

# BUTLER LIL' TORNADOS



## TRAVELING FOOTBALL ORGANIZATION

### Bylaws RV110511

#### ARTICLE I - MISSION

To provide young athletes the opportunity to learn, practice and play the game of football and to learn, practice and perform cheerleading as part of a traveling team, while developing personal moral character that will promote their future success both on and off the field.

#### ARTICLE II – YOUTH PARTICIPANTS

##### A. AGE AND WEIGHTS

- 1). Ages 7 – 8, 95 pounds and under
- 2). Ages 9 - 10, 115 pounds and under
- 3). Ages 11 - 12, 138 pounds and under

##### B. ADDRESS BOUNDARIES

- 1). All youth shall be Butler County residents within the Butler Area School District.
- 2). Any youth who do not have the opportunity to play on a travelling team in their own community may petition the BALTTFO for an opportunity to play. The decision to let the petitioner play must be approved by a three-fourths majority of a quorum present at a regularly scheduled meeting.

##### C. AWARDS

- 1). Nomination and Determination of award winners. The head coach of each age group of Football Players and Cheerleaders will poll their coaching staff to Determine as many as three candidates for each award. Those names will be submitted to the Executive Team in the order of the Head Coach's Choice for the winner. The Executive Team will review and Cast a final vote for the winner
- 2). Achievement Award: An Achievement Award will be presented to one graduating football player and cheerleader from both the small team and middle team at the Banquet. The winners will each receive a small plaque for them to keep.
  - a. Achievement Award Criteria:
    1. ATTENDANCE: a player's/cheerleader's participation in each practice, game and team function.
    2. ATTITUDE: a player's/cheerleader's disposition, posture and approach and its impact on his teammates.
    3. WORK ETHIC: a player's/cheerleader's strenuous effort both mentally and physically.
    4. ABILITY: a player's/cheerleader's performance at and above **their own** skill level.
    5. CONSISTENCY: a player's/cheerleader's steadfast adherence and display of the above criteria.
- 3). Leadership Award: A Leadership Award will be presented to one graduating football player and cheerleader from the large team. The winners shall each receive a small plaque for them to keep and will have their names inscribed and affixed to the perpetual plaque for public display.
  - a. Leadership Award Criteria:
    1. PERSRVERENCE: A player/cheerleader who has met or exceeded the Achievement Award Criteria on a consistent basis.
    2. INTEGRITY: a player's or cheerleader's life style display of moral character both on and off the field.
    3. RESPECT: a player's or cheerleader's display of respect for themselves, their family, their peers, their coaches, their community and the game of football, and who is considered most likely to display the same in the future.

##### D. PLAYING TIME

- 1). Our goal and intent is to provide each football player as much playing time as possible in light their individual ability, team goals and game conditions.
- 2). Playing time is not guaranteed. Injury to your child will not be risked by putting them into a game situation in which they have proven in practice they can not handle, nor will we endanger someone else's child because of any player's inability to perform.

- 3). Each player's work ethic and display during practice of their ability to perform basic fundamental football skills will determine which position they will play, when in any game they can play it, and how much overall time will be afforded to them.

#### E. SERVICE

- 1). One parent of every participating child must fulfill a requirement of one service activity. They must sign up for their one service activity before August 15<sup>th</sup> each year.

### **ARTICLE III – ADULT PARTICIPANTS**

#### A. CLEARANCES

- 1). All adult participants who desire to coach or have direct contact with youth must obtain a criminal background check and a child abuse history clearance before they can serve in any such a capacity.

#### B. BEHAVIOR

- 1). We desire to maintain a family friendly environment for all ages at all of our events. Therefore it is expected that behavior will be void of coarse and/or foul language, violent and/or aggressive behavior, statements of retribution and/or reprisal, and antagonistic or degrading statements toward others, including but not limited to players, cheerleaders, coaches, fans or officials. Anyone who conducts themselves in such a manner after being warned will be required to leave the event and upon review, may have their privilege of participation and membership rescinded.
- 2). Parents are not permitted to leave the stands or spectators area and come onto the game field for any reason without being invited by the coaching staff or medical staff. Any parent that does so risks immediate loss of their and/or their child's opportunity to participate in the Butler Lil' Tornado Traveling Football Organization.

