

ARTICLE I – Name and Location

1. The organization is registered under the name of “Grayslake Football and Cheerleading Association”.
2. The organization shall be known as the “Grayslake Colts Football, Cheerleading, and Dance”
3. The address of the organization shall be: P.O. Box 137, Grayslake Illinois 60030
4. The electronic address of the organization shall be www.grayslakecolts.org.
5. Any unauthorized use of our organizational name, logo, and information from our website cannot be used without written permission from board of directors.

ARTICLE II – The Purpose

The Grayslake Football and Cheerleading Association is organized exclusively for charitable and educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code.

ARTICLE III – The Mission

The purpose and objective of the Organization shall be:

To organize, direct, and sponsor an area-wide not for profit Football, Cheer, and Dance Program, which shall participate and follow the rules of the leagues in which we compete. This program shall promote an interest and commitment to the game of football, cheer, and dance among athletes primarily within the boundaries of the Grayslake High School District 127. The organization will support youth athletes by: providing guidance, coaching, assistance, mentoring, uniforms, equipment and accessories that provide the utmost safety, instilling always a spirit of good sportsmanship and carrying out our duties with honor and integrity.

All participation shall be non-partisan and non-sectarian.

ARTICLE IV – Our Philosophy

Our Philosophy is simple: **Athletes First, Winning Second**

We will embody this philosophy by basing every decision we make, and every action we take, on what is first best for all of our individual athletes, and second on what may improve our chances of winning.

ARTICLE V – Organizational Membership

Membership falls into four categories: Board Members, Participants, Parents or Guardians, and Coaches/Team Coordinators.

A participant is any youth who meets the age requirements, is fully paid or otherwise registered, and is actively participating in football, cheerleading, or dance.

Participants, Parents, and Guardians' membership begins when registration fees are paid in full and continues until the first day of registration for the next season. Participants, Parents, and Guardians are recognized as general members of the organization. Any member who violates the Code of Conduct (see Appendix I) or the Colts by-laws, may be denied membership, and/or removed from their current membership, following a two-thirds vote by the Colts Board of Directors.

Coaches and Team Coordinators are granted membership from the time of their selection, pending their approved back ground check and approval by the Board of Directors, through the completion of the annual meeting at the end of that season.

As members, the following positions have annual meeting voting rights provided they have attended a minimum of four (4) board meetings per year as documented by signing the meeting register; a rostered Colts Football Coach, Cheerleading Coach, Dance Coach or Team Coordinator as outlined in Article VIII (I).

A board member holds voting rights if they have attended 50% of the regularly scheduled board meetings as described in Article VI, Section C. Members in good standing have limited voting rights at the annual meeting as described in Article VI, Section B.

A general member (parent or guardian who does not hold a Board, Coaching, or other volunteer position as described above) holds no voting rights unless: they have attended a minimum of four (4) board meetings per year as documented by signing the meeting register.

ARTICLE VI – Meetings of Members

A. Governing Rules

All meetings and activities of the organization shall be governed by Roberts Rules of Order except where they are in conflict with the established By-Laws and Policies defined in the Grayslake Colts Polices. Proxy voting is not allowed.

B. Annual Meetings

The annual meeting of the membership of the Organization shall generally be held the second week of December and the day will be announced on our website by October first.

A member in good standing, as described in Article V, is entitled to vote for the new Board of Directors at the annual election meeting. Votes will be cast by secret written ballot. The annual meeting will commence at 7:00 p.m. with an introduction of the candidates by the President. Candidates for contested positions will be allowed 2 minutes to present his/her qualifications. The election will commence following the candidate presentations and voting will occur for 15 minutes. At the completion of 15 minutes, voting will be closed and the results tabulated and announced. Should a revote be required, as described in Article VII, it will occur immediately

following the announcement of the election results. Only members in good standing who are present are eligible to participate in the revote and the polls will close immediately following the last ballot being cast for the revote. Voting qualifications also include the requirement that a quorum must be present for voting to take place and be binding. A quorum will consist of a minimum of 2/3 of the Board of Directors members present who are in good standing.

The votes will be tabulated by the President and Secretary. If either of those positions is a contested position, the Treasurer will replace the contested member, and join in the tabulation of votes (or if the Treasurer is contested, in this order: Director of Fundraising, Director of Football, Director of Cheer and Dance).

C. Monthly Meetings

Monthly meetings are to be held on a set day and time as designated by the Board of Directors. In the absence of the President, the Vice President shall preside over the meeting followed by the Treasurer, Secretary, Director of Football, and then the Director of Cheer and Dance.

D. Special Meetings

Special meetings of the general membership may be called by the President; or by any four members of the Board of Directors; or by written request of not less than 20% of the general members of the Organization. Such a written request by the members shall be submitted over the signatures of the required number of members, and the request shall set forth plainly the purpose for which such special meeting is requested.

E. Meeting Location

Meetings of the Board of Directors may be held in such a place as designated by the President. The annual meeting shall be held at such place as designated by the Board of Directors. Special meetings shall be held at such place as designated by the President or at such place as the written petition of the membership shall designate.

F. Notice of Meetings

Annual Meetings shall be held at a place designated by the Board of Directors without further notice than hereby provided in the by-laws. Written or printed notice of Special Meetings stating the place, the day, the hour of the meeting, and the purpose for which the meeting is called shall be delivered not less than 48 hours before the date of the meeting, either personally, via email, or posted on the organization's official web site by the President.

G. Meeting Quorum

Monthly Meeting – A quorum will be a simple majority of the Board of Directors.

Annual Meeting - A quorum will consist of a minimum of 2/3 of the Board of Directors members present who are in good standing.

Special Meeting – A quorum will consist of a minimum of four members in good standing.

No business shall be transacted at any Annual or Special Meeting without a quorum being present at the start of the meeting.

ARTICLE VII – Management

The management of the Organization shall be vested in a Board of Directors comprised of sixteen (16) members. The directors will be charged with the active management and direction of the Organization for the coming year under the guidelines contained within the Grayslake Colts Polices, Bylaws, and Roberts Rule of Order.

The Board of Directors shall be elected by the members in good standing at the Annual Meeting.

The Board of Directors shall meet as directed by the President in accordance with the by-laws of the organization.

The financials shall be audited on an annual basis. The Treasurer shall identify an auditor for board approval in advance of commencing the engagement.

No Board member or immediate family shall receive, directly or indirectly any salary or compensation from the organization for services rendered unless specifically designated within the by-laws.

