

# **PEOTONE YOUTH FOOTBALL AND CHEERLEADING PROGRAM BY-LAWS**

## **I. ORGANIZATION AND PURPOSE**

- A. This organization shall be known as the Peotone Youth Football and Cheerleading Program. The team name should be known as the “Peotone Blue Demons”. This team shall be a not for profit organization. No individual group or its members may profit from any purchase made by this program without Board approval. The Board must subsequently inform the entire board of directors of such approval. All remaining money generated by Peotone Blue Demons should be donated to the Peotone High School Football team upon the termination of the program.
- B. The objective and purpose of this organization is to provide an opportunity for the children of our community to learn the fundamentals of football and cheerleading by providing a safe, organized, and supervised environment. It is our goal to develop well-rounded young men and women through the encouragement of teamwork, self-discipline, leadership, friendship, and integrity. This organization shall be established as a feeder program to the Peotone High School Football Program.
- C. The Peotone Youth Football and Cheerleading Program seek to inspire youth by establishing good sportsmanship, regardless of race, creed, national origin or financial need.
- D. The Peotone Youth Football and Cheerleading Program shall encourage the importance of education by developing a sound mind, body and character.
- E. The Peotone Youth Football and Cheerleading Program shall include children 5-14 years from the Village of Peotone and its surroundings as followed by the guidelines set up by our participating Football League. No high school students will be allowed to participate.

## **II. GOVERNING BODY**

- A. The founding organization of the Peotone Youth Football and Cheerleading Program shall be represented by members of the Village of Peotone and its surrounding community.
- B. The Executive Board of the Peotone Youth Football and Cheerleading Program shall appoint Board Members. The President shall have a vote for all board appointments. Individuals interested in any open board position should submit their application in writing to the board.
- C. The term of office shall be two (2) years. Upon the completion of their term of office, the current Executive Board will review board members. The Executive Board will vote reappointment of each position.
- D. The Athletic Director and/or Designated Organizational Representative (DOR) cannot hold head coaching positions.
- E. The Peotone Youth Football and Cheerleading Board shall be responsible for all activities of this program.
- F. All coaches must be approved by the Board.

### III. BOARD MEMBERS

- A. The Executive Board shall consist of the President; Athletic Director; Assistant Athletic Director; Secretary; Treasurer; Cheer Director; Equipment Manager; High School Liaison; and Public Relations. Each board member shall have one vote except the President. The President will only vote if there is a tie.
- B. Committee Chairmen are appointed by the Board. These appointed positions shall consist of Cheerleading Coaches; Football Coaches; Fundraising; Homecoming; Sponsorship; Spirit Wear; Banquet; Photos; Flag Football and Team Coordinators. These chairmen shall not have the right to vote on Board decisions unless appointed by the Board to do so.
- C. The Peotone Youth Football and Cheerleading Program shall be under the supervision of the Board and Committee Chairmen. The Board shall make the appointment of the Committee Chairmen. It is the responsibility of the Board to appoint the Committee Chairmen by two-thirds (2/3) majority vote.
- D. Any vacancies of the Board shall be appointed by the board. A two-thirds (2/3) majority vote is necessary to appoint a person to a vacancy of the Board. The Board member appointed to the Board shall serve the remainder of the term from the date of the appointment.

### **IV. BOARD RESPONSIBILITIES**

#### **A. PRESIDENT**

1. The President's term of office shall be a two (2) year position to be appointed biannually on even years with the Assistant Athletic Director, Cheer Director, Secretary and Equipment Manager and contingent upon at least one (1) year of membership.
2. The President shall prepare for and conduct monthly Board Meetings with the cooperation of the Secretary.
3. The President shall act as the Chairperson to the Board of Directors.
4. The President shall conduct any general meetings.
5. The President shall be responsible for conducting the affairs of the Peotone Youth Football and Cheerleading Program.
6. The President shall be responsible for executing the policies established by the Peotone Youth Football and Cheerleading Program.
7. The President shall review the program's activities.
8. The President shall review all Budget Reports.
9. The President shall oversee membership.
10. The President shall act as a liaison to the parents/members.

