

# The By-Laws and Constitution of JUNIOR TARTANS INC.

A non-profit Corporation

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JUNIOR TARTANS INC.

A non-profit Corporation

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## **Article I. Name, Purpose, Organization and Members**

**Section 1.01 Name**

(a) The name of the organization shall be the Junior Tartans Inc. The organization shall be incorporated pursuant to the Corporation Laws of the State of New York.

(b) Junior Tartans Inc. herein after referred to as "the League" may conduct business as Junior Tartans Youth Football and Cheer, SG Junior Tartans. For purposes of abbreviation, acceptable names herein shall be SGJT or JT. Junior Tartans Inc. is a non-profit organization exempt from taxation.

(c) The principal office for the transaction of the business of the League shall be located at 468 Sacandaga Rd Scotia NY 12302 and it's mailing address shall be P.O. Box 2624 Glenville NY 12325 unless otherwise designated by the Board of Directors.

## **Section 1.02 Purpose**

(a) The purpose of the League shall be to teach the fundamentals of football and Cheer. The youth sports program of the League shall be developed and organized to ensure, as well as to enhance, the emotional, physical, social and educational well-being of children. The program shall promote the ideals of responsibility, hard work, sportsmanship, teamwork, and fellowship in youth while instructing the game of football and Cheer in a positive and safe environment. The individual growth of the youth in our community will be enhanced through the spirit of competition, discipline, and fair play. We will accomplish these goals by providing a program that maintains the highest standards and seeking out coaches and other volunteers willing to teach and exemplify these same principals.

(b) The league will further promote the development of leadership, character, sportsmanship, tolerance, discipline and athletic ability, and to nurture youth fitness, volunteerism, and a lifelong love of sports. The supervisors shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and that molding future citizens is of prime importance. The league is an instructional league.

## **Section 1.03 Organization**

(a) The League is and shall remain a not-for-profit organization and no part of the net earnings thereof shall inure to the benefit of any individual. The League shall endure and shall have a corporate existence perpetually; but in the event its purpose should ever fail or in the event it should, for any reason whatsoever, cease to function, no part of its property, funds, or assets shall ever be divided or inure to benefit any of its areas.

(b) In case of dissolution of the Corporation, all assets shall be donated to another youth sports program and/or a youth oriented charitable organization as designated by the Board so long as such organization(s) has non-profit status.

## **Section 1.04 Membership**

(a) The membership in the Junior Tartan Youth Football and Cheer shall include Board members, Coaches, parents or guardians of participants, and volunteers. It is the intent of Junior Tartans to maintain an open association that welcomes participation from all who wish to be members.

(b) Membership in this organization shall be open to all persons who sincerely desire to further its purpose as expressed by these bylaws.

(c) Qualification – Any parent or legal guardian of a child registered with any Junior Tartan, who is current on all registration fees with all equipment returned, shall be a member. Additionally, any adult volunteer may apply for membership with approval by

a majority of the board of directors.

(d) Player Members – Any youth eligible by League requirements in July of the year may, upon Registering of as "Authorization and Waiver" on the corporation's standard form by both parents or legal guardian, become a Player Member, subject to the rules and regulation of the Board of Directors pertaining to the care of loaned equipment, sportsmanlike conduct, and participation.

(e) Termination – Membership may be terminated by resignation or by a majority vote of the Board of Directors.

Code of Conduct: JUNIOR TARTANS INC. only wants members who support the League, the By-Laws, and the Division Rules, and that want to generally enhance the good name of our organization, throughout the community and with our sponsors. Membership is not considered a right as it is a privilege. Consequently, anyone using electronic, written, or verbal means to diminish the good name of the Local League in any manner will no longer be considered eligible for membership. If parents/guardian of a player becomes ineligible as a member then so will their children that are playing, unless the Board of Directors determines some mitigating circumstances that would allow the player to remain. All members once approved agree not to slander the good name of the Junior Tartans Youth Football and Cheer organization in any manner, written, or verbal and further if any member is found guilty of violation this code of conduct shall be removed by the governing Board of Directors. The Board of Directors will evaluate the actions considered, and if found to discredit against the Junior Tartans Inc., said member shall be removed from our youth sports organization.

## **Article II. Governance**

### **Section 2.01 Board of Directors**

(a) The governance of the Organization shall be vested in the Board of Directors.

(b) The Board of Directors of the Organization shall consist of the following six (6) elected officers: President, Vice President, Secretary, Treasurer, Director of Football and Director of Spirit, Six appointed Officers, approved at the discretion of the Board, based on the availability of qualified applicants.

