

# ROSS LITTLE RAMS FOOTBALL BY LAWS

## ARTICLE 1

### NAME

#### Section 1

The name of this organization shall be Ross Little Rams Football Association.

#### Section 2

Hereinafter, the Ross Little Rams Football Association will be referred to as the Association.

## ARTICLE 2

### PURPOSE

#### Section 1

The purpose of this chapter will be to provide the necessary support (financial and otherwise) in accordance with the Ohio Valley Youth Football League (OVYFL) rules for children from Kindergarten thru Sixth grade to participate in football.

#### Section 2

In fulfilling its' purposes, the Association shall have the following objectives within the geographical area:

- a) To develop and/or promote programs for benefit to those listed above.
- b) To develop and/or disseminate locally, information and materials that will carry out the purposes of the Association.
- c) To foster communications with local similar Associations as necessary.
- d) To inaugurate and implement such other programs of the Association.
- e) To conduct its affairs in a manner that will reflect the standards, purposes, and objectives of the Association.
- f) To serve as a non-profit organization.

## ARTICLE 3

### BOARD MEMBERSHIP

#### Section 1

Anyone living in the Ross Local School District, but not limited to parents or guardians of a Ross Little Rams Football Player, may serve as a board member.

## ARTICLE 4

### ORGANIZATION

#### Section 1

This chapter is a not-for-profit organization chartered by the Association for the purpose of carrying out the objectives of the Association in its' geographical area.

#### Sections 2

The chapter activity year shall be from January 1 to December 31.

## **ARTICLE 5**

### **ELECTED BOARD MEMBERS**

#### **Section 1**

The Elected Board shall consist of Eleven (11) elected members of the Association:

- Four (4) Officers
  - President
  - Vice President
  - Treasurer
  - Secretary
- Seven (7) At-Large positions
  - Equipment Manager
  - Concessions Manager
  - Special Events Manager
  - Association Advisor Position
  - Two (2) Coaches Representatives
  - Parent Advocate

## **ARTICLE 6**

### **NOMINATION AND ELECTION OF OFFICERS / BOARD MEMBERS**

#### **Section 1**

Incoming officers / board members shall be approved by a majority vote taken from the standing Board members.

#### **Section 2**

Officers / Board Members shall be chosen from the community at large and nominated by written application in parliamentary procedure on the first Sunday in December. Written applications are to be postmarked no later than November 16 of said year. In the event not enough applications were received to fill any open Board positions, then and only then, may an individual be nominated in person at the meeting the first Sunday in December.

#### **Section 3**

Officers / Board Members removed from their position for any reason shall be replaced from the community at large and nominated by written application in parliamentary procedure.

#### **Section 4**

Officers / Board Members needing to resign due to personal reasons may recommend their own replacement for approval from the community at large and nominated by written application in parliamentary procedure.

#### **Section 5**

Officers / Board Members must reapply each year to stay on the Board if they do not have a child participating in the Association.

#### **Section 6**

Any open Board position may be filled by 2/3 majority vote at said meeting.

## **ARTICLE 7**

### **DUES**

#### **Section 1**

None required.

## **ARTICLE 8**

### **MEETINGS**

#### Section 1

Any officer of the Association may call a special meeting of the Board members. The notice calling such a meeting shall state the purpose of the meeting. A 48 hour notice shall be given for any special meeting. At least half of the Board Members plus one must attend all special meetings.

#### Section 2

Half of the Board Members plus one, in good standing, shall constitute a quorum at any meeting.

#### Section 3

Voting shall occur at the monthly meeting to be held the fourth (4th) Sunday of each month or at any special meeting called by Officers of the Board.

#### Section 4

A financial statement shall be presented to the Officers / Board Members at each meeting.

#### Section 5

A Board member may appoint a representative to take their place and cast a vote in the event they may not be present. Any Board member who is not present or represented shall by their absence have no vote.

#### Section 6

In the event the number of voting members shall lead to a tied vote, the President shall decide the issue.