11. The President shall work along with the Athletic Director, Assistant Athletic Director, Cheer Director, Public Relations, and Coaches in regard to parent concerns.
12. The President shall oversee the Parent Meetings.
13. The President shall vote only in the event of a tie.
14. The President shall have the ability to sign checks if needed.
15. The President shall participate in committees when needed.
16. The President shall assist with registration.
17. The President, or the Athletic Director, shall represent the Program at the league meetings.
18. The President shall turn over all the past and present records to the successor.

B. ATHLETIC DIRECTOR:

1. The Athletic Director's term of office shall be a two (2) year term to be appointed biannually on the odd years with the Treasurer and Public Relations and contingent upon at least one (1) year of membership.
2. The Athletic Director, with the help of the President Assistant Athletic Director and Equipment Manager, shall oversee the Football Program and Head Coaches as approved by the board. The Athletic Director must be compliant with the Board and the bylaws.
3. The Athletic Director shall work with the Equipment Manager with the purchasing and maintaining equipment.
4. The Athletic Director shall work with the Secretary in maintaining the registration including the copied birth certificates and photo identification.
5. The Athletic Director shall assist in the weigh-ins.
6. The Athletic Director shall be the Designated Organizational Representative (DOR) for the Peotone Youth Football and Cheerleading Program in the Metro Youth Football League.
7. The Athletic Director and/or the Assistant Athletic Director shall represent the Program at the league meetings.
8. The Athletic Director with the help of the President shall assist the coaches on the field during the game. The Athletic Director shall help to oversee the field maintenance.
9. The Athletic Director shall contribute to the Coaches' Clinic.
10. The Athletic Director shall assist with registration.
11. The Athletic Director shall turn over all the past and present records to the successor.
12. In the absence of the President the Athletic Director will conduct the monthly Board Meetings.

C. ASSISTANT ATHLETIC DIRECTOR:

1. The Assistant Athletic Director's term of office shall be a two (2) year term to be appointed biannually on the on even years with the President, Cheer Director, Secretary and Equipment Manager and contingent upon at least one (1) year of membership.
2. The Assistant Athletic Director, with the help of the President, Athletic Director, and Equipment Manager, shall oversee the Football Program and Head Coaches as approved by the board. The Assistant Athletic Director must be compliant with the Board and the bylaws.
3. The Assistant Athletic Director shall work with the Equipment Manager with the purchasing and maintaining equipment.
4. The Assistant Athletic Director shall work with the Secretary in maintaining the registration including the copied birth certificates and photo identification.
5. The Assistant Athletic Director shall assist in the weigh-ins.
6. The Assistant Athletic Director can be the Designated Organizational Representative (DOR) for the Peotone Youth Football and Cheerleading Program in the Metro Youth Football League in the absence of the Athletic Director. The Assistant Athletic Director could not be a head coach if he is appointed the DOR for that season.
7. The Athletic Director and/or the Assistant Athletic Director shall represent the Program at the league meetings.
8. The Assistant Athletic Director with the help of the Athletic Director and President shall assist the coaches on the field during the game. The Assistant Athletic Director shall help to oversee the field maintenance.
9. The Assistant Athletic Director shall contribute to the Coaches' Clinic.
10. The Assistant Athletic Director shall assist with registration.
11. The Athletic Director shall turn over all the past and present records to the successor.
12. In the absence of the President or Athletic Director, the Assistant Athletic Director may conduct the monthly Board Meetings.

D. SECRETARY:

1. The Secretary's term of office shall be a two (2) year term to be appointed biannually on the even years with the President, Assistant Athletic Director, Cheer Director and Equipment Manager and contingent upon at least one (1) year of membership.