(c) The President has the authority to appoint Standing Committees or Subcommittees of volunteers or appointees to SGJT that will aid in the administration and facilitation of the business of the league. Subcommittees do not possess the authority to vote at regular board meetings but may be required to present recommendations to the Board of Directors.

(d) SGJT shall adopt and abide by the Constitution and By-Laws of the League. Any

change of the League membership shall be made by a majority vote of the League Board of Directors at a duly constituted meeting.

(e) The fiscal year of the corporation shall commence on January 1<sup>st</sup> and end on December 31<sup>st</sup> of each year.

## **Section 2.02 Board Meetings**

(a) Regular monthly board meetings will be held on the first Monday unless otherwise scheduled, or as deemed necessary by the President or upon the request of at least three members of the Board. Meetings are open to the public and may be held in any reasonable public meeting facility. Notice of meetings will be via the League's Official Web Site at [www.jrtartans.com](http://www.jrtartans.com). Notice to Officers of Special meetings may be via the web site, e-mail, text, U.S. Mail, facsimile, or any other reasonable and accessible mode of communication.

(b) All matters concerning policy of the League shall be decided by a majority vote of the Board on motion of those present at a duly constituted meeting of the Board. Any question or situation not covered by these By-Laws, or official interpretation thereof, shall be referred to the Board for a final determination.

(c) Board members are expected to attend all meetings. If a Board member is to be absent he or she should notify the Secretary prior to the meeting. Attendance will be recorded in the minutes as present, excused, or absent without notice.

## **Section 2.03 Quorum**

(a) A majority of the Board shall constitute a quorum at any meeting and the majority affirmative vote of those present shall govern, except when otherwise provided. In case of a tie vote, the presiding officer of the Board shall be the tie breaker. The presiding officer is determined by the descending order of the President, Vice President, Secretary, etc.

## **Section 2.04 Rules of Procedure**

(a) Minutes of meetings shall be kept on file by the Secretary and archived.

(b) The Election of Board of Directors and Officers shall take place annually and be held in December at the Annual Meeting of the League.

(c) Special or Emergency meetings may be called by the President or any three members of the Board. Notice of such meetings stating the time and place of the meeting and the purpose for which said meeting is called, will be provided to Board members through the Secretary and to the membership through the website and/or email at least one day prior to such meeting.

## **Section 2.05 Agenda**

(a) The Agenda will be as follows:

Call to Order

Roll Call

Approval of Agenda

Approval of Minutes

Treasurer's Report

Visitors or Members to be Heard

President's Report

Vice President

Secretary

Treasurer

Committee Reports

Registration

Fundraising

Equipment

Old Business

New Business

Adjournment

## **Article III. Duties of Officers, Directors and other Key Personnel**

### **Section 3.01 Expectations of Board Members (6 appointed officers)**

(a) Board members are expected to understand and accept the mission, purpose,

philosophy, and objectives of the SGJT

- (b) Board members are expected to attend all Board meetings and remain for the scheduled duration of the meeting.
- (c) Board members are expected to review the agenda and supporting materials before Board and committee meetings.
- (d) Board members are expected to abide by all Board policies.
- (e) Board members are expected to assist in carrying out the fiduciary duties of the SGJT.
- (f) Through an evaluation of the available resources and the often conflicting needs and demands of all interested parties, Board members are expected to move toward decisions and actions which best serve the SGJT as a whole.
- (g) Failure of any officer to attend any four (4) regular meetings of the Board or a total of seventy-five percent (75%) of such meetings during a twelve (12) month period shall be cause for that officer's removal, at the discretion of the Board. At the time of removal, the Board may take action to re-elect a new officer by an affirmative vote of a majority of the officers remaining in office and that officer shall hold office until the annual meeting, at which time an election will be held.

### **Section 3.02 Executive Committee**

- (a) The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and Director of Football and Director of Spirit.
- (b) The governance of the League shall be under the direct supervision of the Executive Committee.
- (c) The Executive Committee shall have the authority to act upon all matters of business, which arise between regular meetings of the League, but only after a quorum (majority) of the members of the Executive Committee are in attendance.
- (d) The Executive Committee shall decide all matters pertaining to the finances of the League. It shall be permanent policy to place all monies in a common League Treasury, directing expenditures in a manner so that no individual or team has an advantage over the other.
- (e) The Board of Directors shall select from the membership, a candidate for each vacancy of Office that occurs during the current season. The candidate is to be voted on by the Executive Committee.
- (f) Any member of the Executive Committee missing four (4) regular meetings during



their elected term shall have his/her position reviewed for possible dismissal by the Board of Directors.

(g) The Board shall decide all questions of interpretation of the Bylaws, Constitution and League Rules.