Nomination Process

The President will be charged with putting together a nomination slate for the Board of Directors' elections held at the Annual meeting, giving consideration but not limited to, the current director. A special committee may be used to accomplish this task. The goal is to provide a list of at least one person for each position and present the slate at the October monthly meeting.

Nominations will only be accepted by filling out the nomination forms from October 1 through the close of the November board meeting. Nomination forms can be found on the official website and must be turned in or emailed to the president.

Should a candidate be nominated for more than one position, he/she must select the position for which he/she will run before the slate is finalized at the November meeting. Nominations will be closed after the November meeting. If a candidate withdraws, the president will remove the candidate, update the ballot, and notify the board and general members. No write-in candidates will be allowed on the December ballot. Should the November slate be finalized with open positions, the board will actively seek candidates to fill the open position so that a full ballot can be presented at the December election.

To ensure proper transition of activities from the outgoing board, outgoing board members will meet with the candidate elect for knowledge transfer sessions between the November and December board meetings. If a position is contested, no files will be transferred until the

election is complete. In this case, files will be transferred after the annual meeting and no later than December 31st.

All candidates must sign a conflict of interest statement in advance of the annual election.

Winning an Election

The Board of Directors positions will be decided by a majority vote of the voting members present. Election Rule: if a position has multiple nominations and no one person gets a majority vote, then a revote will occur between the top two candidates who received the most votes.

An exception to this rule applies to the positions of Assistant Directors of Football and Assistant Directors of Cheer and Dance, where the winners will be decided by the top vote earners.

If an irregularity in the election process is detected within 48 hours of the annual meeting, a special meeting will be called for the purpose of a revote. Notice for the special meeting will be provided to all members in good standing. Election results, as announced, will stand when irregularities are not detected within 48 hours of the annual meeting.

Vacancy

See Article XVII

Removal and or Resignation

A board member shall be removed from office by a two-thirds (2/3) majority vote of the Board of Directors. Any member of the Board of Directors who is removed from their elected position is subject to the findings of their disciplinary hearing as referenced in appendix D.

Any board member who resigns from their elected position, shall not be allowed to hold any other position for the remainder of their elected term.

Electronic Documents

Electronic documents are stored on a cloud-based drive of the Board of Director's choosing. Each position will have folders assigned to him/her, and each folder should be accessible by the person holding that position, and the President.

ARTICLE VIII – Duties of Officers

- A. **President** - Leader of the youth football, cheer and dance organization. Ensures a positive youth football, cheer and dance experience for players, coaches, athletes, game officials, and parents. The President shall supervise the executive affairs of the Organization, communicate openly with the Board of Directors and shall preside at all general meetings of the Organization. President shall sign with the Treasurer, or other proper officer of the Organization authorized by the Board of Directors, all contracts or other instruments which the Board of Directors has authorized to be executed. In addition, the President, along with the Treasurer, is responsible for accounting for the Organization's financial expenditures and

income. Responsible for organization and leadership of the annual awards presentations, representation of the Organization at all Grayslake Sports Association meetings, and in general shall perform all duties incidental to the office of the President, and such other duties as may be prescribed by the Board of Directors from time to time. The President shall not be a coach (head or assistant). The President shall not be related or married to a direct report on the board. The responsibilities of the commissioner/president may include working with individuals on the Board of Directors to ensure the following:

- The league is operating with financial stability and in good standing within the community
- Risk management (insurance, emergency action plan)
- Reserving all practice and game facilities / scheduling / officials
- Fundraising
- Coaching development
- Background checks
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- Equipment & Uniforms
- Present at home games to network with guests and build a positive community support.

B. **Vice President** – The Vice President, a transitional position, supports the President in any and all activities that sustain the operation of the organization as noted above and as directed by the President. Serves the President’s role in the event that person is absent; will assume the responsibilities of the President should that role become vacant. Responsible for representation of the Organization at all Grayslake Sports Association meetings as directed and in general shall perform all duties incidental to the office as may be prescribed by the Board of Directors from time to time. Position may serve as a developmental opportunity for the next President and/or counsel to the current President by the former. The Vice President shall not be a coach (head or assistant) unless approved on an exception basis by the Board of Directors. The Vice President shall not be related or married to an officer on the board.

Serves as the Liaison to the community and represents Colt’s interests, vision, relationships and partnerships in the communities in which Colts serves. Works with all other department heads to coordinate advertising and marketing efforts with the league registration schedule in mind. Coordinates and executes community outreach events to build community support for our football & cheer programs (Parades, Discovery Days, etc.) Present at home games to network with guests and build a positive community support.

C. **Secretary / Director of Communications** – Records meeting minutes, maintains a record of league’s activities, and is responsible for all facets of the organization’s registration process. Responsible for the collection of paper forms, payments and/or all online registration transactions in coordination with the Treasurer. The Secretary shall be the custodian of the corporate records, perform all duties incidental to the office of Secretary, and such other duties as from time to time that may be assigned to him/her by the President or the Board of Directors. Works closely with the Treasurer to ensure that all registration funds are properly collected, accounted for and deposited. Creates, coordinates and advertises all online registration forms on the Grayslake Colts website. Coordinates any on-site registration, if required. Keeps the minutes of the meetings of the members and Board of Directors and

ensures that copies of each Board of Directors meeting minutes are distributed to the members of the Board of Directors and attending membership within 5 days after the Monthly meeting, or within 5 days of a special meeting. All original meeting notes will be maintained by the Secretary on an ongoing basis, which can be reviewed by the Organization membership by making a written request. The electronic meeting minutes must be maintained and passed on to the incoming Secretary via the Colts' cloud storage account. The Secretary shall not be a head coach. Director of Communications portion of this role is the single point person for the dissemination of all Organizational and Individual sport information, to internal and external sources, including through social media. Creates the weekly newsletter and coordinates content with the appropriate Executive Board members. Manages the flow of information being distributed by the Board and Sport Directors to all Team Coordinators, parents and required parties. Will act as the informational mouthpiece of the Colts, including the Colts Call-em-All notification system. Responsible for overseeing all content associated with the Organization's website, including: rosters, schedules, sharable files and forms, and registration information. Manages the development and distribution of marketing materials to promote the organization in local newspapers and media/social media outlets (Facebook, Twitter, and Instagram.) to the community. It is important that this person is always informed on all matters related to the league, and works in close partnership with the President, Director of Football, Director of Cheer & Dance and, when applicable, the Vice President, to ensure the website and all related content are up-to-date and consistent with the organization's mission, vision and marketing strategy.