2. The Secretary shall assist the President in the creation of Meeting Agendas and take minutes of all the Board meetings. Minutes must be submitted to approval.
3. The Secretary shall oversee registration.
4. The Secretary shall keep registered list of names, addresses, and phone numbers of all members.
5. The Secretary shall keep registered all insurance information.
6. The Secretary shall maintain attendance records for voting privileges, active membership and membership association.
7. The Secretary shall serve on Committees as needed.
8. The Secretary shall turn over all the past and present records to the successor.

E. TREASURER:

1. The Treasurer's term of office shall be a two (2) year term to be appointed biannually on the odd years with the Athletic Director and the Public Relations and contingent upon at least one (1) year of membership.
2. The Treasurer shall keep all book keeping records for the association.
3. The Treasurer shall assist with registration.
4. The Treasurer shall present monthly and yearly financial reports.
5. The Treasurer shall reconcile monthly bank statement with the assistance of the President and/or one other board member.
6. The Treasurer shall formulate and supervise methods of keeping records of all registration, fundraising, sponsorship, concessions, banquet, photos, and spirit wear sales.
7. The Treasurer shall adhere to all state and federal forms that are created and sent out each year.
8. The Treasurer shall have the right to sign all checks.
9. The Treasurer shall serve on committees as needed.
10. The Treasurer shall turn over all past and present records, cancelled checks, bank statements to the successor.

F. EQUIPMENT MANAGER:

1. The Equipment Manager's term of office shall be a two (2) year position to be appointed biannually on even years with the President, Cheer Director and Secretary and contingent upon at least one (1) year of membership.
2. The Equipment Manager shall be in charge of all football equipment.
3. The Equipment Manager shall issue and collect all football equipment.

4. The Equipment Manager shall maintain the football equipment to the highest safety standards at all times.
5. The Equipment Manager shall maintain the storage of the equipment.
6. The Equipment Manager will purchase all new equipment with approval from the Board as needed, along with keeping the program in compliance of the current participating football league. This person will work closely with the Treasurer.
7. The Equipment Manager will replace and/ or notify the board about badly worn items as soon as possible.
8. The Equipment Manager will work closely with the Athletic Director, and Head Coaches.
9. The Equipment Manager shall fit each child with the appropriate football equipment with the assistance of the Athletic Director, Assistant Athletic Director and Head Coaches.
10. The Equipment Manager will keep registered information regarding each child's equipment record.
11. The Equipment Manager shall assist with registration.
12. The Equipment Manager shall turn over all equipment and information to the successor.

**G. CHEER DIRECTOR:**

1. The Cheer Director's term of office shall be a two (2) year position to be appointed biannually on even years with the President, Assistant Athletic Director, Secretary and Equipment Manager and contingent upon at least one (1) year of membership.
2. The Cheer Director shall oversee the entire Cheerleading Program as approved by the Board. The Cheer Director must be compliant with the Board and the bylaws.
3. The Cheer Director shall oversee the Cheerleading Committee as approved by the Board.
4. The Cheer Director shall oversee the appointment of the Head Cheerleading Coaches with the approval of the Board.
5. The Cheer Director shall work with the Cheerleading Committee in purchasing uniforms/equipment with approval of the Board.
6. The Cheer Director shall determine competition schedule if necessary.
7. The Cheer Director shall assist with registration.
8. The Cheer Director shall turn over all equipment and information to the successor.

**H. PUBLIC RELATIONS:**

1. The Public Relations' term of office shall be a two (2) years to be appointed biannually on odd number years with the Athletic Director and Treasurer and contingent upon at least one (1) year of membership.
2. The Public Relations shall oversee all public relations for the program.
3. The Public Relations shall work with the Board with all newsletters, news stories, pictures, and press releases.
4. The Public Relations shall work with the Board with all fliers and forms representing the program.
5. The Public Relations shall serve on Committees as needed.
6. The Public Relations shall assist with registration.
7. The Public Relations shall turn over all past and present records to the successor.
8. The Public Relations shall work along with the President, Athletic Director, Assistant Athletic Director, Cheer Director and Coaches in regard to parent concerns.
9. The Public Relations shall organize the team/squad coordinators.
10. The Public Relations shall play an active role in the parent meetings.
11. The Public Relations shall serve on other committees as needed.
12. The Public Relations shall help Event Chairmen along with the approval of the Board.
13. The Public Relations shall assist with registration.
14. The Public Relations shall turn over all past and present records to the successor.