(h) Amendments to the Bylaws of the Junior Tartans Inc, may be proposed at any annual, regular or special meeting at which there is a quorum of voting members in attendance. An amendment will be declared effective once approved by the majority of the members present at such meeting.

### **Section 3.03 Duties of Officers and Directors**

(a) General Powers: The business and affairs of the League shall be managed under the direction of its Board of Directors and Board Members, hereafter referred to as the "Board". The officers of the Board shall in all cases act as a Board, and they may adopt such rules and regulations for the conduct of their meetings and the management of the League as they may deem proper, so long as the rules and regulations adopted by the Board are not inconsistent with these By-Laws or the Articles of Incorporation.

\* (b) The Board shall include the President, Vice President, Secretary, Treasurer, and Director of Football and Director of Spirit. All Board members are eligible to hold head or assistant coaching positions with the exception of the President and Vice-President. The President and Vice- President may not hold a head coaching position in order to insure objectivity.

(c) These officers of the Board shall serve two (2) year terms and all other members one (1) year. The President and Secretary are elected in the even numbered years and the Vice president, Treasurer, Director of Football and Director of Spirit are elected in the odd numbered years. It is expressly provided that any or all of the incumbent officers may run for re-election from term to term.

### **Section 3.04 President**

(a) The President is the chief legislative officer of the Junior Tartans Inc.

(b) The President is the presiding officer at annual, regular, emergency and special meetings.

(c) It will be the duty of the President to have general charge of the business of the SGJT and make, execute and acknowledge for and on behalf of the SGJT, any and all deeds, mortgages, leases, releases of mortgages, and any and all instruments which may be necessary in the acquisition or disposition of any property or rights of the SGJT or in conducting the business of the SGJT.

(d) It will be the duty of the President to see that all policies of the Board are enforced and all orders of the Board faithfully executed.

(e) In the absence of the Secretary at annual, regular, special and emergency meetings, the President will appoint a Secretary pro-tem.

(f) The President will directly oversee activities of all Board members and volunteers and ensure coordination of all functions (i.e., home games, fundraising activities, volunteer efforts, etc.)

(g) The President will serve as the SGJT liaison to the community and represent the League in the general public and external football events or camps.

(h) The President will mediate disputes with other organizations, address disputes and/or complaints from the general public and refer same to the Board if and when necessary.

(i) The President shall have the ability to perform such duties as may be required by any league in which the SGJT fields teams in without approval of the Board.

(j) The President shall have the discretion to waive any charges or fees of the SGJT and/or to declare any player ineligible.

(k) The President shall enforce all SGJT policies and procedures; protect the use and dissemination of all official Junior Tartans Inc. property, i.e. equipment, merchandise, etc.; ensure that field permits are secured and coordinate the practice and game schedules with the appropriate Schools, Parks and Recreation delegates or officials.

(l) The President shall oversee the general management and communication of the League by the Board of Directors and shall serve as League Commissioner.

(m) The President shall perform all duties incidental to the office of President and any other such duties as may be prescribed by the Officers from time to time.

### **Section 3.05 Vice-President**

(a) The Vice-President is responsible for Awards, trophies, events (postseason banquet) and serves as the supervisor of said events or functions.

(b) The Vice-President will be responsible for obtaining all forms of insurance as required by the SGJT.

(c) The Vice-President shall work with the President and shall help with the charge of the business of the SGJT and perform duties as assigned by the President.

- (d) The Vice-President shall preside over all meetings with the President and shall assist the President in all activities and responsibilities as outlined above.
- (e) The Vice-President shall perform all duties incidental to the office of Vice-President and any other such duties as may be prescribed by the Officers from time to time.
- (f) The Vice-President will serve as a member of the Grievance Committee when required.
- (g) The Vice-President shall bid season photos and schedule photo session.
- (h) The Vice-President will be the only communication with the School Administration for scheduling rooms, gyms or fields.

### **Section 3.06 Secretary**

- (a) The Secretary will be responsible for the minutes of all SGJT meetings.
- (b) The Secretary will be responsible for the custody of the By-laws and all other official records and documents of the Junior Tartans.
- (c) The Secretary will be responsible for conducting all official correspondence of the Board.
- (d) It will be the duty of the Secretary to record the minutes of Board meetings and submit them in writing for approval or corrections by the Board before entering them in the permanent records of the Junior Tartans Inc. and posting on the website.
- (e) The Secretary will be responsible for keeping attendance records of Board members, Coaches and persons of the membership who wish to participate in the Electorate.
- (f) The Secretary will be responsible for submitting the schedule of regular meetings for the year to the local paper to be published before the first regular meeting in January.
- (g) The Secretary will be responsible for posting the schedule of regular meetings for the year to the Website before the first regular meeting in January.
- (h) The Secretary shall handle all league correspondence including but not limited to newsletters and mailings and ensures that all notices are duly given in accordance with the provisions of the By-Laws or as required. The secretary will pick up all mail from post office bi-weekly and pass along to appropriate persons.
- (i) The Secretary shall perform all duties incidental to the Office of the Secretary and any other such duties as from time to time may be assigned by the President and/or

Vice-President.