### **ARTICLE IV - GOVERNING BODY**

#### A. MEMBERSHIP

- 1). GENERAL MEMBERSHIP Open to all adults who agree to actively support the Mission of the Butler Area Lil' Tornados Travelling Football Organization (BALTTFO).
  - a. Must be at least eighteen years of age and not a current high school student.
  - b. Must be nominated by a current member in good standing.
- 2). VOTING MEMBERSHIP: Open to all adults who agree to actively support the Mission of the Butler Area Lil' Tornados Travelling Football Organization (BALTTFO).
  - a. Must be at least eighteen years of age and not a current high school student.
  - b. Must be nominated by a current member in good standing and accepted by a unanimous vote of a quorum
  - c. Must pay a \$5.00 annual Voting Membership Fee
  - d. Must attend a minimum of three meetings before being able to vote.
  - e. Must commit to not missing three or more unexcused meetings
    1. 1<sup>st</sup> unexcused meeting receives a reminder notice
    2. 2<sup>nd</sup> unexcused meeting receives a warning notice
    3. 3<sup>rd</sup> unexcused meeting receives a notice on inability to vote
  - f. Couples are encouraged to join together however they count as one membership and one vote

#### B. OFFICERS RESPONSIBILITIES AND TERMS OF SERVICE:

- 1). PRESIDENT
  - a. The President's term of service is one year beginning in April and ending in March. There is no limitation on the number of terms one can serve.
  - b. The President is responsible for overseeing all aspects of BALTTFO's operations to ensure they conform to BALTTFO's mission and bylaws. This includes but is not limited to:
    1. Calling and presiding over all meetings according to Roberts Rules of Order and ensure that the Vice President is able to preside over any meeting in his/her absence.
    2. Appointing all committees. including but not limited to Executive Team, Fundraising, Concessions, Spirit Wear & Promotion, Banquet and Field & Equipment.
    3. Cosign all checks along with the Treasurer.
- 2). VICE PRESIDENT
  - a. The Vice President's term of service is one year beginning in April and ending in March. There is no limitation on the number of terms one can serve.
  - b. The Vice President is responsible for assisting the President in all his/her duties and to execute them in his/her absence.

3). TREASURER

- a. The Treasurer's term of service is one year beginning in April and ending in March. There is no limitation on the number of terms one person can serve.
- b. The Treasurer is responsible for maintaining the ethical integrity of BALTTFO's financial operations. This includes but is not limited to:
  1. Keeping accurate physical records of all financial transactions.
  2. Providing a signed financial status report at all meetings for approval by the voting membership that includes a list of all funds received, all funds paid out, and an up to date balance of remaining funds.
  3. Co-signing all checks.

4). SECRETARY

- a. The Secretary's term of service is one year beginning in April and ending in March. There is no limitation on the number of terms one person can serve.
- b. The Secretary is responsible for maintaining all records of BALTTFO's operations and meetings. This includes but is not limited to:
  1. Record and read copies of the minutes of all meetings for approval by the general membership.
  2. Record attendance of meetings to maintain a current list of Voting Members.
  3. Establish and maintain an up-to-date address and telephone list of all members, coaches, players, cheerleaders and training staff.
  4. Correspondence.
  5. Maintain records that will ensure compliance with Article V, B

C. MEETINGS:

- 1). Meetings shall be conducted according to Robert's Rules Of Order except when conflicting with current by-laws.
- 2). A quorum; consisting of the President, two of the remaining three officers and at least one half of the remaining membership, must be reached in order to conduct any official business.
- 3). All official actions must be approved by at least a two-thirds majority of the quorum present at any meeting.
- 4). The BALTTFO shall meet at least once a month. The February meeting shall be utilized to review the financial status, organize the completion of an audit and accept nominations for new Officers. The March meeting shall be utilized to accept additional nominations and then vote on new Officers.
- 2). Each Member must make a reasonable effort to attend every general and special meeting. Extenuating circumstances provide a limit for unexcused absences to no greater than 1/3 of the total number of scheduled meetings. If a member misses 1/3 of the general meetings in any given year, they will not be permitted to vote.