#### Section 7

The monthly business meeting will be held the fourth (4<sup>th</sup>) Sunday of every month. The doors for this meeting will be locked. This meeting will consist of Officers, Board Members and appointed representatives. This monthly business meeting will be closed to the public. The public meeting will be held the fourth (4<sup>th</sup>) Sunday of every month, starting one half hour prior to the regular Board meeting and lasting no longer than one half hour. Anyone wishing to address the board at the public meeting must give their name, first and last, so that it becomes permanent record of the meeting minutes. Said person will be given a maximum of five (5) minutes to state their concerns. The Board, Officers and Board members, will discuss the items brought up at the public meeting at the Business meeting and will address them at the next public meeting.

#### Section 8

Any person so requesting may receive a written response to their concern.

#### Section 9

Meeting attendance is expected. In the event a member of the Board should miss two (2) consecutive meetings, or fifty (50%) of scheduled functions, without reasonable explanation, he/she may be removed from the Board for the remainder of the year by a majority vote of the remaining board members. If that Board member is a head coach, he/she will be relieved of his/her coaching duties.

#### Section 10

Regarding monthly and/or special meetings, in the event an enclosed room is not available, the meeting may be held at a location to be decided upon by the President and/or Vice-President. For example, but not limited to, the football practice facility.

#### Section 11

A board member in attendance at a meeting is only permitted to represent and vote for himself/herself. In the event a board member is absent from the meeting, another board member in attendance may not represent or vote for the absent board member. If a board member is absent from a meeting and does not have a representative in his /her place, that board member shall have no vote.

## **ARTICLE 9**

### **MISCELLANEOUS**

#### Section 1

Chapter members may dissolve the Association in the following manner:

- a) A resolution to dissolve the Association shall be acted upon at a meeting of the Association. The resolution shall set forth the reason for the dissolution.
- b) Within thirty (30) days following the action, a mail ballot shall be sent to all Association members setting forth the reasons for the dissolution. Thirty (30) days after the ballots are mailed, a 2/3 vote is required for approval of the action.
- c) Upon the adoption of the resolution to dissolve, the officers shall carry out the dissolution of the Association in conformance with applicable laws and By Laws.

#### Section 2

Money collected at the gate and concession stand shall be counted at the end of the day by a minimum of two (2) Board members, one of whom must be an officer.

#### Section 3

Fund raising activities shall be overseen by a minimum of two (2) Association members, one of whom must be a board member.

#### Section 4

Any fund raising projects or activities shall be limited to those activities that are consistent with the purpose of the Association.

#### Section 5

Bank deposits shall be made as expeditiously as possible.

#### Section 6

Majority of the attending Board members shall approve major expenditures including but not limited to equipment, uniforms, and facilities. Major expenditures as defined as expenditures over \$500.00. Officers have the authority to spend up to \$500.00 without prior Board approval. Any expenditure less than \$500.00 will be presented to the Board at the next business meeting.

#### Section 7

A fund raising chairperson, once approved by majority vote shall have the authority to pursue all ethical avenues available to help support the Association.

#### Section 8

On game days, coaches are required to wear the organization issued coaches game day shirt and are permitted to wear only an organization issued hat or visor. In addition, both the head coach and assistant coaches are required to wear practice shirts on practice nights. Any coach not wearing the organization issued uniform will not be permitted to coach during practice or on game day.

#### Section 9

An active head coach or active board member, with voting rights, who leaves the Ross Little Rams Football Organization and joins another football organization in the same community, is no longer eligible of returning as a head coach, board member, or a delegate with voting rights, in the same capacity in the Ross Little Rams Football Organization.

## **ARTICLE 10**

### **AMENDMENTS**

#### Section 1

The Association may propose amendments to these By Laws.

## Sections 2

Amendments shall be voted on at a regular or special Association meeting at which action will be taken if a quorum is present. A 2/3 affirmative vote is required for approval and will become effective immediately.

## **ARTICLE 11**

### DUTIES OF APPOINTED PERSONNEL

#### President

##### Section 1

Preside at regular and special meetings of the Association.

##### Section 2

Represent or appoint a Board Member to be league representative from Ross Little Rams Football to represent the Association at meetings of other organizations where official representation of the Association is required or desirable.

##### Section 3

Provide leadership for programs and activities for the Association.

#### Vice-President

##### Section 1

Succeed to the office of the President and carry out its duties if the President is unable to serve.

##### Section 2

Assume responsibility for work of Committees as assigned by the President.

#### Secretary

##### Section 1

Maintain Association records, correspondence and web site.