(j) Authorized to maintain a website, e-commerce, and social network sites on behalf of the League under the direction of the Board of Directors.

(k) Maintain all social media, Face Book, Web Site (X2) and Pay Pal account. Forward all financial reports to treasurer. Work with treasurer to transfer funds.

### **Section 3.07 Treasurer**

(a) The Treasurer shall govern the financial policy of the Junior Tartans Inc. and shall be responsible for the control of the funds of the SGJT's, for their proper disbursement, and for investment of funds as directed by the President; maintain records for the receipt and disbursement of all monies and securities, shall approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check over \$1,000.00 must have dual signatures. The signatures will be the following two officers: President & Treasurer.

(b) The Treasurer will submit a monthly Treasurer's Report to the Board displaying all receipts and disbursements. The Treasurer will also provide detailed information or documentation as may be requested by the Board.

(c) The Treasurer shall prepare a year-end financial report for the League in addition to preparation of accounting records for an accountants review; and shall prepare or delegate each year its state and federal filings and tax returns. The Treasurer will be responsible for the filing of an annual information return to the Internal Revenue Service.

(d) The Treasurer shall oversee the scholarship awards process for the Scotia Glenville High School Graduating class. Two (2) One Hundred Dollar (\$100.00) Scholarships will be awarded one each for Football and Cheer.

(e) At the end of the term of office, all books, records, funds, papers, documents and all other property of the SGJT having to do with the financial or other transactions of the SGJT which may have come into the Treasurer's possession or may have been compiled or created during the term of office must be turned over to the successor.

(f) The Treasurer shall oversee all banking functions and communications, electronic or otherwise, and collect and deposit all monies and funds for the League.

(g) The Treasurer shall coordinate with the Registration Committee Chairperson all duties pertaining to registration. These duties shall include preparation of player registration forms and mailings, collection of player and team registrations and corresponding database entry and maintenance.

(h) The Treasurer shall perform all the duties incidental to the office of Treasure and any other such duties as from time to time may be assigned by the President.

(i) The Treasurer shall also coordinate with the Webmaster the collaboration and collection of all of electronic player registration, database management, and financial records.

### **Section 3.08 Director of Football**

(a) The Director of Football shall serve as Co-commissioner, in regard to football activities. Attending league meetings with the President.

(b) The Director of Football will oversee Player placement on teams (Drafting of Team)

(c) The Director of Football will oversee the enforcement of all SGJRT and league rules.

(d) The Director of Football shall voice the concerns of coaches and commissioners to the board of directors.

(e) The Director of Football is responsible for player recruitment and registrations.

(f) The Director of Football will be responsible for recruiting and training all football coaching staff.

(g) The Director of Football will assist team coaches with placement and training of assistant coaches, team commissioner & team parent.

(h) The Director of Football is responsible for maintaining and up to date inventory on all football uniforms and equipment and submitting a completed inventory to treasurer by Feb 15<sup>th</sup> each year.

(i) The Director will present all Head coaching prospects to the Board to insure that all coaches are qualified ,share the vision of the organization and will fulfill

Section 1.02 (the organizations Purpose)

### **Section 3.09 Director of Spirit**

(a) The Director of Spirit shall serve as Co-commissioner with all Cheer events and competitions and when dealing with Local League (AYC )

(b) The Director of Spirit will oversee Player placement on teams

(c) The Director of Spirit will oversee the enforcement of all SGJRT and league rules.

(d) The Director of Spirit shall voice the concerns of coaches and commissioners to the board of directors.

(e) The Director of Spirit is responsible for player recruitment and registrations.

(f)The Director of Spirit will be responsible for recruiting and training all Cheer coaching staff.

(g)The Director of Spirit will assist team coaches with placement and training of assistant coaches, team commissioner & team parent.

(h)The Director of Spirit is responsible to present to board a list of competition's for the season they'd like to participate in. Only competitions approved by the board will be registered.

(i)The Director of Spirit is responsible for maintaining and up to date inventory on all Cheer uniforms and equipment and submitting a completed inventory to treasurer by Feb 15<sup>th</sup> each year.

