

TRIANA FOOTBALL AND CHEER BY-LAWS

ARTICLE 1: OBJECTIVE

Section 1: The objective of the Association shall be the following:

- a. To build healthy bodies and minds.
- b. To develop skill and proficiency in Football and related activities.
- c. To teach concepts of Christian values, teamwork, sportsmanship, loyalty, honesty, pride and integrity.
- d. To stimulate community interest in sports.
- e. To have fun in a safe environment.
- f. To do all of these things with the welfare of the youngsters first and foremost, without adult ambition for personal glory.
- g. To retain the best coaches possible for the advancement of the objectives of the Triana Football and Cheer association.

ARTICLE 2: MEMBERSHIP

Section 1: As specified in the Constitution of the Association. In addition, any person sincerely interested in active participation to affect the objective of Triana Football and Cheer (TFC), and currently in good standing with NAAYF league may be a member. Application for membership may be denied by a quorum vote of the Board of Directors.

Section 2: There shall be the following two classes of members:

- 1) **Player Member:** Any youth meeting the requirements of the TFC association, and residing within the authorized boundaries of the association shall be eligible for participation.
- 2) **Regular Member:** Any adult who is the parent and/or legal guardian of a player member, or is a resident of the North Alabama district, that is interested in furthering the objectives of this association may become a regular member. All Board members, coaches, team managers, and any other elected or appointed official must be an active regular member in good standing.

Section 3: Suspension or Termination:

- a. Membership may be terminated by resignation or by the action of either the Board of Directors and/or Grievance Board, by Quorum vote of those present at the duly constituted meeting. The Board of Directors and/or Grievance Board shall have the authority to discipline, eject, or suspend the membership of any member when the conduct of such person is considered detrimental to the best interest of the players and the Association.
- b. If membership is possibly being terminated, the member involved must be notified of such meeting, informed of the general nature of the charges and bylaw(s) violated, and given an opportunity to answer such charges. A minimum of forty-eight hours' notice shall be given to the member involved. If the member does not attend the meeting, it will still be held. A

- vote will take place and membership may still be terminated.
- c. In the case of a player member, the Operations Lead shall give notice to the parent and/or guardian, and the head coach of the team in which he/she is a member. An adult (twenty-one years of age or older) shall appear in the capacity as the advisor with the player before the Grievance Board. A minimum of forty- eight hours' notice shall be given to all concerned parties. If the concerned parties do not attend the meeting, it will still be held. A vote will take place and membership may still be terminated.

Section 4: Indemnification and Hold Harmless Agreement:

- a. By virtue of its membership in the TFC, any League Member agrees to indemnify and hold harmless the TFC's Officers, Board Members, and officials against any claims, disputes, causes of action, judgments or decrees for actions carried out in accordance with the By-Laws, Rules and Regulations. The indemnification and hold-harmless agreement shall include, but not be limited to, any reasonable attorney's fees and costs, including appellate attorney fees and costs, witness fees, stenographic expenses, expert witness fees and transportation expenses; together with any monetary judgment expense or awards that the court might enter; as well as any cost or expense associated with the running of any game, exhibition, or contest including any stadium rental, referees fees, food, or any cost or expense associated therein.

ARTICLE 3: GOVERNMENT

Section 1: The governing body of this association shall be the Board of Directors. The Board of Directors shall consist of an Executive Board and Board Members.

- a. **Executive Board** shall consist of the following positions: President, Vice President, Operations Lead, Secretary, Treasurer, and Equipment Manager.
- b. **Board members** shall consist of the Registration Coordinator, Cheer Coordinator, and Head Coaches.

Section 2: The Executive Board shall manage the property and affairs of the organization. The Executive Board and Board Members shall, upon election or appointment, enter into the performance of their duties described in Article 5 as of January 1 of the new season and shall continue in office for two years, ending December 31st of the second year.

- a. The outgoing officers shall transfer all records, files and materials.
- b. Communicate all practices and policies to the newly elected officers to insure a smooth transition of the duties. Personally developed procedures, letters and records is considered property of the Association and shall be transferred in the process.

Section 3: The President shall have the power to appoint such standing and special committees as he/she determines, and delegate such power to them. The

Executive Board shall have the power to fill any vacancy, which may occur in any office with ratification of the Board Members.

Section 4: The Board of Directors may adopt such rules and regulations for the management of the association, as it deems proper.

Section 5: Prerequisites for the Executive Board:

President and **Vice President** must have served two terms (4 years) in a TFC office at Registrations Coordinator position or higher to run or be appointed for office.

