via the Program's website these Bylaws and polices relating to the Standards of Conduct of Program members. The Board of Directors will conduct an annual review of the Program's Bylaws and policies prior to the end of the fiscal year's first quarter.
- 9.3. The Board of Directors, by two-thirds vote, may suspend or expel any Member, Coach, Officer, or Director for cause after an appropriate hearing. The process shall be carried out in good faith.
- 9.3.1. At least fifteen (15) calendar days prior to the vote, written notice shall be given to the member to be expelled, suspended, or terminated. Said notice shall state the reasons for the action, and shall give the member an opportunity to be heard, orally or in writing, not less than five (5) calendar days before the effective date of the proposed expulsion, suspension, or termination, to allow the Board of Directors sufficient time to decide whether the action shall take place.
 - 9.3.2. Written notice of the proposed action shall be given by first class or certified mail and sent to the member's last known address.

ARTICLE X

Amendments

- 10.1. These Bylaws may be amended at any Program meeting by a vote of two-thirds of those eligible Program members present and voting and effective only after the date of said approval, provided that any such amendments are published previously at two (2) regular monthly meetings and that all the general membership was notified of the proposed change and subsequent voting date.
- 10.2. Proposed amendments that are contrary to or violate **Southwestern Illinois Youth Football Conference** rules, or other applicable governing directives for Program-sponsored youth sports shall not be considered.

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ARTICLE XI

Parliamentary Authority

11.1. The rules contained in the current edition of Roberts Rules of Order (Newly Revised) shall govern the Program in all cases to which they are applicable.

ARTICLE XII

Dissolution of the Program

12.1. Upon the dissolution of the organization/Program, assets shall be distributed for one or more exempt purposes with the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal Government, or to a state or local government, or a public purpose.