(j)The Director will present all Head coaching prospects to the Board to insure that all coaches are qualified ,share the vision of the organization and will fulfill

Section 1.02 (the organizations Purpose)

### **Section 3.10 Publicity / Sponsorships**

(a)Serve in any capacity as deemed necessary by the Board of Directors

(b)The Publicity Manager will be responsible for Soliciting new sign sponsors and sponsors for programs.

(c)The Publicity Manager will be responsible for billing of all sign sponsors.

(d)The Publicity Manager will be responsible for ordering signs to be made.

(e)The Publicity Manager will be responsible for having all money in, and signs ready August 1.

(f)The Publicity Manager will be responsible for working with Fund Raising Chairperson to get all events in the newspaper with Executive Board approval.

(g) Attend all monthly meetings and is authorized to vote as a regular board member.

### **Section 3.11 Fundraising**

(a)The Fund Raising Chairperson is responsible for all fund raising activities for the SGJT

(b)The Fund Raising Chairperson shall assign regular members to committees for each fund raising event.

(c)The Fund Raising Chairperson is responsible for the collection of all monies and turning the monies collected over to the treasurer for deposit.

(d)The Fund Raising Chairperson will research and develop any new fund raising projects that may benefit the SGJT

- (d) Attend all monthly meetings and is authorized to vote as a regular board member.

### **Section 3.12**

- (a) Serve in any capacity as deemed necessary by the Board of Directors
- (b) Attend all monthly meetings and is authorized to vote as a regular board member.

### **Section 3.13 Concessions**

- (a) Serve in any capacity as deemed necessary by the Board of Directors
- (b) The Concession Stand Manager will be responsible for all operations of the concession stand.
- (c) The Concession Stand Manager is responsible for the set up and stocking of the concession stand prior to each season.
- (d) The Concession Stand Manager is responsible for maintaining all equipment in the concession stand.
- (e) The Concession Stand Manager is responsible for keeping accurate records regarding income and expenses for the year.
- (f) The Concession Stand Manager is responsible for the cleanup and shut down of the concession stand at the end of each season
- (g) The Concession Stand Manager is responsible for conducting a yearly inventory of all concession stand equipment owned by the SGJT and submitting it to the Treasurer no later than February 15<sup>th</sup> each year.
- (h) Attend all monthly meetings and is authorized to vote as a regular board member.

### **Section 3.14 Equipment & Facilities**

- (a) Serve in any capacity as deemed necessary by the Board of Directors
- (b) The Equipment & Facilities manager shall be responsible for maintaining all equipment.
- (c) The Equipment & Facilities manager is responsible for the distribution of all equipment to players and coaches.
- (d) The Equipment & Facilities manager is responsible for overseeing the collection and return of all equipment at the end of the season by the coaches.
- (e) The Equipment & Facilities manager is responsible for the maintenance and upkeep of all buildings, grounds and equipment.

(f) The Equipment & Facilities manager is responsible for conducting a yearly inventory of all equipment owned by the SGJT and submitting it to the President no later than February 15<sup>th</sup> each year.

(g) Attend all monthly meetings and is authorized to vote as a regular board member.

### **Section 3.15 Registration**

(a) The Registration Coordinator will be charged with managing football and cheerleading registration. Items charged to this committee include, but are not limited to:

(b) Manage registration; dates, times, locations, volunteers, registration forms.

(c) Systematize registration paperwork; ensure required forms for each participant are acquired and complete. For commissioner books.

(d) Prepare roster for draft day.

(e) Ensure registration fees are collected and accounted for. Given to Treasurer.

(f) Prepare required registration forms and related documents.

(g) Create and maintain electronic data base for all participant's information , e mailed to all coaches and fundraiser.

(h) Attend all monthly meetings and is authorized to vote as a regular board member.

### **Section 3.16 Enumeration**

- (a) The Board of the Junior Tartans Inc shall consist of a President, Vice-President, Secretary, Treasurer, Director of Football, Director of Spirit and Six (6) Appointed Officers.

## **Article IV. Succession Plan and Election Process**

### **Section 4.01 Succession Plan**

(a) Succession: In the event that the office of the President becomes vacant; the next officer in succession following the order named under enumeration shall fill the position of Interim President. The Interim President shall conduct the election of a new President as soon as possible and will serve as President until a replacement is elected.



(b) Terms of Office: Board members shall serve a term of office of two years, commencing on January 1 and ending on December 31 of the following year. Board members cannot run for more than one consecutive term unless there are no other eligible candidates for the position.

(c) Board Eligibility: Any person(s) of the membership are eligible to serve on the Board of Directors so long as they meet the following requirements:

1) Applicants must be at least 21 years of age.

2) Applicants must be involved with the SGJT as a Member for one complete season before seeking a Board of Directors seat.