Operations Lead must have served one term (2 years) or more as a Registrations Coordinator or higher to be appointed for office. He/she should be proficient in the use of Excel, Microsoft Word, have good typing and phone skills.

Secretary must have served one term (2 years) or more as a Registrations Coordinator or higher to be appointed for office. He/she should be proficient in the use of Excel, Microsoft Word, have good typing and phone skills.

Treasurer must have served one term (2 years) or more as a Registrations Coordinator or higher to be appointed for office. He/she should have a minimum of one-year bookkeeping experience.

Equipment Manager must have skills and be proficient in warehouse/inventory management.

Section 6: Election Process – See Article 15.

ARTICLE 4: MANAGEMENT

Section 1: Robert's Rules of Order shall govern all meetings unless suspended by the Executive Board for that meeting. There must be a quorum to conduct a meeting. A quorum will be a minimum of 60% of the Executive Board members and/or in conjunction with 60% of the regular Board members. Once a quorum is formed, members leaving the meeting cannot break it.

ARTICLE 5: DUTIES OF OFFICERS AND MEMBERS

Section 1: Board of Directors: The Board of Directors shall be known as "The Board" or "Board Members". Their responsibility is to conduct this association in strict accordance to the Constitution, By-laws, policies, principles, rules and regulations of TFC. The Board shall vote on all issues during a Board of Directors meeting, with the exception of the President. The Board will attend all scheduled meetings. The Board will perform other duties as prescribed by the Executive Board. The Board is responsible for the safe and effective operation of this association.

Section 2: President: The President shall represent this Association at all meetings of NAAFY league and shall keep this Association informed as to the activities of the NAAFY league. The President shall be responsible for coordinating or causing the coordination of all activities where the Association has a responsibility to NAAFY. The President shall preside at the Association meetings and assume full responsibility for the operation of NAAFY according to its Constitution and Bylaws. He/she shall be responsible for the conduct of this Association in strict accordance

to the Constitution, Bylaws, policies, principles, rules and regulations of the NAAYF league. The President shall supervise the function of the various committees. The President shall vote only to break a tie. The President should attend all scheduled meetings. The President shall arrange a Coaches Clinic, a Team Managers' Clinic and a CPR/First Aid Class as deemed necessary. The President should attend meetings held with the Town of Triana. The President is responsible for the safe and effective operation of this association.

Section 3: Vice President: The Vice President shall preside in the absence of the President and shall work with other officers and committee members. The Vice President shall carry out such duties and assignments delegated by the President. The Vice President should attend all meetings and vote on all motions. The Vice President shall attend all meetings held with the Town of Triana. The Vice President is responsible for the safe and effective operation of this Association. The Vice President shall keep the Operations Lead advised of all scheduled games and meetings.

Section 4: Operations Lead: The Operations Lead shall assist the Vice President in checking eligibility of all football players throughout the season. The Operations Lead shall supervise and direct the Registrations Coordinator and enforce the rules and regulations that they are to follow. The Operations Lead shall make every attempt to resolve disputes and problems reported to him/her by the Registrations Coordinator. If unable to resolve reported problems or disputes at his/her level, then the Operations Lead will report immediately to the Executive Board for a possible Grievance hearing. The Operations Lead shall chair the grievance committee. The Operations Lead shall manage all tournaments and enforce the rules and regulations to be followed. The Operations Lead shall manage all game scheduling for league play and tournaments. Operations Lead is responsible for the safe and effective operation of this organization.

Section 5: Secretary: The Secretary shall maintain a register of all Association members. The Secretary should attend all scheduled meetings, record the minutes of each meeting, and conduct a roll call of the Board of Directors. The Secretary shall vote on all motions. The Secretary shall provide the Board Members with a copy of the minutes, of previous meeting, at all scheduled meetings. The Secretary shall maintain a record of all official documents. The Secretary shall perform other duties as prescribed by the Executive Board. The Secretary is responsible for the safe and effective operations of this association.

Section 6: Treasurer: The Treasurer shall maintain the Association's books and financial recordings. The Treasurer shall provide a financial statement once a month to the Board of Directors at the Board of Directors meeting. The Treasurer shall preside over the budget committee, which shall propose a budget at the beginning of the year and distribute a copy to the Board of Directors no later than February 20. After the Board makes any necessary adjustments and then votes to accept the budget, the Treasurer will print up a final budget for the year and distribute it at the March meeting. The Treasurer shall supervise all finances and pay all approved purchases or expenses. The Treasurer shall provide receipts for all monies collected. The Treasurer should attend all scheduled meetings and vote on all motions. The Treasurer shall perform other duties as prescribed by the Executive Board. The Treasurer is responsible for the safe and effective operation

of this association.