D. Treasurer - Responsible for the financial arm of the organization. The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the Organization and shall receive and give receipt for monies, and deposit all such monies in the name of the Organization or other depositories as directed by the Board of Directors. The Treasurer shall be responsible for filing appropriate State and Federal taxes, providing and presenting accurate income/expense statements on a monthly basis, and coordinating the external audit of the general ledger of the Organization at the discretion of the Board of Directors. The Treasurer will coordinate with the purchasing agent(s) for all materials and supplies required for projects, publicity and concession stands. The Treasurer will follow basic accounting practices outlined in the attached purchase policy (Appendix A). The Treasurer, in conjunction with the President, will lead the organizations' annual budget meeting and drive the budgeting process through Board approval. He/she shall also assist the President in the normal operation of the Organization and is responsible for all Organizational income and expenditures. The Treasurer must have basic knowledge of and experience with accounting and book keeping practices. The Treasurer shall not be a head coach, or related or married to another officer on the Board. Duties may include:

- Signing all checks, and those over \$500 will be co-signed by President, Vice President, or Secretary (or as directed by the Organization's by-laws)
- Dispensing league funds as approved by the Board of Directors
- Providing reports on the status of league funds
- Maintaining financial records
- Preparing budgets

- E. **Director of Fundraising** - Responsible for working with internal and external fundraising partners to ensure the success of initiatives that meet the organization's financial goals. Responsible for revenue generating programs (Charity Mania, Sponsorships, Dine & Shares, New Initiatives, etc.). Solicits support, create committees and teams as appropriate to successfully execute fund raising mission, and support the association's budgeting process. Responsible for securing and maintaining donations/sponsorships from local businesses that fund the annual Financial Aid program. Provides regular status reports to the Board of Directors and may coordinate activities and special programs with the Vice President as required or directed by the President that support the organizations short and long-term financial goals.
- F. **Director of Concessions** – Responsible for all concessions activity, including concessions at home games (Central Park, and Grayslake Central High School football fields), Grayslake Days, and others as deemed necessary by the Board of Directors or the President. Related duties include, but are not limited to: develop community partnerships with local businesses/vendors related to concessions; purchasing, planning and preparing of all items to be sold at concessions; determine pricing schedule; cleanliness of concession related areas; scheduling of volunteers for concession service; lead point of interaction with Lake County Health Department for certification, inspections, etc.; maintenance of concession-related equipment; maintaining records/receipts of concession funds spent; bank deposit of concession funds.
- G. **Director of Apparel** - Responsible for designing, ordering, marketing, sales, and maintaining inventory for all Colts merchandise. Responsible for keeping a running inventory list of all merchandise in stock. Submits a cost vs. pricing list of all merchandise to the Executive Board for pre-approval. Manages sales at all registrations and home games as well as special team/event orders and associated distribution. Coordinates with the Secretary/Director of Communications to sell all Colts merchandise online. Works with the Executive Board to develop and deliver merchandising strategies and programs that will support the organization's financial goals.
- H. **Director of Football** - Leading a team of Assistant Directors, the Director of Football shall execute the objectives of the Board of Directors with respect to football operations for the Organization. The Director of Football shall be directly and indirectly available via his/her staff, responsible for obtaining coaches for approval by the Board of Directors, coach's certification, equipment distribution/collection, field preparation, player distribution, Field Marshall duties and general coordination of football issues and concerns. The Director shall arrange coaches' meetings (Head Coach, Assistant Coach, with High School coaches) as needed for training, player camps, and chalk talks. The Director shall assist the President in normal operations of the Organization. The Director shall also ensure the acquisition and application for use of space required for the Organization to execute its games and practices. In addition, the Director shall act as the purchasing agent for football and coordinate the purchasing activities with the President and Treasurer. The Director of Football shall not be a coach (head or assistant), unless approved on an exception basis by the Board of Directors..

This individual will oversee all Directors and Coordinators on a regular basis during the season. This individual will:

- Participate in the TCYFL and ensure adherence to all league rules and regulations
- Interface with community, including High School Football programs
- Recruit and/or appoint Assistant Directors and Equipment Manager
- Create and execute the football program budget (along with Treasurer and President)
- Communicate with other programs outside of Colts to develop inter-league strategies
- Work closely with Board members to set program direction, both present and future
- Set and host meetings for season beginning, season end, and all others deemed necessary by the situation
- Recruit and appoint coaches
- Handle misc. needs such as: team photos, awards and trophies, etc.
- Recruit, develop, direct and maintain a staff of Team Coordinators that assist in the smooth operations of football, and serve as a support mechanism for the coaches and parents.

I. **Assistant Director, Football (3 positions)** – In addition to assisting the Director of Football Operations as directed with operations as noted above, the 3 Assistant Director of Football Positions will encompass the following roles/responsibilities:

- (1) **Assistant Director of Football** – This position supports the Director of Football in any and all activities that sustain the operation of the football organization as noted above and as directed by the Director of Football. Serves the Director of Football’s role in the event that person is absent; will assume the responsibilities of the Director of Football, should that role become vacant. In general, shall perform all duties incidental to the office as may be prescribed by the Director of Football from time to time.
- (2) **Assistant Director of Football (TCYFL League Rep)** – This position serves as the Liaison between The TCYFL and the Grayslake Colts. The League Rep must develop and maintain a relationship with the TCYFL President and TCYFL Board Members for the purpose of advancing our interests within the organization. Must attend monthly TCYFL League Meetings. The League Rep is also responsible for maintaining a relationship with the High School Administrations for the purpose of scheduling facility use by the Grayslake Colts. The expectation is the League Rep is a multiple year position, with the intent of assuring consistent relationships with outside entities.
- (3) **Assistant Director of Football (Fields)** – The AD Fields Position is responsible for maintaining practice equipment, equipment trailers, and field maintenance equipment. This position is in charge of striping practice and game fields, arranging for game day set-up and take down, and assuring practices and games are fully and properly equipped for smooth operations.
 - i. No assistant director of football may be a head coach. Should an exception be made, an assistant director of football could be a head coach under the following parameters:

1. Any Assistant Director as a Head Coach *must* name an alternate Head Coach on their staff.
 2. Exception must be approved by the Board of Directors
- ii. The alternate Head Coach must be approved by the football board and President (The Assistant Director involved with this approval must recuse themselves from the voting for approval)

