



Bylaws

Article I

Name and Purpose

Section 1.01. The name of this organization shall be “Mt. View Tigers Youth Football & Cheer”.

Section 1.02. The purpose of the Mt. View Tigers Football & Cheer is to provide a non-profit 501 (c) (3) organization aimed at giving the youth of Catawba County a chance to participate in a Football and Cheerleading program. Our focus is to help our youth build character, sportsmanship, self-confidence and teamwork in a competitive environment while gaining a strong sense of community. We provide a structured, safe and secure environment for children to learn these life skills.

Article II

Membership

Section 2.01. Qualification. All parents, guardians or other persons with a child registered to participate in the football program or an active member of the coaching staff shall be considered members of the organization.

Section 2.02. Rights and Responsibilities. The members shall have the option to attend member meetings and events sponsored by the organization and apply to serve on committees.

Section 2.03. Quorum. A simple majority (equal to 50% plus 1 voting members) is required to create a quorum.

Section 2.04. Meetings. There shall be at least one general annual meeting of the membership in January at which the officers are elected. Such additional business or special meetings may be held alone or in conjunction with an event sponsored by the organization as is determined by the Executive Board or at the request of ten (10) or more members in writing to the Executive Board.

Section 2.05 Payment. All payments are due at the time that uniforms are ordered. Any requests for payment assistance must come by written request to a member of the executive board. 100% refunds can be granted up until the uniforms are ordered. After the uniforms are ordered, a 25% refund can be granted. No refunds will be granted after the first game.

Section 2.06 Equipment Usage. All equipment is due immediately following the last game. Any child’s equipment that isn’t turned in before our end of year awards banquet will not be allowed to participate at the awards banquet. The child’s equipment must be turned in to be eligible to participate the following season. The parent /

guardian will also be placed on a 1-year probation which will require a \$75 deposit before equipment is handed out the following season.

Article III

Executive Board

Section 3.01. Membership. The Executive Board shall consist of the elected officers of the organization.

Section 3.02. Authority. The affairs, activities and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

Section 3.03. Meetings. The Executive Board shall meet monthly to prepare for general membership meetings and to conduct the affairs of the organization.

Section 3.04. Quorum. A quorum of the Executive Board for the conduct of business shall consist of at least three (3) officers in attendance.

Section 3.05. Action without a Meeting. Any action required or permitted to be taken at a meeting of the Executive Board (including amendment of these bylaws) or of any committee may be taken without a meeting if all the members of the Executive Board or committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Executive Board or of the committee as the case may be.

Section 3.06. Participation in Meeting by Conference Telephone. Members of the Executive Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as members participating in such meeting can hear one another.

Section 3.07. Reimbursement. Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organization's financial policies, and prior approval.

Article IV

Executive Board and Their Elections

Section 4.01. Executive Board. The Executive Board of this organization shall include a President, Vice Presidents, Secretary, Treasurer, Director of Football and Director of Cheerleading and such additional officer(s) as may be elected by the membership as needed.

Section 4.02. Election. A nominating committee composed of the current President and at least one additional officer shall begin seeking nominees in November of the year in which the candidates will be elected and develop a slate of candidates. The candidates shall be announced to the membership as soon as possible. Additional nominees may be solicited from the floor on the day of the election. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor.

Officers shall be elected at the January meeting of the organization by the members present. Officers shall

assume their official duties immediately following the election.

Section 4.03. Term. Officers shall serve a two-year term.

Section 4.04. Vacancies. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the membership.

Section 4.05 Executive Board Member Removal. The members of the organization may vote to remove an Executive Board Member at any time, only for good cause. A meeting to consider removing an Executive Board Member may be called under the procedures provided in these Bylaws for a special meeting of members. At the meeting, the Executive Board Member in question may present evidence as to why he or she should not be removed. Also, at the meeting, the organization will consider possible arrangements for resolving the problems that are in the mutual interest of the organization and the Executive Board Member in question. An Executive Board Member may be removed by the affirmative vote of seventy-five (75%) of the organization members present at the meeting.