Section 7: Registrations Coordinator: The Registrations Coordinator is a member of the Board of Directors. The Registrations Coordinator shall check eligibility of the football players in their assigned age group throughout the season. He/she shall check addresses and age at the beginning of the season. The Registrations Coordinator shall keep the coaches in their age group advised of scheduling and meetings. The Registrations Coordinator shall be responsible for the timely collection of the teams' rosters, birth certificates and player contracts from his age's Head Coaches. Each Age Group shall have a team manager assigned to perform these tasks. The Registrations Coordinator shall take complaints from coaches and parents and try to resolve them. Any unresolved issues shall be reported to the Operations Lead as soon as possible. The Registrations Coordinator should attend all board meetings. The Executive Board can recommend dismissal to the Board of Directors. The Executive Board shall then appoint a replacement. The Registrations Coordinator is responsible for the safe and effective operation of this association.

Section 8: Bylaw Committee Head: The Bylaw Committee Head shall be the authority on TFC bylaws and rules. He/She shall instruct the Executive Board on the aforementioned. He/She shall attend all scheduled meetings and act as a liaison at the meetings. The Bylaw Committee Head does not have any voting rights on motions. The Bylaw Committee Head shall perform other duties as prescribed by the Executive Board. The Bylaw Committee Head is responsible for the safe and effective operation of this organization.

Section 9: Equipment Manager: The Equipment Manager is responsible for all football equipment inventories, to include all necessary hardware for repair. He/She shall locate sources for purchasing equipment at reasonable prices. He/She shall inspect and inventory all equipment before February 15 and provide an inventory report to all Executive Board members along with a list of needed items. He/She shall prepare a budget for football safety equipment, based on previous years' purchases, and to be surrendered at the first slated meeting of the New Year. The Equipment Manager will, upon approval from the Board of Directors, make the necessary purchases early enough to receive them by the start of the season. He/She is responsible for arranging the site for equipment distribution. He/She shall coordinate the equipment distribution with Registration Coordinator and Coaches. The Equipment Manager is responsible for the coordination of all returned equipment at the end of the season. He/She shall inspect all returned equipment and remove substandard equipment to a holding area for further action. He/She will secure all equipment in a designated storage unit/building. The Equipment Manager is responsible for making sure that each team has a first aid kit at the beginning of each season. He/She shall maintain consumable items (mouth pieces-chain straps-hardware-etc.), at the concession stand. The Equipment Manager shall attend all scheduled meetings and vote on motions. He/She shall perform other duties as prescribed by the Executive Board. The Equipment Manager is responsible for the safe and effective operation of this association.

Section 10: Novelties Manager: The Novelties Manager shall be responsible for the selling and distribution of all TFC novelties. The Novelties Manager is

responsible for reaching out and communicating to vendors and selecting products for the organization. He/She shall locate sources for purchasing merchandise at reasonable prices. He/She shall receive and account for all merchandise ordered. He/she shall create costs for all items to ensure maximum profit. The Novelties Manager is responsible for scheduling volunteers to operate the novelties tent and check in with operators throughout home game events. He/She shall assist with set up and break down of novelty tent. The Novelties Manager shall ensure that all invoices are paid and all sales are noted and accounted for with the Treasurer.

Section 11: Head Coach/Cheer Coordinator: The Head Coach/Cheer Coordinator shall have control over all activities for their team. He/she is responsible for selecting eligible Assistant Coaches (Assistant Coaches must be approved by the Executive Board to be eligible) and is responsible for supervising the selected crew. The Head Coach /Cheer Coordinator shall be responsible for the timely collection of the team's rosters, birth certificates and player contracts. The Head Coach /Cheer Coordinator is responsible for using proper drills and methods to physically condition and develop skills. He/she is responsible for teaching the sport of football/cheer. The Head Coach /Cheer Coordinator is responsible for knowing and following the Coaching Ethics and Guidelines for the NAAYF league and must be properly certified. He/she will have a complete background check, as prescribed by the TFC, prior to coaching. He/she shall be held accountable for any participating ineligible players. The Head Coach /Cheer Coordinator shall attend all sport coach's clinics required by TFC. The Head Coach /Cheer Coordinator shall report all complaints and problems to the Registrations Coordinator immediately. The Head Coach /Cheer Coordinator shall perform other duties as prescribed by the Executive Board. The Head Coach /Cheer Coordinator is responsible for the safe and effective operation of this association.

