

Seminole Football Parents Association (SFPA) Bylaws

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Article I – Name

This association shall be known as the Seminole Football Parent Association (SFPA).

Article II – Purpose

This association was founded to support a youth football and cheerleading program serving Northwest Chicago and surrounding suburbs.

Article III – Goals

The goals of the SFPA are to:

- a) provide an opportunity for interested boys and girls ages 6 through 14 to participate in an organized football and cheerleading program,
- b) teach the fundamentals and skills of football and cheerleading under the guidance of responsible adults,
- c) encourage and develop participants' character, good sportsmanship and competitive spirit, and
- d) encourage safety by providing proper equipment and conditioning.

Article IV - Members

Parents of all children accepted into the Wildwood Seminoles football or cheerleading programs, all coaches, committee members or appointed officials are automatically members of the SFPA. All members will accept and agree to abide by the bylaws and playing rules as written. All members are expected to participate in the administration of the program during both the season and off-season.

Article V – Organization

The general body of the association will be composed of the board members, coaches, committee members, parents, park personnel, and any other member of the association.

Article VI – Board of Directors

Section 1 A Board of Directors (see article VI, section 1) shall govern this organization.

Section 2 The President shall preside at all meetings of the Board of Directors – The President shall vote only in cases of ties, but his/her presence shall be counted when establishing a quorum.

Section 3 Except as otherwise provided in these By-Laws, all determinations of the Board of Directors shall be a simple majority of the voting members present and voting.

Section 4 A voting member of this Board of Directors not present may be represented by a person designated in writing or via phone call to the President/Secretary. The presence of the designated representative shall be counted in establishing a quorum. No member or proxy shall exercise more than one (1) vote.

Section 5 Rules and regulations adopted by the Board of Directors shall be reduced to writing and distributed by the Secretary, and such Rules and Regulations shall not be changed or altered except by majority vote of the Board.

Article VII Officers

Section 1 The Seminole Football Parent Association Board of Directors shall consist of: Executive Director, President, Vice President, Secretary, Treasurer, Cheer Director, and Football Director, Fields Director, Fundraising Director, Equipment Manager (Football), Publicity Director, Concessions Director, Merchandising Director, Academics Director, Head Commissioner and Football Commissioners (one for each team).

Section 2 The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Cheer Director, Head Commissioner, Publicity Director & Football Director. The Executive Board term of office shall be two years.

Section 3 All officers, other than members of the Executive Board, shall hold their respective offices for a term of one (1) year. Members may not run for an executive board position until they have served one (1) year on the Board of Directors.

Section 4 A vacancy in any office shall be filled by the appointment, for duration of the term, by the President, subject to approval by majority vote of the Board of Directors.

Article VIII Officer Duties

Section 1 Executive Director

The Executive Director provides oversight to the program and ensures the program operates within Chicago Park District requirements. The Executive Director:

- a) Will coordinate required background checks through the Chicago Park District,
- b) Is permanently filled by the current Wildwood Park Supervisor, employed by the Chicago Park District.
- c) Is a non-voting board position.

Section 2 President

The President shall be the principal executive officer of the association responsible for interpretation of the rules and regulations governing the by-laws of this organization and will:

- a) Preside over all meetings of the association and direct the activities and affairs of the organization
- b) Call regular and/or special meetings as necessary
- c) Football and Cheer Directors, present names of coaches before the Board of Directors for the purpose of confirming coaching positions.
- d) Attend all meetings held by the AYF Football Association.
- e) In conjunction with Football and Cheer Directors, are responsible for Football/Cheerleading team assignments.
- f) Appoint special committees.
- g) Appoint a member in good standing to a one-year term to handle all academic paper work/report cards to be turned in to AYF.
- h) Preside over parent/player meetings prior to start of season.
- i) Call in all home game scores and distribute weekly results to individual teams.
- j) Secure insurance for equipment and Board of Directors.
- k) Submit to Treasurer, subject to Board approval, all expenditure requests.

Section 3 Vice President

The Vice President will undertake the duties of the President in the President's absence. The Vice President will assist the President as requested.

