

THE CRIMSON PANTHER ASSOCIATION BY-LAWS



ARTICLE 1: NAME, PURPOSE, AND FUNCTION

SECTION 1: The name of the organization shall be the Crimson Panther Association.

SECTION 2: The purpose of the Association:

- A. To build character and teach good sportsmanship.
- B. To promote athletics for the youth of this community.
- C. To be dedicated to the leadership of young men and young women to prepare them for the future.

SECTION 3: The function of the Association shall be as follows:

- A. To furnish financial support to the Crimson Panther Association teams and squads.
- B. To furnish equipment for team members in order to maintain a safe and well equipped team.



ARTICLE 2: POLICIES OF THE CRIMSON PANTHER ASSOCIATION

SECTION 1: The Association shall be non-commercial, non-sectarian and non-partisan.

SECTION 2: The name of the Association or the names of any members in their official capacities shall not be used for any purpose not appropriately related to the promotion of the objects of the Association.

SECTION 3: The Association shall not directly or indirectly participate or intervene in any way, including the publishing or distribution of statements in any political campaign on behalf of or in opposition to any candidate for public office or devote more than an insubstantial part to its activities in attempting to influence legislation of propaganda or otherwise.

SECTION 4: The Association shall cooperate with the schools and the city government and shall not seek to control their policies.

SECTION 5: The Association may cooperate with organizations and agencies concerned with child welfare of athletic education projects, but no person representing the organization in such matters shall make any commitments that bind the Association.

SECTION 6: These By-Laws shall in no way conflict with the **current league rules and regulations**.



ARTICLE 3: MEMBERSHIP

- SECTION 1:** Any person, parent or legal guardian of children participating who holds the objectives and basic policies of this Association may become a member of this Association. Membership in this Association shall be available without regard to race, color, creed, sex or national origin.
- SECTION 2:** Only members who have paid their dues prior to the first ball game will be considered in good standing with the Association and will be eligible to participate in Association activities.
- SECTION 3:** Each family of the Association shall pay annual dues set by the Association each year. Such annual dues will become payable at signups and will pay such dues for the current season.
- SECTION 4:** A copy of these By-Laws will be presented to each family when dues are paid (upon request).
- SECTION 5:** If the parent/guardian has a complaint, the parent/guardian must attend at least two (2) parent/board meetings before the complaint will be heard and voted on. (Unless an emergency situation and the emergency situation will be given prompt attention by the Board.)
- SECTION 6:** All parents/guardians must sign a Parental Participation Agreement and a Zero Tolerance Policy before the family will be in good standing with the Association. This agreement and policy must be signed, dated and turned in to the Association prior to the first ball game.



ARTICLE 4: MEETINGS

- SECTION 1:** There will be an Association meeting once/twice a month (every first and third Thursday of each month during the football season) held at the football field. During the off season, starting November thru July, there will be a meeting once a month on the third Thursday of each month. Meeting location TBA.
- SECTION 2:** Special meetings of the Association may be called by the President and with the approval of the majority of the Board of Directors. Announcement of this meeting will be made public.
- SECTION 3:** At least 2/3 (7 of 11) of the Board members present at any given meeting will constitute a quorum for transaction of the Association's business.



ARTICLE 5: FISCAL YEAR

- SECTION 1:** The fiscal year of the Association shall follow the calendar year.



ARTICLE 6: OFFICERS

SECTION 1. The officers of the Association shall consist of a President, a Vice President, a Secretary, and a Treasurer.

- A. The **President** shall preside at all meetings of the Association and the Board of Directors, of which he/she is Chairman and shall perform such other duties as may be prescribed in these By-Laws or assigned to him/her by the Association or the Board of Directors. He/she shall coordinate the work of the officers and committees of the Association in order that objectives may be promoted. The President shall exercise such administrative powers as may be necessary and advisable to properly conduct the business of the Association. The President shall have the authority to appoint committee chairpersons.
- B. The **Vice President** shall act as an aide to the President and shall perform the duties of the President in his/her absence or disability of that officer to act and shall perform such other duties as may be delegated to him/her. The Vice President is to oversee the running of the concession stand and see that it and the gate are well staffed with volunteers for all home games.
- C. The **Secretary** shall record all the minutes of the meetings of the Association and the Board of Directors and shall be responsible for getting the Minute Book to the President in his/her absence. He/she is responsible for typing and distributing amendments to these By Laws. He/she will be responsible for contacting the Officers and Board of Directors of upcoming events as directed by the President. He/she shall also perform such duties as may be delegated to him/her by the President. The minutes are to be kept as a permanent record in a minute book for a period of two (2) years.
- D. The **Treasurer** shall have access to all accounts and funds of the Association, shall keep a full and accurate account of receipts and expenditures, is in charge of the Association Bank account, and shall make disbursements in accordance with the approved budget as authorized by the Association. The Treasurer shall present a financial report monthly and at other times when requested by the Board of Directors. The Treasurer's account shall be examined annually by the Board of Directors, when satisfied the Treasurer's report is current and correct, he/she shall sign a statement to that fact at the end of the report. Only the Treasurer and the Vice President will be the check signers for the Association account. Any purchases for the teams by the Girl's AD and the Boy's AD must have approval of the Board of Directors to be paid. All ordering has to have a purchase order approved by the Board. The Treasurer shall pay bills up to \$500.00, anything over \$500.00 shall have to be approved by the Board. When the Treasurer is unavailable for an extended time it is his/her responsibility to get the checkbook in its entirety to the Vice President. At no time is a blank check to be torn from the checkbook to be used at a later date. The Treasurer is responsible for home game admissions, cheerleader tryout admission, and concession stands (practice field, home games, competition).