##### Section 2

Record and distribute minutes of Association meetings.

##### Section 3

Notify Association members of meetings.

##### Section 4

Assume the duties of the Treasurer as necessary.

#### Treasurer

##### Section 1

Maintain all financial records of the Association.

##### Section 2

Supervise the receipt and disbursements of funds as directed by the Association.

##### Section 3

Maintain Association funds in an approved depository. The account may be accessed by check with signatory officers to the bank account being all officers and only officers. These officers, being the President, the Vice-President, the Secretary, and the Treasurer will have signing rights to include a signature in addition to the treasurer's. All checks must have two (2) signatures, one of which must be the treasurer's.

#### Section 4

Assume the duties of the Secretary as necessary.

#### Officers

##### Section 1

At least one officer at each home game the entire day from 7 AM through completion of cleanup.

#### Board Members

##### Section 1

Board Members are expected to work during home football games.

##### Section 2

All money (gates, concessions, fundraisers, etc) must be turned over to the Treasurer within two (2) days from when the monies were collected.

#### Head Coaches

##### Section 1

Each head coach will work three (3) hours each home date. Schedules will be provided.

#### Assistant Coaches

##### Section 1

All assistant coaches will work the entirety of the game to follow their game during home dates. With the exception of the 6th Grade coaches who will work the time following their game until clean up and break down of the facility has been completed.

#### Equipment Manager

##### Section 1

The equipment Manager shall take responsibility for the care, storage, repair, disbursement, and collection of all Association equipment.

##### Section 2

During disbursement of equipment, the equipment manager shall be responsible for seeing that an individual equipment checklist form is filled out completely and correctly, as well as signed by the parent or legal guardian and a current Board member.

##### Section 3

The equipment manager will inventory equipment before and after each season. The inventory will be held as permanent record of the Association.

#### Concession Manager

##### Section 1

It shall be the duties of the concession manager to operate the concession stand by scheduling workers, maintaining inventory, and keeping an adequate record of all sales and billings on a weekly basis.

#### Special Events Manager

##### Section 1

The Special Events Manager shall develop and execute a strategy to raise funds for the Association.

##### Section 2

It shall be the Special Events Manager to plan and execute all events not associated to game day activities.

#### Coaches Representative Positions

##### Section 1

The Coaches Representative Positions will act as the liaison between the Board and the Coaches. These positions are also responsible for communicating information to Head Coaches as necessary.

## Association Advisor Position

### Section 1

The Association Advisor Position shall provide technical and intimate knowledge of football operations to the Ross Little Rams organization.

### Section 2

The Association Advisor Position shall be non-voting.

### Section 3

The Association Advisor may not send representation to meetings.

### Section 4

The Association Advisor Position is to be appointed by the President with 2/3 approval by the Board.

## Parent Advocate Position

### Section 1

The Parent Advisor Position will assist with communication between parents and the Board.

## **ARTICLE 12**

### DISCIPLINE

The Association shall have the authority to discipline and/or bar participation of any person in the program for violation of any rule or conduct which is considered detrimental to the Association and its' activities. Any person includes, but is not limited to players, fans, parents, coaches, assistant coaches and board members.

- a) Upon receipt of a written complaint to the Board of Directors, the President may take temporary disciplinary action as he or she sees fit, provided however, such action shall remain in effect only until review at the next meeting of the board. The President shall hold said meeting no later than seven (7) days after action for the purpose of presentation of facts.
- b) The President shall present the complaint to the Board, who will review the matter and determine the disciplinary action to be taken. Both parties involved in the complaint shall be advised of the time and place of the Board meeting and the substance of the complaint so they can be heard or submit his or her reply in writing, if so desired.
- c) In the event that the complaint is about the President, the Vice-President shall take the above mentioned actions.
- d) The Board shall pass any business concerning the discipline or removal by 2/3 majority vote.
- e) The term of any disciplinary action taken by the Board will be determined and will be final.
- f) The President has the authority to take immediate temporary disciplinary action for any conduct detrimental to the association.

## **ARTICLE 13**

### BACKGROUND CHECKS

#### Section 1

All board members, head coaches, and assistant coaches are subject to a passing background check.

#### Section 2

All felonies disqualify said applicant. The applicant may appeal to the Officers if they feel there are mitigating circumstances.