Section 4 Secretary

The Secretary will:

- a) provide notice to members of upcoming general meetings at least 5 days prior to meeting.
- b) record minutes of General Meetings and Board Meetings.
- c) make copies of the General Meeting minutes available for approval each month.
- d) make copies of the Board minutes available for all Board members.
- e) maintain attendance records of meetings
- f) prepare a list of all elected officers, official appointees, coaches, football players, cheerleaders and team moms.
- g) arrange for typing and reproduction of material for the association as required.
- h) maintain and update the By-Laws as needed.
- i) maintain AYF Roster.
- j) along with Publicity, have a list of all players and numbers for distribution at home games.
- k) prepare slate of officers for the following season.
- l) submit to Treasurer, subject to Board approval, all expenditure requests.

Section 5 Treasurer

The Treasurer will:

- a) keep all financial records for the association.
- b) in conjunction with the Board of Directors, prepare an annual operating budget, and present it at the January General meeting for approval by the membership.
- c) present a monthly financial report (actual expenses vs. budget) to the general body at each General meeting.
- d) reconciles monthly bank statements.
- e) formulate and supervise records of payments received for fundraising, banquets, etc.
- f) ensure state and federal forms and reports are completed and submitted as required.
- g) provide an End of Year Financial Statement at the January General meeting.
- h) turn over all past and present records, cancelled checks, and bank statements to his/her successor.
- i) collect all association revenue, maintain appropriate bank accounts and pay all outstanding bills incurred by the association.
- j) make disbursements within operating budget
- k) secures signature cards from designated bank.

- l) review and reports on all expenditures to include both planned and emergency expenditures.

Section 6 Football Director

The football director will:

- a) in the absence of the President, attend meetings held by the AYF Football Association.
- b) coordinate all registration dates.
- c) schedule Board Members to work registration dates.
- d) in conjunction with the President, is responsible for football team assignments, ensuring that a player's maturity, experience and awareness are considered when players are eligible for more than one level of placement.
- e) work with the Vice Presidents to resolve all questions relative to participant's assignment within the system.
- f) present names of Coaches before the Board of Directors for the purpose of confirming coaching positions.
- g) obtain input/requests from Head Coaches regarding needed training equipment and provide Board with recommendations for purchases.
- h) ensure that all coaches know the objectives, principles and playing rules of the association and that they are adhering to them.
- i) supervise activities of the coaches within the assigned systems as may be appropriate.
- j) conduct coaches' meetings and clinics for all coaches.
- k) evaluate all Head Coaches at year-end.
- l) purchase trophies to be distributed at the Banquet.
- m) submit to Treasurer, subject to Board approval, all expenditure requests.

Section 7 Cheer Director

The Cheer Director will:

- a) represent the interests of the Cheer program on the SFPA board.
- b) oversee Cheer registration.
- c) lead Cheer recruitment.
- d) order Cheer uniforms.
- e) establish Cheer practice schedules.
- f) attend monthly American Youth Cheer (sister organization of AYF) meetings
- g) attend periodic SFPA meetings

Section 8 Head Commissioner

Will be in charge of all Commissioners

Head Commissioner will:

- a) give an orientation to all commissioner prior to the start of the season
- b) resolve conflicts if 1 or more of the commissioners are involved in an incident
- c) act as a liaison to the board
- d) assist commissioners in difficult situations if the need arises
- e) attend monthly SFPA Board meetings

Section 9 Commissioners

One Commissioner will be appointed by the board for each team (Bandit, Cadet, Mighty Mite, Jr. Pee Wee, Pee Wee, Jr. Midget, Midget, Cheer). A Commissioner must be a parent/guardian of a child participating on that team. The Commissioners will:

- a) act as a liaison to the board, reporting player/parents concerns and issues specific to their level.
- b) attend all general and board meetings (excluding Executive Board meetings).
- c) Attend games/practices of their team.

Section 10 Fundraising Manager

- a) Plan, organize and oversee all fund raising events as requested by the Board.
- b) Form a committee to coordinate fund raising to meet the budgetary requirement.
- c) Be responsible for the collection and accepting of all money raised through fund raising events
- d) Turn over to the Treasurer, within one (1) calendar week, all money collected.
- e) Solicit corporate sponsorship.
- f) Organize home game split the pot at each game.
- g) Produce sponsor banners and maintain an inventory of previously printed banners.