SECTION 2. ALL OFFICERS SHALL:

- A. Perform the duties prescribed in these By Laws and those that may be assigned for time to time.
- B. Deliver to their successor all official material no later than January of the new fiscal year.



ARTICLE 7: BOARD OF DIRECTORS

SECTION 1: MEMBER SELECTION.

- A. Board members must be nominated for the position being voted on, a total of seven (7). The term for each position is for one year (including the Girls AD and Boys AD) with the exception of the A Team Head Coach, which holds this title for a three year period. The new Board members for each year will be elected from persons attending an annual Association meeting, which is held in November/December. The members must have a valid interest in the Association. The newly elected Board members will assume their responsibility January 1st following the election.
- B. The **A-Team Head Coach** is the Association's League Representative and is responsible for attending league meetings and representing the Crimson Panther Association only in matters agreed upon by the Association and informing the Association of League business and decisions. In the event the A-Team Head Coach cannot attend a league meeting, it is the responsibility of the Boys Athletic Director to attend in the A-Team Head Coach's place. The A-Team Head Coach should notify the Boy's Athletic Director as soon as possible if he is unable to attend. In the event that the Boy's Athletic Director is also unavailable to attend, the A-Team Head Coach will send his chosen representative to represent the Crimson Panther Association.
- C. The **Girls Athletic Director** shall be responsible for chairing the Girl's Athletic Committee, which will consist of all sponsors of cheerleaders and dance lines. It is the Girl's Athletic Directors responsibility to oversee the distribution of fundraising and Association information to the girl's parents through the Girl's Athletic Committee. The Girl's Athletic Director is also responsible for conducting annual clinics and tryouts. The Girls Athletic Director will be considered the Homecoming Director to oversee activities for this event.
- D. The **Boys Athletic Director** shall be responsible for chairing the Boys Athletic Committee, which will consist of all coaches. It is the Boys Athletic Directors responsibility to secure playing fields, permits, and equipment. It is also the Boys Athletic Directors responsibility to distribute, maintain, and collect players' equipment. The Boys Athletic Director will act as the Crimson Panther representative at Current League meetings in the event the A-Team Head Coach cannot attend. The Boys Athletic Director will be considered the Awards Banquet Director to oversee activities for this event.

- E. **Board Member A** will be considered the Utility Director and will be responsible for hiring security, maintaining clean and supplied restrooms with the City Parks and Recreation Department, oversee stadium cleanup, and to assist the Board Members with projects (to include assisting the officers with day to day Association business), and any other duties that may be assigned from time to time.
- F. **Board Members B, C and D** will assist the Girls and Boys athletic directors with Homecoming, Awards Banquet, Pictures, Programs, fund raisers and other duties as needed. They will also assist the board and officer with any other duties that may be assigned from time to time.
- G. Husband and wife may not hold an office or be on the Board of Directors at the same time.

SECTION 2: DUTIES OF THE BOARD OF DIRECTORS

- A. To make recommendations to the Association for approval.
- B. To approve Football, Cheerleader, Dance line, Majorette and other squad's Coaches, Assistant Coaches, Sponsors and Co-Sponsors once they have been nominated.
- C. All actions concerning the Association will be subject to Board approval as a whole.

SECTION 3: VACANCY

- A. A vacancy occurring in any office other than President shall be filled for the unexpired term by a person elected by a majority vote of the remaining Board of Directors. Notice of such election will be given by the Vice President. In the event a vacancy occurs in the office of President, the Vice President shall succeed.



ARTICLE 8: ELECTIONS

SECTION 1: Officers and Board of Directors Members

- A. Elections will be held in accordance with parliamentary law rules. Elections are to take place in November/December. The date and time will be determined at a Board meeting and will be made public by way of the newspaper. The newly elected officers and head coaches will take offices and their positions January 1st of the following year. Nominations for Board positions and head coaches will be accepted after the last ball game for the Association, in the event that one of our teams is in the playoffs, nominations will be opened after the last playoff game. **NO NOMINATION WILL BE ACCEPTED UNTIL ALL THREE (3) FOOTBALL TEAMS HAVE COMPLETED THEIR SEASON.** Nominations will remain open until 1 day prior to elections.
- B. Only members in good standing and having attended two (2) consecutive Association meetings, i.e. no bad checks, no outstanding debt to the Association, all dues paid, equipment returned in

a timely manner and an Association member for more than one (1) season be nominated for any office or Board position.