#### **Section 4.02 The Electorate**

(a) The Board of Directors will be selected by the majority of votes submitted by the following individuals, who will be known as the Electorate, at the annual meeting in December.

President

Vice President

Secretary

Treasurer

Director of Football

Director of Spirit

-6- "officers" Board members

#### **Section 4.03 Election Process**

(a) The election process will be facilitated by the outgoing President or his/her designee. If the outgoing President is running for a second term of office as President, the next outgoing officer who is not running for reelection to office, following the order of enumeration will facilitate the election process. This person will be known as the Election Facilitator.

(b) Applicants will be solicited from the current SGJT membership beginning September 1 and ending on November 1 of each year.

(c) Applicants will be required to complete a questionnaire and submit to a background

search. Past or current Board members seeking reelection must also follow this procedure.

(d) Questionnaires will be available on the website, at the concession stand (if home games are scheduled during the solicitation period), at the October Board meeting, and available through the Election Facilitator per request.

(e) Questionnaires must be completed, mailed, and postmarked by November 1. Questionnaires postmarked November 1 or later will not be accepted. In the event that November 1 falls on a Sunday, questionnaires postmarked November 2 or later will not be accepted.

(f) Background checks will be conducted on applicants as questionnaires are received. Applicants who do not produce a clean background check will be notified and their applications withdrawn.

<sup>Dec.</sup>  
(g) At the ~~November~~ meeting, the Election Facilitator will present members of the Electorate with an election packet. The packet will contain the questionnaires submitted by the applicants who produced a clean background check, sorted by the Board seat sought.

<sup>Jan.</sup> <sup>First</sup>  
(h) At the ~~December~~ meeting, the ~~last~~ item on the agenda before adjournment will be the election of the new Board of Directors. The Election Facilitator will distribute ballots to each member of the Electorate. Members of the Electorate must be present in order to cast a ballot. Only one ballot per person will be distributed regardless of number of positions held in the Electorate.

<sup>Jan</sup>  
-All registered members of the league who are present at the ~~December~~ board meeting and wish to cast a vote in the election of board of directors will be provided one ballot per family, providing that they have had an opportunity to view the election packet in advance of the election.

(i) Completed ballots will be returned to the Election Facilitator who will tally the votes. Those who receive the largest number of votes per Board seat sought will be announced and will become Directors immediately upon the close of the election proceedings.

(j) The new Board President will ask each member of the new Board to select a sub-committee to manage for the duration of their term. The Board President will acknowledge selections as appointments for record keeping purposes. The Board President may then ask for a motion to adjourn the meeting.

<sup>21</sup>  
(k) All board positions will transfer on ~~1/1~~ of the next fiscal year.

#### Section 4.04 Vacancy

- (a) Board positions may be vacated by the written resignation of the vacating member, submitted to the President and accepted by the Board at the next regular meeting.
- (b) Board positions may also be vacated if a Board member is absent without notice twice during their term in office and by a majority vote of the Board at the next scheduled regular meeting.
- (c) Vacancies will be filled by Presidential appointment and accepted by the Board at the next regular meeting or as soon as practical. Appointees will serve the remainder of the unexpired term.
- (d) Newly opened Board positions resulting in vacancies occurring in the Board for any reason may be filled by a majority vote of the Officers left in office. An Officer elected to fill a vacancy caused by resignation, removal, disqualification, or otherwise, shall be elected to hold office until the next annual meeting at which time officers are elected. A vacancy that will occur at a specific later date, by reason of a resignation effective at a later date, may be filled before the vacancy occurs, but the new officer may not take office until the vacancy occurs.

#### **Section 4.05 Removal / Grievance**

- (a) Any member of the Membership may file a grievance against a Board Member by taking the following steps:
  - (i) The member must file a signed grievance letter, naming the officer involved in the grievance and describing the reasons for removal.
  - (ii) This letter will be submitted to the President and the person subject to removal.
- (b) The President will call a special meeting of the Board within ten days to review the grievance. The Board, minus the President and the Board member subject to removal, will vote on the action (removal) to be taken in an anonymous ballot. If a quorum is in favor of removal, then the member will be removed.
- (c) The decision of the Board is final. Vacancies will be filled by Presidential appointment and accepted by the Board at the next regular meeting or as soon as practical. Appointees will serve the remainder of the unexpired term.

#### **Section 4.06 Termination**

- (a) An Officer or Board Director may terminate their position by submitting a written resignation to a member of the Executive Committee or by the Board of Directors.
- (b) The Board of Directors, by a majority vote, a quorum being present, at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the

membership of any director when the conduct of such individual is considered detrimental to the best interest of Junior Tartan Inc.