Section 11 Publicity/Public Relations Manager

- a) Arrange for publicity of special events.
- b) Create flyers to be distributed to area schools.
- c) Be responsible for registration forms to insure they are printed according to the review and consensus of the Board of Directors.
- d) Be responsible for the issuing of news articles, game reports and publicity releases to the local news media.
- e) Prepare and distribute bi-monthly newsletters to all members.
- f) Submit to Treasurer subject to Board approval all expenditure requests.
- g) Create and publish sponsor books.
- h) Create and distribute a season game/events calendar.

[Calendar should reflect home games at the minimum, Distribution should include all active sponsors. Sponsors may also be indicated on calendar]

Section 12 Concessions Manager

- a) Be responsible for all purchases related to concession sales at home games.
- b) Be responsible for personnel scheduling and arrangements of equipment to utilize for concession stands.
- c) Turn over to the Treasurer within one (1) calendar week all money collected.
- d) Maintain and turnover to Treasurer receipts for all items purchased.
- e) Maintain a record of expenditures and returns for concessions.

Section 13 Equipment Manager - Football

- a) Supervise the purchase of all equipment/uniforms required for the operation of SFPA as specified by the league. Acquire more than one (1) bid for major purchases.
- b) Maintain and keep in good working order said equipment/uniforms.
- c) Be available for replacement of broken or unsafe equipment at least once a week during the playing season. Any damaged or broken equipment must be returned before a new piece of equipment may be issued.
- d) Be responsible for disbursement and collection of all equipment at the beginning and at the end of the season.
- e) Secure proper storage facilities for equipment/uniforms during the off-season.
- f) Ensure security deposits are received prior to equipment distribution and maintain security of checks until equipment is returned.

Section 14 Equipment Manager – Cheer [reserved]

Section 15 Merchandise Manager

- a) Identify and recommend products to sell,
- b) Upon approval of the Board, order products.
- c) Make available for sale at all home games and registration dates and any other special program events clothing, hats, jackets, shirts and any other merchandise.
- d) Turn over to the Treasurer within one (1) calendar week all money collected.
- e) Submit to the Treasurer subject to Board approval all expenditure requests.

Section 16 Fields Manager

- a) Identify alternate fields and coordinate with the owners for usage (playoffs, in event home field unusable, etc.)
- b) Arrange a volunteer list to assist in weekly field lining, game day field set up and take down, yard markers personnel during games, and P.A. announcers.

- c) Submit to the Treasurer subject to Board approval all expenditure requests.

Section 17 Scholastic Coordinator

- a) Collecting all participants' final report cards.
- b) Work with the head coaches in making sure paper work is turned in.
- c) Calculate final report cards to determine if participant qualifies for a recognition award from the league and or the conference.
- d) Supply the Vice President with a list of names receiving a league award so that a trophy can be presented at the banquet.
- e) Coordinate with participant if there is any conference recognition.
- f) Work with publicity to have recipients recognized in both our newsletter and other publications.
- g) Provide any required documentation to the AYPF conference.

Article IX Football/Cheerleading Head Coaches

Section 1 Head Coaches shall:

- a) Be approved by the Executive Board, upon review of the Coaches Application and results of any evaluations and parent feedback. There will be one (1) head coach per team and assistant coaches as per AYPF Rules. If there are more qualified Head Coach applicants than available positions, the Coaches Progression Guideline will be followed in making the selection.
- b) Work with the assistant coaches as necessary to help in practice and insure that only certified assistants officially represent the team during any scheduled games.
- c) Attend meetings held and report to the Football/Cheer Directors.
- d) Hold parent/participant meetings prior to the start of the season.
- e) Evaluate all assistant coaches at season end.
- f) Evaluate all participants at season end.
- g) Shall make himself/herself available at equipment hand out to insure the proper paperwork is turned in prior to equipment disbursement.
- h) Any coaches that attempt to recruit SFPA coaches or players to play for other leagues will be dismissed from the program.

Section 2

Head coach shall observe the Rules/Regulation of the Association and shall be responsible for the conduct of the assistant coaches and participants at all association activities. In this capacity, the Head Coach shall:

- a) Place the greatest importance on both instructions and character building of all participants on their team.

- b) Report all player, parent or assistant coach misconduct to the Systems Directors.
- c) Carefully condition his/her team so that every child is physically ready for team play.
- d) Comply with the decisions of an examine physician as to the advisability of a participant in practice and/or schedule game.
- e) Realize that in this association there are more important things than winning and that the rules and regulations were established to safeguard both the physical and moral development of every participant and these rules will be followed to the letter.
- f) Avoid any and all discrimination.
- g) Devote attention to the instruction of all team members.
- h) Avoid profanity and/or un-sportsman like conduct on and off the practice or playing field.
- i) Advise Assistants of coach's clinics.