- C. The A-Team Head Coach is elected for a three (3) year term in compliance with Current Youth Football League rules. The A Team coach is a voting board member.
- D. Any member wishing to become an officer or Board member must be nominated at the board meeting November/December. This nominee must be present at the annual meeting.
- E. Boys and Girls Athletic Directors may not hold positions of sponsor or head coach on any team. In the event that none eligible can be found to serve in elected office, nominations will become open to the general assembly.

SECTION 2: C-Team, B-Team Football Coaches and C-Team, B-Team, A-Team Cheer and Dance Sponsors

- A. Only members in good standing for 90 days and who have attended at least 4 of the meetings in the current Association year may be nominated.
- B. A coach or a sponsor position is not over until new coaches or sponsors are elected. Any written charges or voiced complaints against any coach or sponsor will be investigated by the Board of Directors immediately following written or voiced complaint. The Board will review the complaint or charges and results of the investigation against said coach or sponsor in a special meeting called by the President or the Vice President. A coach or sponsor can be removed from his/her position with 75% of the Boards vote. Coach/Sponsor includes all assistant coaches and co-sponsors.
- C. The Board of Directors will nominate for the open position and appoint someone to hold that position. Coaches must be approved by the Current League.

SECTION 3: Voting Qualifications

- A. Only members in good standing for ninety (90) days and have attended at least four (4) of the meetings in the current Association year will be eligible to vote in elections.
- B. No absentee ballots will be allowed.
- C. One (1) Head Coach, five (5) assistant coaches, sponsors and assistants (A, B and C teams) are exempt from signing the book and attending meetings held at practice field during the months of August, September and October and will still be eligible to vote as long as they're on the field practicing.



ARTICLE 9: CONDUCT

- SECTION 1:** All officers, Coaches, Sponsors, and members of the Board of Directors shall govern themselves in such a manner as to promote and develop good character, leadership, and sportsmanship.
- SECTION 2:** Any written charges or complaints brought against any said member will be investigated by the Board. In turn, the President shall call a Board meeting at the earliest possible time to review such charges or complaints. The Board shall have the authority to assess penalties (if any) deemed necessary. (These rules shall apply to all members.)
- SECTION 3:** Any officer, Board Member, Coach, or Sponsor missing three (3) consecutive meetings can be removed from said position in the meeting following the 3rd absence by a majority vote of the Association present at said meeting, taken by secret ballot, after said party is notified by the President. Work is an excused absence.
- SECTION 4:** Any person found in possession of a weapon at any Crimson Panther Association practice, game, or event will be permanently banned from any further association with the Crimson Panther Association.
- SECTION 5:** All complaints to the Board must be in written form. No Verbal Complaints will be taken. The written complaint must also be signed and dated by the person(s) presenting the complaint.



ARTICLE 10: AWARDS

- SECTION 1:** The number of trophies and awards given will be determined by the Board of Directors.
- SECTION 2:** Participation gifts and awards will be determined at the end of the year by the Board of Directors in accordance with the funds available.



ARTICLE 11: BOYS AND GIRLS RULES

Parent or Legal guardian must be with boy or girl during all practices and games unless approved by Head Coach/Sponsor prior to function.

SECTION 1: Boys Rules

- A. There shall be no limit set on the boys as to the number of players on each team.
- B. Official practice shall be set by the Current League.

- H. No girl is required to take baton, dance or gymnastic classes. We do not sponsor any gym, teacher or instructor.
- I. If so desired, Sponsor and the Girls AD may select a co-sponsor for assistance with the squad. As stated by the By Laws, this person must be approved by the Board.
- J. To participate on a girls' squad, the girl's parent or guardian must be a member of the Association.
- K. The Girl's AD along with the Girls Committee shall select Cheer and Dance uniforms. All uniforms must be in good taste and approved by the Board. Each girl will be responsible for purchasing her uniform.
- L. Practices will be held for each squad with a minimum of 2 scheduled practices per week. Dates and times will coincide with the other cheer squads and the boy's schedule.
- M. All girls will be required to stay until the end of their ball game. This includes cheerleaders and Dance line. (Only Girl's AD and a Board vote will over ride this decision.)
- N. All girls must have their own transportation to and from all activities.
- O. A medical release will be required prior to any girls' participation.
- P. All absences from practice should be approved **PRIOR** to the absence. If sickness contact sponsor or co-sponsor.
- Q. Each sponsor will develop attendance policies and rules for his/her squad.



ARTICLE 12: AMENDMENTS TO THE BY-LAWS

- A. These By-laws may be amended at regular meeting of the Association by a two-third (2/3) vote of the members present and voting, provided that notice of the proposed amendment shall have been given at two (2) previous meetings. Any proposed amendment must be submitted in writing.
- B. A committee may be appointed to submit amendments to these by-laws. A revised set of bylaws, as a substitute for existing by-laws, can only be accomplished by a majority vote of the members present at the meeting to which they are submitted. Only one revision per Association year will be allowed (unless Current League Rules determine a change of Panther Youth by-laws is warranted, and then only those specific rules may be changed).
- C. By-Law committee will consist of an A-Team Head Coach, A-Team Cheer Sponsor, President or Vice President, Boy's AD, Girls AD, and 4 non board members in good standing with the association. The Secretary will sit in as a non-voting member.