The Alternate Head Coach will be considered the Head Coach in any event that the Assistant Director must be absent from a game or practice, including but not limited to times when the Assistant Director is attending to Colts/ Assistant Director business

- I. Director of Cheer & Dance** – Leading a team of assistants, the Director of Cheer and Dance shall execute the objectives of the Board of Directors with respect to cheer and Dance operations for the Organization. The Director of Cheer and Dance shall be responsible for obtaining coaches for approval by the Board of Directors, coach's certification, and acquisition of junior coaches and choreographers. The Director shall be responsible for acquiring and arranging practice facilities and coordinating the distribution and collection of uniforms. The Director shall arrange coaches' meetings (Head Coach, Assistant Coach, with High School coaches) as needed for training and Cheer/Dance camps. The Director shall also ensure the acquisition and application for use of space required for the Organization to execute its practices and competitions. In addition, the Director shall act as the purchasing agent for Cheer and Dance and coordinate the purchasing activities with the President and Treasurer. The Director of Cheer and Dance may not be a coach (head or assistant), unless approved on an exception basis by the Board of Directors. This position will have ultimate responsibility for:
- Interfacing with community, including High School Cheer & Dance programs
 - Recruiting and/or appointing Assistant Directors
 - Creating and executing Program budget (along with Treasurer and President)
 - Representing Colts at IRCA meetings & functions, interfacing with other programs as needed
 - Scheduling all practices and game participation for cheer & dance teams
 - Working closely with Board members to set program direction, both present and future
 - Setting and hosting meetings for season beginning, season end, and all others as deemed necessary by the situation
 - Recruiting and appointing coaches
 - Handling misc. needs such as: team photos, awards and trophies, competition and thank-you gifts, etc.
 - Coordinating and presenting at annual pre-season parent meeting and other meetings as needed
 - Recruiting, developing, directing and maintaining a staff of Team Coordinators that assist in the smooth operations of Cheer and Dance, and serving as a support mechanism for the coaches and parents.

J. Assistant Directors, Cheer & Dance - (5 positions) – Assists Director of Cheer & Dance Operations with general operations as noted above; liaison between Head Coaches, parents and Director of Cheer & Dance operations as assigned. The 5 assistant roles will be delineated as follows:

- i. One (1) Assistant Director of Cheer and Dance – This position supports the Director of Cheer and Dance in any and all activities that sustain the operation of the cheer and dance organizations as noted above and as directed by the Director of Cheer and Dance. Serves the Director of Cheer and Dance’s role in the event that person is absent; will assume the responsibilities of the Director of Cheer and Dance, should that role become vacant. In general, shall perform all duties incidental to the office as may be prescribed by the Director of Cheer and Dance from time to time. Position should serve as a developmental opportunity for the next Director of Cheer and Dance.
- ii. Two (2) Assistant Directors of Cheer – Assists Director of Cheer & Dance Operations with general operations as noted above; liaison between Cheer Head Coaches, parents and Director of Cheer & Dance operations as assigned. Season assignments will be appointed by the Director of Cheer and Dance at their post upcoming season meeting held in December.
- iii. Two (2) Assistant Directors of Dance – Assists Director of Cheer & Dance Operations with general operations as noted above; liaison between Dance Head Coaches, parents and Director of Cheer & Dance operations as assigned. Season assignments will be appointed by the Director of Cheer and Dance at their post upcoming season meeting held in December.

Should an Assistant Director of Cheer and/or an Assistant Director of Dance apply to be a Head Coach, approval of the Director of Cheer and Dance would be required, in addition to board approval.

Upon approval, an Assistant Director of Cheer and/or an Assistant Director of Dance may be a head coach under the following parameters:

- a. Any Assistant Director as a Head Coach must name an alternate Head Coach on their staff.
- b. The alternate Head Coach must be approved by the cheer and dance board and President (the Assistant Director involved with this approval must recuse themselves from the voting for approval).

K. Standing Committees -

The President, with the approval of the majority of the Board of Directors, shall appoint from time to time any committees which, may be necessary to assist the officers or otherwise carry out the purposes of the Organization.

The President can name a replacement to a standing committee if one of the designated board members cannot fulfill their duties

- a. Executive Committee
The Executive Committee shall consist of the President, Vice President, Treasurer, Director of Football, Director of Cheer and Dance, and Secretary/Director of Communications. Executive committee duties are based on providing organizational direction on behalf of the board and advising the board on decisions and business matters ranging from strategy planning, policy, investment and risk.
- b. Finance Committee
The Finance Committee shall consist of the President, Vice President, Treasurer, Director of Football, and Director of Cheer and Dance. This group shall be responsible for developing the program enhancement budget for presentation to the full board for approval at the January meeting. This group shall also monitor the long-range financial plan by identifying program and funding needs. The Finance Committee will report to the full board at least once yearly as to the status of the plan and recommend corrective action as required to ensure the organization can achieve its future responsibilities consistent with Articles III and IV.
- c. Ethics Committee
The Ethics Committee shall be a seven-member panel comprised of the President, Director of Football, Director of Cheer and Dance, an Assistant Director of Football or Cheer and Dance, a Football Coach, a Cheer or Dance Coach, and an independent third party. This committee shall convene to handle disciplinary proceedings for violations of the Coaches Code of Conduct depicted in Appendix C following the process as outlined in Appendices D and E. In addition, this committee will handle issues that may arise with Parents and/or Athletes.
- d. The Financial Aid Committee
The Scholarship Committee shall consist of the President, Director of Football, Director of Cheer and Dance, Secretary/Director of Communications and the Treasurer. This committee shall convene to review scholarship requests submitted as part of the registration process. Following the review, all applicants will be contacted to communicate the status of their request. A list of all approved Scholarships will be provided to the Treasurer. The President will maintain Scholarship paperwork.
- e. By-Laws Committee
Each year the Bylaws Committee will meet to review the bylaws and present in Q1. The By-Laws Committee is comprised of the Secretary/Director of Communications, and several additional volunteers from the Board of Directors.
- f. Fundraising Committee
The Fundraising Committee will meet as needed to discuss new ways to fundraise, or to meet and work together to plan for upcoming fundraisers. The committee should be comprised of the Director of Fundraising, and several additional volunteers from the Board of Directors.

ARTICLE IX – Checks, Drafts, Etc.