Section 3 Participants of greater ability will normally play more than the less skilled. However, coaches should devote attention to the instruction of all team members so that each player is given an opportunity to improve his skills and increase his opportunity to contribute to the team's success. Maximum game participation for all players, should be consistent with these conditions, and is the primary objective of this association.

Section 4 Any coach who willfully violates section 2, 3 or 4 shall be warned of the violation by the Football Director at a special meeting attended by at least three (3) members of the Executive Board. If the coach does not take immediate and lasting corrective action, the Board of Directors shall relieve him of his duties immediately.

Section 5 Every Coach shall stringently adhere to the following provisions:

- a) With the exception of the participants who are physically unfit or who are ineligible due to failure to attend a majority of practice sessions prior to a game day, or for other disciplinary reasons, all participants must have a minimum number of plays (depending on number of participants) as set by the AYF rules committee.
- b) Practice shall be limited to a maximum of 10 hours per week before Labor Day then 6 hours a week after.

As a result of written or verbal complaints of a member or an action brought by a member finding of a majority of the Board of Directors present and voting, any coach who knowing and willfully violates the provisions of this section, shall be reprimanded and/or replaced.

Article X - Meetings

General Meetings will be held following the monthly AYF/AYC meeting, generally during the second week of every month, unless changed by the Board of Directors due to scheduling conflicts.

Separate Executive Board/Board Meetings will be held when necessary to discuss sensitive topics.

A Mandatory Parents Meeting will be held each Spring at which specifics of the program and parent and player expectations will be discussed.

Article XI Elections

The election of officers will be held on an even/odd year cycle, to provide continuity, with officers serving two year terms.

Odd Year Elections

President
2nd Vice President
Secretary
Cheer Director
Publicity Director

Even Year Elections

1st Vice President
Treasurer
Football Director
Head Commissioner

At the January general meeting, the Board will accept nominations for officers, and an election will be held at the February general meeting. Newly elected officers will assume office at the March general meeting. Election shall be by written ballot. The nominee receiving the highest number of votes for each office shall be elected to that office.

Article XII Disciplinary Action

Section 1 Violations and infractions of these bylaws, player/bystander contracts, AYF rules or any other rule deemed appropriate, will be reviewed by the Board. The Board will generally promote Progressive Discipline – the penalty becomes progressively harsh.

Section 2 Unexcused absence (unexcused being absent without notifying a coach)

a) Any participant who has one (1) unexcused absence from practice may sit out for half of the mandatory plays for the next game. Cheerleaders that have an unexcused absence shall report to the next game however not cheer with the squad and sit with the coaches for the first half.

b) Any participant that has two (2) unexcused absences in one week may be suspended from the following game.

c) Any participant who has an unexcused absence from a game may be suspended from the following game.

Section 3 Zero Tolerance Policy

Any parent or participant that does not abide by the zero tolerance policy (policy signed at registration) will be brought before the Executive Board for a thorough investigation. Based on the findings of the Executive board it may be brought up to the General Board for possible suspension/ termination from any and all future association activities.

Section 4 Unsportsmanlike Conduct

Any parent or participant inciting un-sportsman like conduct that a coach and/or a board member feels may be detrimental to the team and/or association may result in a suspension from the next game and/or termination from the association if the Board of Directors deem necessary. Un-sportsman like conduct consists of criticizing or threatening physical harm to any participants' coaches or fans by word of mouth, gestures or actions on or off the field.

Section 5 Transferring to other programs

Participants of the SFPA program that wish to transfer to another program within the A.Y.F will need to obtain a waiver by the SFPA President to transfer programs. The President has sole discretion over signing of waivers as to protect the Wildwood Park Seminole Football program

Article XIII Grievance Procedure

- a) Any problems or concerns a parent is having should first be brought to the attention of the Head Coach for the participants' team.
- b) If the parent feels that no corrective action has been taken then Football Director or Cheer Director should be notified of parent's concern.
- c) If the parents feel their concerns have not been corrected or addressed, then the final step should be to have the President contact the Executive Board members so that a thorough investigation can be conducted.
- d) Any problem/concern placed before the Executive Board of Directors shall handle same in such manner, as in their discretion best serves the purpose of this organization, advising the person presenting the complaint, objection or protest of their ruling.