Section 12: Assistant Coach: The Assistant Coach shall assist The Head Coach /Cheer Coordinator with all activities for their team. The Assistant Coach shall abide by the decisions made by the Head Coach /Cheer Coordinator. The Assistant Coach is responsible for knowing and following the Coaching Ethics and Guidelines for the NAAYF league and must be properly certified. He/she will have a complete background check, as prescribed by TFC, prior to coaching. The Assistant coach shall attend all sports clinics required by TFC. The Assistant Coach shall perform any other duties as prescribed by The Head Coach /Cheer Coordinator or by the Executive Board. The Assistant Coach is responsible for the safe and effective operation of this association.

ARTICLE 6: MEETINGS

Section 1: The Executive Board shall meet as necessary once a month in an executive session from January through November. The Board of Directors shall meet as necessary once a month from April through November. Regular meeting dates shall be scheduled by the President at the first meeting commencing with the month of January.

- a. Special Meetings may be called by the President at any time or if requested by any Board member and approved by 50% of the Executive Board.

- b. Attendance at the regularly scheduled meetings is mandatory for all Board Members. Any member who cannot attend a scheduled meeting shall notify the Secretary or an Executive Board Member.
- c. Any Board Member who misses **two consecutive** meetings may be removed by a quorum vote of the remaining Board Members upon recommendation of the Executive Board.
- d. At all meetings of members, each member may vote in person or by proxy. All proxies shall be in writing and filed by the Secretary. Every proxy shall be revocable and shall automatically cease upon adjournment of the meeting specified by the written proxy.

ARTICLE 7: FINANCIAL AND ADMINISTRATIVE YEAR

Section 1: This Association shall operate both financially and administratively on a yearly basis, beginning January 1st. The financial records shall be closed December 31st.

Section 2: The fiscal report shall be given at the November Board of Directors meeting and may contain **estimates** for the rest of the operating year.

Section 3: The Board of Directors shall have the final decision in all matters pertaining to the finances of TFC and shall place all income in a common Association treasury. Directing the expenditures of such shall give no individual or team an advantage over those in competition with such individual or team. This excludes the finances that are incurred on a day-to-day basis.

Section 4: The Executive Board shall have the authority to expend funds in an emergency situation. This emergency expenditure will require unanimous approval of the Executive Board.

Section 5: The Board of Directors shall not permit the solicitation of funds in the name of TFC unless all of the funds so raised are placed in the local treasury.

Section 6: The Board of Directors shall not permit the disbursement of Association funds for other than the conduct of football or normal business expenses to keep the Association running smoothly and properly.

Section 7: No director, officer, Board member or any other type of member of TFC shall receive directly or indirectly any salary, compensation or emolument from the Association for services rendered as director, officer, Board member or other type of member.

Section 8: All monies received shall be deposited to the credit of the Association in a designated local banking facility. The President and Treasurer or other officer as determined by the Executive Board shall sign all checks. **Two authorized signors shall sign all checks.**

Section 9: The books for TFC shall be turned over to a Certified Public Accountant, or any other person appointed by the Executive Board, for purposes of an annual audit in November. An audit will also be required upon early termination or replacement of office by the Treasurer.

Section 10: All monies with supporting documentation received shall be turned in to the Treasurer as soon as possible for proper recording. All monies received shall be deposited daily by an Executive Board member. All monies for deposits shall

be counted and verified by an Executive Board member and another Board member. All receipts shall be exchanged immediately.

Section 11: A financial statement shall be provided upon written request and Executive Board approval.

ARTICLE 8: EQUIPMENT

Section 1: All equipment owned by TFC shall be stored in a secured location. If any equipment is to be stored in any other location, the Executive Board and Equipment Manager must approve it.

Section 2: The following members shall have access to the equipment at all times: President, Vice President, Equipment Manager and Assistant Equipment Manager.

Section 3: All equipment shall be inventoried at the beginning and ending of each year and properly numbered for accountability.

Section 4: All equipment being issued to individual teams will be signed for by the Head Coach/Cheer Coordinator. The Equipment Manager will account for all inventory and inspect inventory upon issue or turn-in.

ARTICLE 9: RIGHTS AND RESPONSIBILITIES OF BOARD MEMBERS

Section 1: All Board Members shall abide by the following rules and responsibilities. Violation of these rules shall be cause for suspension or termination according to Article 2, Section 3.