Any action by the officers or members of the Organization to disburse funds not then on deposit in the treasury of the Organization shall be unlawful, void and of no effect, and the officers or members attempting or disbursing such funds shall be held personally liable for such obligations as incurred which would constitute a deficit in the treasury of the Organization.

All checks, drafts, other orders for payment, any notes or other evidence of indebtedness issued in the name of the Organization shall be dual, signed by the Treasurer and the President or other proper officer of the Organization authorized by the Board of Directors. The Treasurer will have another board member sign for their expenses. Only one member per family (immediate or extended) is authorized to have access to funds as either an authorized signer or credit card holder.

Debit Cards will be issued one each to President and Director of each operations department. The card will be issued to either the Director or a designated Assistant Director for that program for the sole purpose of procuring incidentals for those programs. Only Board Members are authorized to have a Colts Debit Card.

The Board of Directors shall approve the Organization's yearly program budget, set forth by the Treasurer, at the January meeting, and also the program enhancement budget, set forth by the Finance Committee, at the January meeting. The Board of Directors shall approve all non-budgeted expenditures, which may occur during the year.

At a minimum of monthly, financial details will be submitted by the Treasurer to the board of directors for review at the monthly meetings.

Month-end bank statements will be placed by the President into the appropriate cloud-based folder, no later than the 15th of each month, for review by the Executive Committee.

ARTICLE X – Gifts

The Board of Directors, by a majority vote, may accept on the behalf of the Organization any cash contributions, gifts, bequest, or device for general purpose or for any special purpose of the Organization.

ARTICLE XI – Coaching Staff Structure

- A. All coaches shall be recruited, selected, or otherwise chosen by the Directors of Football, Cheer and Dance for presentation to the Board of Directors for approval.
- B. All Coaches must sign and follow the Code of Ethics.
- C. All Coaches, Team Coordinators, Junior Coaches, and Choreographers must be approved by a majority vote of the Board of Directors.
- D. Before a coach, assistant, or fulltime volunteer may take the field, either in practice or in a game situation, they must meet the certification level required of both the Grayslake Park District and the league in which we participate.

- E. Background investigations shall be conducted as outlined in our affiliated agreement with Grayslake Park District on all coaches, assistant coaches, choreographer and team coordinators who are over 18 years of age. All coaches must be deemed eligible to coach under the rules of the Grayslake Park District and the league in which we participate. Any board member, coach, team coordinator or choreographer who fails the background check will be dismissed from their duties. There are no exceptions made for a person(s) failing background checks. Anyone who has a report of something pointed out by the Grayslake Park District as negative, but not considered failing, must be brought to the Executive Committee for a majority vote before they may be voted in as a board member, coach, assistant coach, team coordinator, or choreographer. The Secretary will work with the Director of Football and Director of Cheer and Dance, alongside the President, to confirm that all background checks are submitted in a timely manner according to their position appointments (not to exceed 30 days). Anyone who is approved but has not yet completed their background check, may not have any direct contact with the athletes.
- F. Football, Cheer, and Dance Coaching candidates shall be reviewed based on the following:
- a. **Experience** – A Head Coach must have one year of coaching experience.
 - b. **Leadership** – A coach must embody the ideals of the organization as outlined in Articles III & IV. All coaches are obligated to support the organization in the enforcement of rules and regulations and shall report violations and irregularities to the board. A Head Coach is responsible for the actions of his/her assistant coaches, Team Coordinators and Jr. Coaches.
 - c. **Time Commitment** – A Coach must have the necessary time to commit to the meetings, practices, games and any other mandatory Colts events.
 - d. **Knowledge of Football** – The Head Coach should be able to teach the basic strategies and techniques to the players as well as coaches in a way that is easily understood and is within the parameters of the Organization.
 - e. **Communications** – A coach must be able to communicate effectively with players, parents, officials and other coaches. Head Coaches are responsible for leading the coaching staff. He/she must solicit input from his/her assistant coaches and incorporate that feedback to develop a plan of action for practices, games and competitions.
 - f. **Motivation** – A coach must have the ability to motivate players and other coaches toward positive goals that go beyond the games and competitions.
 - g. **Coordination** – A coach must have the ability to coordinate with equipment personnel, concessions, facilities and the Board of Directors to achieve the best possible results for the team and the Organization.
 - h. **Knowledge of Cheer and Dance** – A Head Coach of Cheer/Dance should have basic knowledge of Cheer/Dance.
- G. The Directors of Football and Cheer/Dance will be responsible to establish a qualified slate of candidates for each coaching position. Each coach selection shall be submitted to the Board of Directors for final approval by majority vote of the Board of Directors before having contact with an athlete. In the event the Board disapproves of a coach selection it shall be the responsibility of the President and Directors of Football and

Cheer/Dance (respectively) to select an alternate candidate for the position. Such alternate candidate(s) will then be submitted to the Board for approval by majority vote. In the event that there are multiple candidates for a limited number of head coaching positions, the Director and Assistant Directors of Football or Cheer/Dance respectively will discuss the candidates. If there is not a majority agreement as to which individual should be assigned to the position of head coach, then the candidates will be presented to the Board of Directors for approval. If there is not agreement and a compromise cannot be reached with the candidates, then each candidate will present himself to the Board of Directors with a 2-minute presentation on his/her qualifications. At the conclusion, the Board of Directors will select the candidate they feel best embodies the qualifications outlined above with a secret ballot. The candidate with the most votes by the Board of Directors shall be named a head coach for the position for which he/she petitioned. The Directors of Football and Cheer/Dance are not allowed to coach, unless prior approval is granted by the Board of Directors.

ARTICLE XII – Fiscal Year

The fiscal year of the Organization shall begin on the 1st day of January in each year and end on the thirty-first day of December the same year.

ARTICLE XIII – Amendments

These by-laws may be amended at any monthly meeting as described in this document and by the same procedures described in this document. On an annual basis in January, the By-Laws will be reviewed by the By-Laws committee with any required revisions brought to the board for adoption with a two-thirds majority vote.

ARTICLE XIV - Dissolution

In the event of termination, all assets and holdings of the Organization shall be given to the Grayslake Park District Foundation or other 501(c) (3) organization as directed by a vote of the Board of Directors standing at the time of dissolution.

ARTICLE XV – Books and Records

The Organization will retain all records for a period of 7 years, and beyond that, they will be destroyed. In addition, the Secretary shall keep a correct and complete record of account and minutes of all proceedings of its' meetings. The Treasurer shall keep correct and complete books.