Article V

Duties of Officers

Section 5.01. President. The President shall be the head of the Executive Board. The President shall exercise the duties as customarily pertain to the office and shall have general and active supervision over the property, business, and affairs of the MVTYFC, and over its other officers, coaches, employees, and volunteers. The President may sign, execute and deliver, in the name of the MVTYFC, powers of attorney, contracts, bonds, and other obligations. The Term is 2 years.

Section 5.02. Vice-President. The Vice-President shall be a member of the Executive Board and, in the absence of the President, shall exercise the duties as customarily pertain to the office and shall have general and active supervision over the property, business, and affairs of the MVTYFC, and over its other board members, coaches, employees, and volunteers. The Vice President, in absence of the President, may sign, execute and deliver, in the name of the MVTYFC, powers of attorney, contracts, bonds, and other obligations. The Term is 2 years.

Section 5.03. Secretary. The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Board, shall see that all notices are duly given in accordance with these Bylaws, shall be responsible for the publishing of meeting minutes, shall manage and keep an accurate tally of the volunteer records and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board. The Term is 2 years.

Section 5.04. Treasurer. The Treasurer shall be a member of the Executive Board. The Treasurer shall have general custody of the funds and securities of the MVTYFC and have general supervision, under supervision from the President, of the collection and disbursement of MVTYFC funds. The Treasurer shall endorse on behalf of the MVTYFC for collection, checks, notes, and other obligations, and shall deposit said items in a designated bank or banks. The Treasurer may sign with the President or other officers all bills of exchange or promissory notes of the MVTYFC. The Treasurer shall keep accurate entries of all receipts and disbursements of all monies received by the MVTYFC. The Treasurer shall be prepared to present to the Executive Board a balance sheet and income statement at all monthly meetings and to make these two financial statements available to the President upon request. The Treasurer shall prepare an annual budget for review and approval by the members of the organization. The Term is 2 years.

Section 5.05 Director of Football. The Director of Football shall be a member of the Executive Board.

Responsibilities:

- Submit/administer budget for uniforms and equipment
- Coordinate screening and selection of coaches
- Act as Field Marshall for Home Games
- Perform background checks on all coaches every 2 years and submit findings to board
- Setup and conduct interviews with new youth coaches
- Organize and coordinate training and certification for coaches
- Setup correspondence with high school / middle school coaching staff to get defensive and offensive schemes
- Organize and submit playbook requirements to coaches
- Organize football camp, which includes training coaches and players
- Participate in coaches reviews and evaluations as needed
- Document USA Football training certification and communicate to board
- Develop and coordinate coach's camp
- Assure that all coaches are aware of BSYFL rules and regulations, weight limits, participation, behavior, etc.
- Secure practice locations
- Be a positive MVTYFC representative
- Term shall run 2 years

Section 5.06 Director of Cheerleading. The Director of Cheerleading shall be a member of the Executive Board.

Responsibilities:

- Submit/administer budget for uniforms and equipment
- Coordinate screening and selection of coaches
- Perform background checks on all coaches every 2 years and submit findings to board
- Setup and conduct interview with new youth coaches
- Organize and coordinate training and certification for coaches
- Participate in coaches reviews and evaluations as needed
- Setup camp clinic for youth and coaches
- Provide budget for camp wear
- Secure practice locations
- Document training certification and communicate to board
- Assure that all coaches are aware of BSYF rules and regulations for cheer
- Provide squads with team game schedules
- Help plan and prepare for competition
- Be a positive MVTYFC representative
- Term shall run 2 years

Article VI

Finances

Section 6.01. Budget. The Executive Board shall present to the membership at the first regular meeting of the membership after the officers have been elected or as soon thereafter as practicable, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the membership.

Section 6.02. Obligations. The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

Section 6.03. Loans. No loans shall be made by the organization to its officers or members.

Section 6.04. Checks. All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the President or by any other person as authorized in writing by the Executive Board, except that checks of \$500 or more must have the signature of at least two officers, such as the Treasurer and the President. Checks shall bear notice of this requirement above the signature line as follows, ***“Two signatures required for checks in the amount of \$500 or more.”***

Section 6.05. Banking. The Treasurer shall ensure that all funds of the organization are timely deposited to the credit of the organization in such banks or other depositories as determined by the Executive Board. All deposits and disbursements shall be documented by a receipt, an invoice, or other written documentation. Sequentially numbered receipts shall be provided, with a copy kept, whenever cash is turned over or collected. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds, normally daily, immediately after received and counted.