(c) The Director(s) involved shall be formally notified of such disciplinary hearing, informed of the general nature of the charges and given an opportunity to appear at the hearing to respond to such charges. See Articles XII Disciplinary Action.

## **Article V. Financial Activities of SGJT**

### **Section 5.01 The Treasury**

(a) The Treasurer or other qualified person, as authorized by the Board of Directors, shall make all financial disbursements of SGJT funds, on a SGJT check or draft.

(b) The Board of Directors shall decide all matters pertaining to the finances of the League and it shall be a permanent policy to place all monies in a League Treasury, directing the expenditure of the same in such a manner as will give no individual or member of the League advantage over another. All funds shall be deposited to the credit of the SGJT in such banks or other depositories as the Board may select.

(c) No expenditure over \$ 500.00 shall be made without prior Board approval. All other expenditures shall be made at the discretion of the President and/or Executive Committee.

(d) The Board of Directors may authorize any Officer or Officers, Agent or Agents of the League, in addition to the Officers so authorized by these Bylaws, to enter any contract or execute and deliver any instrument in the name of and on behalf of the League.

(e) All funds of the League shall be deposited to the credit of the League in such banks or other depositories as approved and directed by the President and/or Board of Directors.

### **Section 5.02 Financial Policy**

(a) The Board shall decide on all matters pertaining to the finances of the SGJT.

(b) All funds shall be deposited to the credit of the SGJT in such banks or other depositories as the Board may select.

(c) No expenditure over \$ 500.00 shall be made without prior Board approval. All other expenditures shall be made at the discretion to the President and/or Executive Committee.

(d) All checks, drafts, or other orders of payment of money over \$1,000 shall be signed

by two of the following officers: President & Treasurer.

(e) The fiscal year of the SGJT for financial purposes and the filing of all regulatory reports with the federal, state, and local agencies shall begin on January 1 of each year and end on December 31 of the same year.

### **Section 5.03 Operation of E-Commerce Website**

(a) The Board shall authorize the operation of an E-Commerce website and shall from time to time review and re-authorize operation of said website by a majority vote.

### **Section 5.04 Limitation of Liabilities and Indemnifications**

(a) Limit of Liabilities:

(i) Nothing herein shall constitute members of the SGJT as partners for any purpose. No member, officer, agent, or employee of this SGJT shall be liable for the acts or failure to act on the part of any other member, officer, agent, or employee of the SGJT. Nor shall any member, officer, agent, or employee be liable for his acts or failure to act under these Bylaws, excepting only acts or omissions to act arising out of his/her willful misfeasance.

(ii) No member of the SGJT shall be liable for the debts, or be in any way responsible for the functions, activities or policies of the SGJT or any Member authorized to participate in Youth Football and Cheer by the SGJT.

(b) Indemnification:

(i) Any current and/or former Officer or Director of the SGJT shall be reimbursed against reasonable expenses actually and necessarily incurred by them in connection with the defense of any legal action, suit, or proceeding in which he/she or any of them are made party(s) to, by reason of having been a current or former member of the Executive Committee or Board of Directors of the SGJT, except in relation to matters as to which such a current or former Director or Officer, shall be adjudged in such legal actions, suits, or proceedings to be liable for gross negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such a liability.

(ii) Junior Tartans Inc. shall purchase and maintain in force a General Liability. Hold harmless and naming the Junior Tartans Inc. the Executive Committee and Board of Directors, the Scotia Glenville School District as primary and non-contributory additional named insured.

(c) All suits or incidents, that name or may name a member of the SGJT or the Junior Tartans Inc. directly must be submitted to the Executive Board within 30 days of the

occurrence or at the next regularly scheduled SGJT meeting, whichever comes first.

(d) All insurance policies must be submitted to the League Secretary and are subjected to review and approval of the Board.

(e) The League shall indemnify any and all current and former Officers and Directors of the League and Program Entities, or any person who may serve at its request as an officer or director, against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they are made parties by reason of being or having been Officers or Directors of the organization or a program entity, except in relation to matters as to which any such Officer or Director or person shall be adjudged in such proceeding to be liable for negligence or misconduct in the performance of duty.

## **Article VI. Proxy Voting**

(a) No proxy votes will be permitted at any time.

## **Article VII. Overruling**

(a) The voting body present, by a majority vote, may overrule any action by the Board.

## **Article VIII. TBD**

(a) This section left BLANK for future use.