ARTICLE XVI – Indemnification

The organization shall indemnify and hold harmless any and all current and former Officers and Directors of the Organization and Program Entities or any person who may have served 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 action, suit, or proceeding to be liable for negligence or misconduct in the performance of duty.

ARTICLE XVII – Board Structure

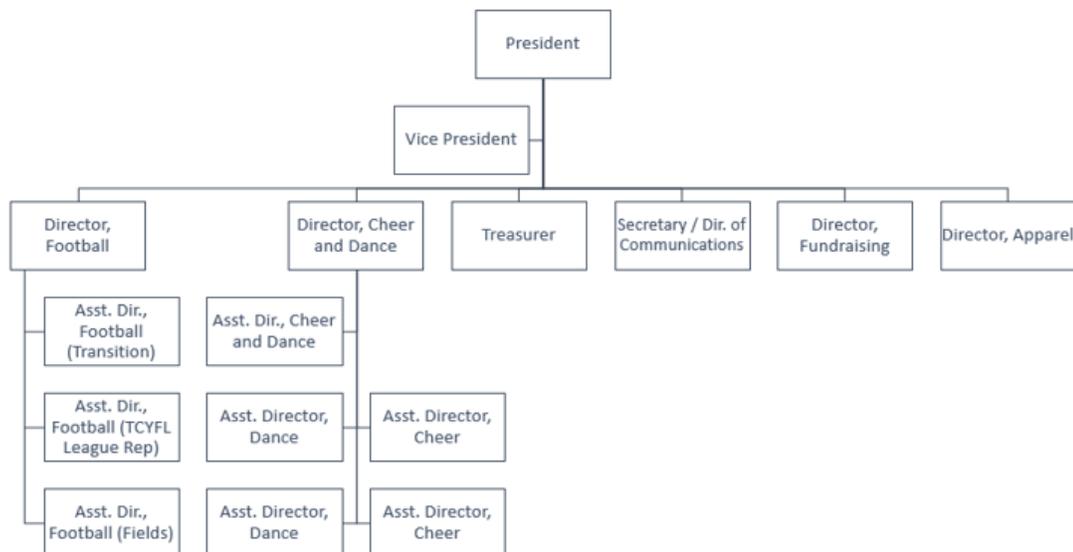
The management of this organization is comprised of (16) Board Members. In the event of the death, extended illness, removal, or resignation of a board member, the remaining board will fill the position with an interim board member from the Organization membership at the next monthly board meeting. Candidates will be nominated by the Director of the area in which the position is open or by the President. The nominated person will be approved by a simple majority vote of the Board of Directors. Should the President position be vacated before his/her term has expired, any board member can put forth a nomination for President. If more than one person is nominated, the nominee who gets a majority vote of the board will be the new president. Any position filled with an interim board member will then be filled during the next annual election of officers as outline by these By-Laws.

The general board of directors' OFFICER structure is as follows:

- President
- Vice President
- Treasurer
- Secretary / Director of Communications
- Director of Football
- Director of Cheer and Dance
-

Grayslake Colts Football, Cheer and Dance

Board of Directors, effective 12/4/18



APPENDIX A

Organizational Purchase Policy

- A. All purchases of goods and services must be approved by the Board of Directors either through the annual budget process or at board meeting for exception items not included in the budget.
- B. Purchases of goods and services shall be made only by a member of the Board of Directors of the Organization or by a representative of the board that has been duly authorized to make purchases on the Organization's behalf.
- C. No purchases and/or commitments to purchase shall be made if there are not sufficient funds in the treasury to cover such purchases.
- D. Major equipment, uniforms and supplies required by the organization must be bid to at least two (2) qualified bidders unless approved by the Board of Directors PRIOR to the bid being given. A copy of all such bids must be presented to the Treasurer. A major purchase is defined as an amount of \$10,000 or greater.
- E. Given the nature of running concessions, immediate need and shelf life, purchasing of concessions consumables are not subject to the two-bid requirement or board approval. However, all concession equipment requires board approval.
- F. The following items will need to be presented to the board
 - a. Items not budgeted for
 - b. Items falling under the budget category of "Future Program Enhancements"

- c. Or items that exceed their budgeted amount by 25% will require Board approval prior to purchasing.
- G. Board members who incur expenses while conducting business on behalf of the organization will be reimbursed provided appropriate documentation is provided to support the expense.

APPENDIX B

Grievance Process

Although the Grayslake Football and Cheerleading Association prides itself on providing a safe and fun environment for all children who participate in the game of football, cheer and dance, issues do arise that the organization needs to be made aware of. To better track issues and complaints, all grievances must be filed using the Grievance Form located on the organization's website.

We encourage our membership to work together to resolve issues among themselves before submitting a Grievance Form. Grievance Forms should only be completed for those situations when a satisfactory resolution is not possible between the parties on their own, where the complaint warrants action against a person, or when an issue has been resolved but it is important for the organization to be aware of the situation.

This process has been established to ensure an efficient and effective process for all members to communicate issues, complaints, or grievances and to obtain resolution. Grievances, issues, or complaints can be reported by parents, coaches, or spectators.

The Grievance Process is not intended to deal with team assignment, coach assignment, or tryout process issues.

To file a complaint, complete the Grievance Report located on the organization's website.

Upon the receipt of a complaint the President shall communicate with the Board of Directors at the next board meeting to determine how to handle the issue including identifying situations where the Ethics Committee should convene to hear testimony related to the issue. In situations where the complaint is passed along to the Ethics Committee, the process outlined in Appendix D will apply.

A board member will acknowledge the form within 72 hours receiving the form.