If debit or credit cards are established in the name of the organization, a policy approved by the Executive Board shall be developed and used that includes a list of the authorized users, daily/monthly/annual spending limits, and review and oversight provisions. No personal charging on the card by the authorized users shall be allowed.

Section 6.06. Financial Controls. The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that, minimally:

- All expenses must be approved by the membership by way of approval of an annual budget, or amendments thereto, or be approved by separate resolution of the Executive Board;
- Checks exceeding \$500 must be endorsed by at least two officers authorized by resolution of the Executive Board, and checks of the corporation shall include above the signature line a notice to this requirement

Section 6.07. Financial Report. The Treasurer shall present a financial report at each membership meeting of the organization and prepare a final report at the close of the year in accordance with the organization’s financial policies. The Executive Board shall have the report and the accounts examined annually. If the organization grosses less than \$100,000 per year, the financial practices and accounts may be reviewed by an internal audit committee. The audit committee shall consist of two or more Board or voting members of the organization who are not involved in the routine handling of the organization’s finances, including not having signature authority on bank accounts or approval authority over disbursements. If the organization grosses over \$100,000 in receipts, an external professional, such as a certified public accountant (CPA), shall be hired by the audit committee to perform a financial review or compilation. A full audit shall be conducted by an external CPA when annual gross receipts equal or exceed \$250,000.

Section 6.08. Fiscal Year. The fiscal year of the organization shall be from January 1 to December 31 but may be changed by resolution of the Executive Board.

Section 6.09. Financial Record Retention. All records of the organization shall be maintained and destroyed in accordance with law, and standard record retention guidelines. Financial records shall be maintained as follows:

| RECORD | HOW TO STORE | PERIOD OF TIME |
|--|---|---|
| Year-end Treasurer’s financial report/statement, annual Internal Financial Review Reports, IRS Form 990s | Store in corporate record book, binder, or cloud-based software. | <u>At least seven (7) years</u> Consider keeping permanently. |
| Bank statements, canceled checks, check registers, invoices, receipts, | Compile & file records on a yearly basis. Store in binder or cloud- | <u>Seven (7) Years</u> Store w/financial records. |

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| cash tally sheets, investment statements, and related documents | based software. | Destroy after seven years. |
| Treasurer's reports (monthly) | Compile & file records on yearly basis. Store in binder or cloud-based software. | <u>Three (3) Years</u> Store w/ financial records. Destroy after three years. |

ARTICLE VII

Conflicts of Interest

Section 7.01. Existence of Conflict, Disclosure. Directors, officers, employees and contractors of Corporation should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Corporation. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any director, officer, staff member or contractor competes or appears to compete with the interests of the Corporation. If any such conflict of interest arises the interested person shall call it to the attention of the Board of Directors for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Board of Directors, excluding the person who is the subject of the possible conflict.

Section 7.02. Nonparticipation in Vote. The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Executive Board is meeting. However, the person may be permitted to provide the Executive Board with any and all relevant information.

Section 7.03. Minutes of Meeting. The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

Section 7.04. Annual Review. A copy of this conflict of interest statement shall be furnished to each director or officer, employee and/or contractor who is presently serving the Corporation, or who hereafter becomes associated with the Corporation. This policy shall be reviewed annually for information and guidance of directors and officers, staff members and contractors, and new officers and directors, staff members and contractors shall be advised of the policy upon undertaking the duties of their offices.

ARTICLE VIII

Indemnification

Every member of the Executive Board, officer or employee of the Corporation may be indemnified by the Corporation against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the Corporation, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Corporation. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

ARTICLE IX

Amendments

These Bylaws may be amended at any regular or special meeting of the membership by a majority vote of the members present, provided that at least thirty (30) days' notice of the proposed amendments has been made to the membership, or alternatively the membership waives the required notice