Article XIV Amendments

These bylaws may be amended by a majority vote of the organization membership at a regular meeting of the membership or a special meeting of the membership called for that purpose.

Article XV Registration/Refund Policy

Registration:

Checks returned for insufficient funds will be assessed \$25 in addition to any other charges for the returned check. The family will no longer be able to use checks as a method of payment and will need to pay by cash, cashier's check or PayPal.

Refunds after registration:

100% of the football registration fees less \$30 will be refunded prior to the occurrence of either of the following: May 1st or placement of an order for Jerseys. From the day the jerseys are ordered no refunds will be made. The board must e-mail all families 2 weeks prior to ordering jerseys.

Article XVI Post Season

Section 1 SFPA will cover entry fees for all football teams and cheer squads advancing to the conference, regional and national playoffs (see restrictions below).

Section 2 SFPA will make every attempt to make available a post-season bowl game or cheer competition for all teams. SFPA will support this by paying a one-time fee of up to \$150.00 per season per team towards any bowl game or cheer competition. All other expenses are the responsibility of the team or squad. Any other games or competition, after receiving board permission to participate, is the financial responsibility of that team or squad. It is the responsibility of the parents to cover all room and board expenses that may be incurred during any post-season competition.

Section 3 No child will travel without a parent unless prior arrangements have been made between a responsible adult and they have received the expressed written

permission from the participant's legal guardian. This is to guarantee participants safe transportation to and from location as well as room and board.

Article XVII Nationals

Section 1 Any team that qualifies for National competition, or in the case of cheer squads places in 1st or 2nd place, will have their entry fees covered by SFPA. Any other teams wishing to go to Nationals will do so at their own expense.

Section 2 Any teams meeting the above criteria will be eligible to receive up to \$100 per participant by SFPA to help offset per diem travel expenses, subject to funds availability. Additionally, SFPA will provide up to \$200 for the coaching staff to help offset their per diem expenses. Both of the above contributions by SFPA will be voted on by the Board of Directors each year based on available funds. All votes by the Board of Directors on this matter are final.

ARTICLE XVIII Team Fundraising

Section 1 Any team wishing to raise money to help offset the expenses of a national competition must have all fundraising projects approved by the executive board. The team proposing the fundraising event must present a full budget to the board in order for the event to be approved. The budget must include the fundraising event as well as anticipated expenses.

Section 2 All money raised will be turned over to the Treasurer within 5 days. The Treasurer will then handle all approved disbursements.

Section 3 Money will only be distributed after the Treasurer receives the receipts for the approved expenses. The following is a list of refundable expenses:

- A) Participant's actual airfare expense, up to a pre-determined amount approved by the board.
- B) Participants transfer to and from the airport and hotel in the city the event occurs.
- C) Any special equipment (i.e.: hair bows or jerseys etc.)
- D) Any items needed for approved fundraiser (i.e.: raffle tickets, deposits, supplies etc.).
- E) If the event is within driving distance, mileage at the current IRS rate up to the amount approved by the board.

Section 4 Any money remaining after all disbursements have been made will remain in the SFPA account to help cover the leagues post season expenses.

If a check issued to SFPA is returned for any reason, then all fees (including the returned check fee) must be paid in full. ~~as defined above in Section B.~~

If a family has two (2) checks returned from the bank to SFPA for any reason, then they will be required to pay for all future activities, equipment and merchandise in cash.

All past outstanding fees must be paid in full before a participant can register the following year.

Article XIX Volunteering

SFPA is a completely volunteer organization. Each family is required to volunteer to work concessions for at least one game (approximately 1.5 hours). The concession stand volunteer list for the entire season will be completed before the first home game, whenever possible, or as soon as possible after the final game schedule is received.

If a family does not perform their volunteer time in the concession stand, they and their child(ren) may be denied attendance at the annual banquet at the end of the year.

Ratified by the Executive Board Members on February 3, 2010

President, Chris Ambrose
Vice President, Joe Orr
Secretary, Sue Spencer
Treasurer, Donna Short
Football Director, Jesse Rangel
Cheer Director, Tammy Toliopoulos
Publicity Director, Chris Short