APPENDIX C

Rules of Conduct and Penalties

The following is a list of rule violations and the consequences that will be incurred by the coach(es) involved based on the severity of the situation. Penalties will be assessed at the discretion of the President and Director of Football or Cheer and Dance unless the situation is deemed to require Ethics Committee review. When an Ethics Committee review is warranted, the process described in Appendix D and E will be followed:

- 1.) Coaches suspected of being under the influence or using Tobacco, illegal drugs and /or alcohol on or near the practice fields or game fields during Colts events.
 Minimum: Will be suspended from coaching for 1 week.
 Maximum: Will be banned from coaching for life.
- 2.) Coaches who engage in physical violence towards a player, a referee, a league representative, a Colts board member, a parent, a fan, or another coach.
 Minimum: Will be suspended from coaching for 1 week.
 Maximum: Will be banned from coaching for life.
- 3.) Coaches who verbally abuse athletes.
 Minimum: Will be suspended from coaching for 1 week.
 Maximum: Will be banned from coaching for life.
- 4.) Coaches flagged for un-sportsmanship like conduct penalties.
 Minimum: Will be suspended from coaching for 1 week.
 Maximum: Will be banned from coaching for life.
- 5.) Coaches attempting to run off a weaker player through neglect, verbal abuse, etc...
 Minimum: Will be suspended from coaching for 1 week.
 Maximum: Will be banned from coaching for life.
- 6.) Coaches using inappropriate language.
 Minimum: Will be suspended from coaching for 1 week.
 Maximum: Will be banned from coaching for life.
- 7.) Coaches abandoning their position.
 Minimum: Will be suspended from coaching for 1 week.
 Maximum: Will be banned from coaching for life.
- 8.) Coaches who do not adhere to the Colts' coaches' code of ethics.
 Minimum: Will be suspended from coaching for 1 week.
 Maximum: Will be banned from coaching for life.
- 9.) Coaches who undermine the organization
 Minimum: Will be suspended from coaching for 1 week.

Maximum: Will be banned from coaching for life.

APPENDIX D

Disciplinary Hearing Process

Any member who has been accused of violating one or more of the rules outlined in Appendix C will be indefinitely suspended until the punishment is assessed. A disciplinary hearing will be held when a grievance is filed that the board deems warrants an Ethic Committee Review, a penalty assessed by the Director of Football or Cheer and Dance is challenged by the impacted coach, or the Director of Football or Cheer and Dance defer a situation to the disciplinary hearing.

The hearing will be scheduled within 48 hours of the incident or receipt of the complaint, at a time designated by either the Director of Football, Director of Cheer and Dance, or the President of the Organization. Once a time and date has been set, all involved parties will be notified via phone or email of the time, date, and location of the hearing. Once the hearing has been scheduled it will not be rescheduled, unless authorized by the President.

Individuals that fail to appear for their hearing will forfeit their right to defend themselves; or in the case of the plaintiff, the allegations will be dropped. Situations involving physical or mental abuse shall not be dropped for any reason.

Hearings will be conducted in closed session. The hearing shall include the Colts Ethics Committee, the individual coach involved, and the person or party lodging the complaint.

The President of the Organization will explain the purpose and process of the hearing to those involved and will take formal notes of all proceedings.

Witnesses for and against may be called in on an individual basis to give testimony relevant to the hearing. The number of witnesses may be limited by the Ethics Committee.

The Ethics Committee may dismiss any witness whose testimony is irrelevant to the immediate issue or who attacks the integrity of a member of the Board.

After all testimony is presented, the Ethics Committee will meet in closed session and decide on the appropriate disciplinary action to be taken. The President will provide a written decision to the involved parties. A verbal decision may be given at the hearing; however, it will be affirmed in writing within 48 hours.

APPENDIX E

Coaches Disciplinary Appeal Process

A disciplinary appeal is the means by which a coach may appeal their punishment as invoked by the Ethics Committee.

Any coach desiring to have a disciplinary appeal hearing may do so by submitting a written request to the President of the Board of Directors. The request must be made in writing, include the new information and witnesses that will be brought to the appeal hearing, and must be submitted within 7 days after the disciplinary hearing.

The President will set the time, date, and location of the appeals hearing. The person requesting the appeals hearing will be notified by phone or email of the time, date, and location.

Once the hearing date has been set and all parties notified, the hearing will not be rescheduled unless authorized by the President.

If an individual fail to appear for his/her hearing, the disciplinary action to be taken against that individual will become effective immediately and cannot be re-appealed.

The Appeal hearing will be conducted in a closed session. The hearing will include the Ethics Committee and the coach being disciplined.

The President will explain the purpose and process of the hearing to those involved.

The committee members will be allowed to take informal notes.

Witnesses for and against may be called on an individual basis to give relevant testimony to the hearing so long as they are providing new information not previously shared at the disciplinary hearing. The names of witnesses to be presented along with a brief description of the information they will present must be included in the appeal request submitted to the President.

The President may dismiss any witness who does not have new information to share, whose testimony is irrelevant to the immediate issue, or who attacks the integrity of the board.

After all testimony is presented, the President will provide a written decision to the appealing party following the hearing. The President's decision is final and cannot be further appealed. A verbal decision may be given at the hearing; however, it will be affirmed in writing.

APPENDIX F

Our Organization's assets are intended to be used only to advance our Organization's purposes and goals. Organization assets should be safeguarded and used for Organization business only, except for limited personal use that does not interfere with our Organization's business and is otherwise in compliance with all applicable Organization policies. This includes protection of our Organization's physical assets, such as office facilities, furniture, equipment and supplies, information systems and other technology assets, intellectual property rights and confidential information.

Our Organization's information systems, including computers, voicemail, e-mail and Internet access, are to be used for proper purposes in a manner consistent with all applicable Organization policies.

Our Organization's intellectual property rights are valuable assets and all board members are expected to protect them. Intellectual property includes, among other things, patents, trademarks and service marks, domain names, copyrights (including copyrights in software), design rights, database extraction rights, and rights under intellectual property agreements. Any use of Organization systems in violation of applicable intellectual property rights, such as the illegal or unauthorized duplication or distribution of copyrighted materials, is strictly prohibited. It is your responsibility to maintain the confidentiality of all confidential information you receive or obtain access to in your capacity as a board member of our Organization.

Confidential information includes, among other things, any nonpublic information concerning our Organization, its operations, board members, or financial condition or performance. Confidential information also includes any nonpublic information provided to us by a third party with the expectation that such information will be kept confidential and used solely for the purpose for which it was shared.

Organization confidential information may not be disclosed to anyone unless such disclosure is properly authorized. You should use reasonable care to protect the confidentiality of all Organization confidential information. When your term or position with the Organization ends, you must return all confidential information to our Organization.

Appendix G

The Board of Directors can vote to make an exception to the By-Laws with a two-thirds majority vote in favor of the exception. The term of the exception is for only one season.

Appendix H

Disbursement of funds issued in excess of \$600 for awards (i.e. Charity Mania), winnings and services rendered (i.e. choreographers) not be released until a complete w-9 is on file with the Grayslake Colts in accordance with IRS 1099 filing requirements.