D. CONFLICTS OF INTEREST:

- 1). No Member or any other principal of BALTTFO shall undertake any activity or material transaction in which there may exist any conflict of interest, unless:
  - a. the material transaction is fully disclosed in the audited financial statements;
  - b. the related party is excluded from the board's discussion and approval of such an activity and/or transaction;
  - c. a competitive bid or comparable valuation exists; and
  - d. the board acted upon and demonstrated that the activity or transaction is in the best interest of BALTTFO.
- 2). The intent of BALTTFO is that no parent will coach their own child unless approved by the membership

E. DISCIPLINE:

- 1). All incidents of misconduct and/or conflict; by and/or between BALTTFO Officers, Members, Coaches or Players, shall be brought to the attention of the President. The President is then responsible to personally meet with all conflicting parties simultaneously in an effort to achieve an amicable resolution.
- 2). Should the President be unable to appropriately resolve an incident of misconduct and/or conflict with any party on his/her own, he/she shall involve another Officer in his/her efforts.
- 3). Should the President and additional Officer be unable to resolve the incident of misconduct and/or conflict, the President shall bring the incident to the attention of the entire organization during a closed meeting of only Members. Any action taken must be approved by a two-thirds majority of a quorum.
- 4). Members who have failed to fulfill the membership requirements shall immediately be removed from the list of Members.
- 5). The impeachment of any Officer or Member must be approved by a three-fourths majority of a quorum present at two consecutive meetings.

## **ARTICLE V - FUND RAISING**

### **A. TRUTHFULNESS IN COMMUNICATIONS:**

- 1). All communication and every description of the financial condition or narrative about events must be current, complete and accurate. All references to past activities and/or events must be appropriately dated. There must be no material omissions or exaggerations of fact in any form of communication which would tend to mislead or create a false impression or misunderstanding.

### **B. DONOR EXPECTATIONS:**

- 1). All fund raising appeals must not create unrealistic donor expectations of what a donor's gift will actually accomplish within the limits of BALTTFO and/or its activities.

### **C. DONOR INTENT:**

- 1). The donor's intent is related to both what was communicated in a fund raising appeal and to any instructions accompanying a gift. All statements made by BALTTFO in its fund raising appeals; about the use of a donor's gift, must be honored with the understanding that communications made in fund raising appeals create a moral ethical and possibly legally binding restriction. Any funds received for something other than a current or prospective activity or program but does coincide with our purpose, must either be treated as restricted funds or channeled through to an organization that can carry out the donors intent. If this cannot be accomplished, the gift must be returned.

### **D. DONOR'S INTERESTS:**

- 1). Every effort must be made to avoid accepting any gift or entering into any agreement with a prospective donor student and/or family which may cause hardship or place their future well-being in jeopardy.

### **E. DONOR INCENTIVES AND PREMIUMS:**

- 1). Fund raising appeals which offer premiums or incentives in exchange for contributions, must advise donors of the fair market value of the premium or incentive and that neither this value or their gift is tax deductible.

### **F. ACKNOWLEDGEMENT OF GIFTS:**

- 1). Any communication sent to a donor acknowledging their gift/s should include an accurate description of the gift and a statement clarifying that their gift is not tax deductible. In the case of non-cash gifts, an accurate description should be given without stating its value. It is the Donor's responsibility to determine the fair market value of their gift.

### **G. CONFLICTS OF INTEREST:**

- 1). No Officer, member or any other principal or volunteer of BALTTFO shall receive royalties for any product used for fund raising and/or promotional purposes, nor receive compensation on a percentage or contingency basis. Compensation of outside fund raising consultants must be fully disclosed in the audited financial statements comparing income and related expenses. No gifts should be used to pass money or benefits to any individual for personal use, except for benevolent purposes.

## **ARTICLE VI - FINANCIAL PRACTICE**

### **A. AUDIT:**

- 1). An audit will be performed in compliance with state and/or federal laws by an audit committee or by an independent public accounting firm in accordance with generally accepted auditing standards (GAAS), with financial statements prepared in accordance with generally accepted accounting principles (GAAP). The President shall appoint the audit committee or hire an independent public accounting firm; a majority of whom shall be other than employees and/or staff or those related by blood or marriage. The audit results/findings should then be reported to the general membership at a general meeting.

### **B. DISCLOSURE:**

- 1). A current audited financial statement and/or financial report for any and /all programs and/or activities for which BALTTFO solicits funds, shall be made available upon written request from the public

### **C. CONTROLS:**

- 1). BALTTFO must exercise prudent management and financial controls necessary to provide reasonable assurance that all resources are used to accomplish the purpose for which they are intended.
- 2). BALTTFO is prohibited from using any surplus funds for private inurement to any person in the event of the sale or dissolution of BALTTFO.