## **Article IX. Committees**

### **Section 9.01 Sub-Committees**

(a) All standing, special, joint committees of the League or otherwise, as approved by the Board of Directors shall make recommendations and submit an outline of their proposed new activities to the Board of Directors for approval. No standing or special committee shall represent, or purport to represent, this organization in advocacy of, or in opposition to, any matter without the approval of the Board, nor shall a committee or member obligate the League financially or otherwise without having first obtained the approval of the Board. Such committees shall have the power to fix rules and regulations for their procedure not inconsistent with the corporation. Every committee shall keep adequate records of its meetings shown in action taken by the committees, attendance of members, and financial statement as required.

(b) Due to the extensive nature of managing a successful youth football and Cheer program, Board members will select one sub-committee to manage for the scheduled duration of their term in addition to their standard Board duties at the annual meeting.

In the event that Board members are unable to decide or agree upon sub-committee assignments, the President will assign a sub-committee for them.

(c) Board members have the option of chairing their sub-committee or assigning it to a non-board member. Although board members have the option of selecting a non-board member to chair their sub-committee, they must be involved as they are ultimately responsible for items charged to their sub-committee.

(d) Board members are expected to submit an oral or written report at each Board meeting regarding the status of their sub-committee.

(e) Sub-committee Chairman are non-voting members of the Board, unless chaired by a Board member.

(f) Sub-committees are listed but not limited to the following:

Registration ,Budget, Media Relations & Special Events, Sponsorship

Competitive Teams, Training Camps and Clinics

## **Article X. Code of Conduct**

All volunteers, board members and coaches' Football and Cheerleading will abide by a Code of Conduct, which includes the following provisions. If any of these rules are broken Junior Tartans Inc. shall have the authority to impose a penalty.

All members shall:

1. Not smoke and or use smokeless tobacco on field.
2. Not criticize players/cheerleaders in front of spectators, but reserve constructive criticism for later, in private or in the presence of team/squad members if others may benefit.
3. Accept decisions of the game officials and judges on the field and in competitions as being fair and called to best ability of said officials.
4. Not criticize an opposing team, it's players, coaches, cheerleaders or fans by word of mouth or gestures.
5. Emphasize that good athletes strive to be good students and that both are physically and mentally alert.
6. Strive to make every football / cheerleading activity serve as training ground for life, and a basis for good mental and physical health.
7. Emphasize that winning is a result of "good teamwork".
8. Not engage in excessive sideline coaching and not leave the bench area to shout instructions from the sidelines.
9. Together with team officials, be jointly responsible for the conduct and control of team fans and spectators. Any fan who becomes a nuisance and out of control will be asked to leave,

10. Not use abusive or profane language at any time.
11. Not "pile it on" not encourage their team to get as commanding lead and raise the score as high as it can.  
In these instances every effort will be made to let all players play.
12. Not receive any payment ,in cash or kind, for services as a coach with Junior Tartans Inc. This includes any coach ,expert, consultant or choreographer, regardless of his or her roster status.
13. Not deliberately incite unsportsmanlike conduct.
14. Abstain from the possession or use of any illegal substance on both the game and practice fields.
15. Remove from a game or practice any participant when even slightly in doubt about his/her health , whether or not a result of injury, until competent medical advice is available.
16. Control their fans. Remember, as a team coach, you're responsible for your team , and fan reaction will usually be in step with your reaction.
17. Uphold all rules and regulations, National and local regarding Jr Tartan youth football and cheer.

## **Article XI. Amending of Bylaws and Division Rules**

(a) These bylaws may be amended by a majority vote of the voting quorum present at the January Bylaw and/or Division Rules Revision meeting or at any other time if deemed necessary.

(b) The power to adopt, alter, amend or repeal the Bylaws is vested in the Board of Directors. Bylaws may be amended annually at the Annual Meeting or during the course of a Special Meeting that meets the Quorum standard; all members of the Board of Directors must be given a minimum 24 hours notice to attend a Special Meeting; said Special Meetings convened specifically to amend the bylaws must be designated clearly as such in all pre-meeting notifications to board members

(c) The President shall appoint a standing bylaws committee that will review all bylaws amendment proposals. All amendment proposals must be reviewed by the bylaws committee prior to consideration at an annual or special meeting and two readings at a regular board meeting must precede a procedural vote.

(d) These By-Laws may be amended by a majority vote of the voting body.

## **Article XII. Adoption and Ratification**

(a) The foregoing Bylaws and Constitution of the Junior Tartans Inc. Articles I through XII are hereby adopted and ratified as amended and are made part of the permanent league records of the Junior Tartans Inc. These Bylaws shall supersede any and all such Bylaws previously adopted and/or amended by the SGJT prior to this date.



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PRESIDENT,	Date
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VICE PRESIDENT,	Date
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SECRETARY,	Date
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TREASURER,	Date
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Director of Football,	Date
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Director of Spirit ,	Date
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