Appendix I – Player, Parent and Coach’s Code of Conduct Agreement

2018 GRAYSLAKE COLTS FOOTBALL, CHEERLEADING & DANCE CODE OF CONDUCT

<u>Players Code of Conduct</u>	<u>Parents Code of Conduct</u>	<u>Coaches Code of Conduct</u>
<ol style="list-style-type: none"> 1. I understand that the goal of youth sports is to have fun and improve my skills. I am participating to have fun, not to please my parents or coaches. I will alert my parents or coaches if it stops being fun. 2. I understand that sometimes my team will win and sometimes my team will lose. I believe that having fun is more important than winning. I know that there is nothing wrong with losing as long as I put forth my best effort. I know that by doing my best my performance will improve, and my team will perform better too. I will applaud the efforts of my teammates - win or lose. 3. I will be a good sport and not use inappropriate language. I will talk nice about my teammates. I will make positive comments to recognize all good plays whether by my teammates or an opposing team. I will not bully or make negative comments about or to any player, coach or official. This includes but is not limited to emails, texts, and all social media. 4. I will control my temper and will not get angry when things don't go my way. I will use my energy to improve my skills rather than worrying about things I cannot change. 5. I will do my best to listen and learn from my coaches. I will cooperate with my coaches, teammates, and opponents for without them there would be no game. 6. I will play by the rules of the game and I will never argue with a decision made by Referees or Coaches. 7. I will attend every practice and game I can and notify my coach if I cannot. 8. I will encourage my parents to be involved with my team because it is important to me. 	<ol style="list-style-type: none"> 1. I understand that children are involved in sports for their enjoyment, not mine. I will do my very best to make sure that youth sports are fun. If my child stops having fun, I will inform the coaches so that corrective action can be taken to bring fun back into the game. 2. I will teach my child that an honest effort is more important than victory and I will not be disappointed in the result of the game. I will turn losing into winning by helping my child work towards skill improvement and good sportsmanship. I will never ridicule or yell at any child for making a mistake or losing a game. I will accept victory & defeat with compassion. 3. I understand that children learn by example. I will applaud good play by my child's team and by members of the opposing team and will refrain from criticizing anyone. 4. I will not question the judgment of Referees. I agree to accept all decisions made by game officials or Judges as being fair and called to the best of their ability. I understand that they are only human and like myself can make an honest error. 5. I will support all efforts to remove verbal and physical abuse from children's sports. I will not demonstrate abusive, threatening, or profane language or actions at any time regardless of the situation. 6. I recognize the value and importance of volunteers. I understand the Coaches are all volunteers who give their time and energy to provide children with a rewarding sports experience. 7. I agree not to smoke on the practice or playing field or in the presence of a gathering of the team (i.e. after a game/practice or at team meetings). I agree to abstain from the possession of and will not be under the influence of any alcoholic beverages or any illegal substance on the practice or playing field. 8. I agree not to deliberately incite and/or participate in unsportsmanlike conduct. I will not criticize, belittle, antagonize, berate, or otherwise incite the opposing team, its players, coaches, athletes, or fans by word of mouth or by gesture. I agree to be responsible for the behavior of other members of my family and of any guests we may have to a practice or a game. 9. I will help all children enjoy their sports experience by assisting with field operations, being a respectful fan, being a respectful parent, providing transportation and volunteering in any capacity that I can. 10. I agree to discuss disagreements with coaches in private and away from the rest of the team. I understand that there are times when coaches may be unavailable to talk with parents, so it may be necessary for me to set up time to talk with coaches outside of game and practice situations. 11. I will be responsible to report any perceived misconduct so that it may be dealt with in the proper manner using the grievance policy as cited in the by-laws. 12. I understand that ONLY the President, VP, Director of Football can reach out to the TCYFL & President, VP and Director of Cheer and Dance can ONLY reach out to IRCA. 	<ol style="list-style-type: none"> 1. I understand that my primary role is that of a teacher and that the children that I interact with consider me a role model. Given that my actions have the potential to significantly influence the young athletes whom I coach, I will conduct myself in a manner consistent with my responsibility as a teacher of the game. 2. I understand that winning is an outcome and is the byproduct of good coaching. Winning is not the only goal, nor is it the most important one. I understand that children participate in sports for a variety of reasons, but the number one reason is to have fun! 3. I understand that as a youth coach I am obligated to honor the game rules, opponents, officials, teammates, and myself and to teach players to do the same. 4. I understand that coaching is a privilege and not a right and that the game is for children and not adults. Therefore, by participating [acting as a youth sports volunteer, I will adhere to the following codes: <ul style="list-style-type: none"> > I will create an appropriate environment for our children that: provides a safe playing situation for all participants; focuses on practices that are fun and challenging for all players with an emphasis on teamwork and playing fair; teaches children age appropriate fundamentals and encourages them to improve their skill level; promotes building character and developing self-esteem; de-emphasizes a win at all costs attitude; is fair, consistent and best meets the emotional and physical needs of all children; has a positive and lasting impact on the children of our community. > I will act responsibly and do my best to assure that: I provide playing time for every child and avoid spotlighting my child; I properly educate all players on the importance of teamwork, effort, having fun and playing fair; I provide players with the best education, instruction, and organization possible by attending required meetings, clinics, and certifications; I am consistent, honest, and fair to all players. I will be generous with praise when it is deserved and will avoid criticizing players publicly. > I will display appropriate behavior. I understand that violations of the following codes will jeopardize my privilege to coach youth sports: I will treat each player, coach, official, parent and director with respect and dignity and will refrain from using profanity, intimidation tactics and inappropriate language; I will display appropriate behavior towards and in the presence of children; I will not engage in ANY physical violence or verbal abuse. I understand that such conduct can result in termination of my coaching privileges with the Grayslake Colts for life; I will review appendix C of the bylaws to familiarize myself with the consequences associated with inappropriate conduct.
ATHLETE SIGNATURE	PARENT SIGNATURES	COACH SIGNATURE
_____	_____ _____	_____

President

Secretary/Dir. Of Comms.

Vice President

Treasurer

Director of Football

Director of Cheer and Dance

Assistant Director Football

Assistant Director, Cheer and Dance

Assistant Director Football, TCYFL League Rep.

Assistant Director, Cheer

Assistant Director Football, Fields

Assistant Director, Cheer

Assistant Director, Dance

Assistant Director, Dance

Director of Fundraising

Director of Apparel

Director of Concessions