**I. HIGH SCHOOL LIAISON**

1. The High School Liaison must be an employee of the Peotone Schools, preferably the Head Football Coach or Assistant Coach.
2. The High School Liaison shall be available to the Football Program with the help of the Athletic Director, and Head Coaches as approved by the Board. The High School Liaison must be compliant with the Board and the bylaws.
3. The person shall act as a liaison to the Peotone School District, including the Peotone School Board.
4. The High School Liaison shall assist with registration.
5. The High School Liaison shall work with the Cheer Director as needed.

**V. COMMITTEE CHAIRMAN/APPOINTED POSITIONS**

**A. HOMECOMING**

**B. FUNDRAISING**

- C. SPONSORSHIP
- D. SPIRIT WEAR
- E. BANQUET
- F. PHOTOS
- G. FLAG FOOTBALL
- H. CONCESSIONS

## **V1. MEMBERSHIP**

- A. Membership is open to any person that has a child enrolled in the program or has an active interest in the Peotone Youth Football and Cheerleading Program.
- B. Membership is open to any child meeting the requirements as set forth in the Peotone Youth Football and Cheerleading Program Bylaws.
- C. Football Coaches shall be established by the Board.
- D. Football Coaches meeting shall be called at the discretion of the Athletic Director.
- E. Cheer Coaches shall be established by the Board.
- F. Cheer Coaches meeting shall be called at the discretion of the Cheer Director.
- G. Parent meeting shall be called at the discretion of the Board. The President shall preside over that meeting. There shall be a minimum of two (2) parent meetings per year.
- H. Any member not in compliance with the Peotone Youth Football and Cheerleading Program may have their membership revoked at the discretion of the Board.

## **VII. MEETING**

- A. Board meeting will be held on the third Wednesday of every month unless changed by the Board. Alternative meeting time will be determined by the Board.
- B. Members are welcomed to attend Board meeting.
- C. Members will be notified of any changes in the meeting times or dates via newsletters and in the newspaper.

## **VII. APPOINTMENT TO THE EXECUTIVE BOARD**

- A. The appointment to the Executive Board will be held yearly.
- B. Positions open for appointment will be the President, Assistant Athletic Director, Secretary, Cheer Director, and Equipment Manager elected on the even number years, and the Athletic Director, Treasurer and Parent Liaison on odd number years.
- C. The High School Liaison should be an employee of the Peotone High School, preferably the Head Football coach or an assistant coach.
- D. Returning board members will be reappointing into office by the Executive Board yearly.

- E. Information regarding open board positions may be advertised via the newsletter informing members to notify the President or Secretary in writing with their intent to applying for a board position.
- F. The Board will entertain new applications for Board positions in October with the appointment being held in November. Newly appointed board members will officially take office in January.
- G. Only one application for a position is allowed. Therefore, one (1) person cannot apply for or hold two (2) elected offices.
- H. All applications will be presented to the board. The Executive Board will vote them into office. The President will be allowed a voted for all board positions.
- I. All applicants must be members of the program for one-year prior. New members will not be allowed to hold a Board position.
- J. If any Board position remains vacant, the Board may appoint someone to this position. This individual must be a member of this association.

## **IX AMMENDMENTS**

- A. Bylaw changes must have a 2/3<sup>rd</sup> Board majority vote.
- B. Rule changes must have a majority vote.
- C. Majority vote is defined by a receiving the most votes.
- D. The Peotone Youth Football Program will adopt any rules of the current football league in which we are playing for the given year.
- E. Parent & Player Code of Conduct will be signed by both the player and parent annually to be able to play in the Peotone Youth Football Program.

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