Section 2: All Board Members have the following rights guaranteed under parliamentary law:

- a. To be treated fairly and equitably.
- b. To receive notice of meetings, attend meetings, make and second motions when needed. Vote on motions.
- c. Nominate people for office. Be nominated for office. Elect people for office.
- d. Know the meaning of the questions or subjects being debated.
- e. To speak on or debate an issue in turn.
- f. Object when rules are being violated.
- g. Appeal the decision of the chair.
- h. Have access to minutes of all meetings.
- i. Receive a treasurer's report once a month.
- j. Get a copy of the TFC constitution and bylaws.
- k. **Not have to suffer personal abuse and attack from any other member(s).**
- l. Any other rights guaranteed under parliamentary law.

Section 3: All Board Members have the following responsibilities and obligations as well.

- a. Attend meetings, be on time, and stay until the end of the meeting.
- b. Be ready to talk knowledgeable and intelligently on a topic.
- c. Be open-minded and attentive.
- d. Treat everyone with courtesy and respect. No negative yelling at or belittling of other Board Members.
- e. Follow the rules of debate and obey the rules of the association.

- f. **Attack issues, not people! Respect the rights of others.**
- g. Abide by the final decision of the quorum vote.
- h. Bring in or recommend new members.
- i. Participate in committees as requested or needed. Respect the chair's opinion and rulings of the committee.
- j. Promote the association's growth and influence. Enhance the Association's reputation.

ARTICLE 10: COACHING ETHICS GUIDELINE AND RESPONSIBILITIES

Section 1: All Members & Coaches associated with TFC will abide by the following guidelines and responsibilities. Violations of these rules shall be cause for suspension or termination according to Article 2, Section 3.

- a. Do not criticize the opposing team, its coaches or fans, by word of mouth or by gesture.
- b. Refrain from using abusive and profane language before anyone connected with the game.
- c. **Do not allow an ineligible player to participate in practices or games until TFC has approved the player for play.**
 - 1. Any coach who knowingly plays an ineligible player shall be automatically suspended by TFC and may not assume coaching or any other duties with any team without the approval of the TFC Board of Directors.
- d. Do not permit an injured player to reenter the game if further play would jeopardize his/her health.
- e. Coaches shall not terminate game play, without reasonable cause, at any time unless the game officials terminate the game.
- f. Use appropriate methods and drills for developing good physical conditioning and skills.
- g. Emphasize that good athletes are good students both physically and mentally.
TFC recommends a "no pass/no play" policy for individual players.
- h. Strive to make every activity serve as a training ground for life, and as a basis for good mental and physical health.
- i. Be on alert for any signs that would indicate possible health hazards. Also, insure alertness in the members of your coaching staff.
- j. Explain clearly and thoroughly any additional or more stringent rules.
- k. Make it clear to players that they are expected to attend all practices, meetings and games.
- l. Explain and discuss with the players your rationale and philosophy, playing rules and any other additional rules you institute.
- m. Enforce all rules and regulations of TFC. They are only as effective as the coaches' attitude towards them. If there is a problem or question, immediately seek the assistance of the Registrations Coordinator.
- n. No coach may join another team's coaching staff until released by the team he originally committed. TFC's Executive Board will arbitrate disputes in this matter.
- o. Do not intimidate the players, do not call them names that are degrading,

and do not yell or scream at them in a negative manner. Yelling or screaming in a positive manner, a coaching manner is acceptable. If you are not sure of the difference, please ask the Executive Board for clarification.

- p. Have fun and encourage your players to have fun as well.
- q. Teach the players to lose and to win with good sportsmanship.

- r. Invoke fair and respectful discipline.
 - 1. Constructive criticism only, not degrading criticism.
 - 2. Do not dispute officials' calls beyond the acceptable questions.
 - 3. Remember Team play, not Individual play.
 - 4. Always keep a positive attitude around the players.
 - 5. Teach respect to the players by respecting authority yourself.
- s. Explain rules and consequences regarding missed practices or games. Enforce these rules equally with all your players, no exceptions.
- t. **MAKE SURE ALL PLAYERS PLAY THE REQUIRED AMOUNT OF PLAY TIME IN CONJUNCTION WITH THE RULES AND REGULATIONS, ARTICLE 7, COACHES RULES**

ARTICLE 11: DISSOLUTION

Section 1: If at any time it becomes necessary or advisable to dissolve this association, all funds and assets shall be donated to a specified non-profit organization. Dissolution would require a super majority vote of all Board of Directors.

ARTICLE 12: AMENDMENTS

Section 1: These Bylaws may be amended by a majority vote of the Board of Directors. All proposals must be submitted in writing to the President or Vice President. Proposed amendments must be on the next meeting's agenda. Either the author of the proposed bylaw, President or Vice President may request that the amendment be presented at one meeting and not voted on until the next meeting. All amendments go into effect immediately unless the amendment specifies a future date and time.

ARTICLE 13: GRIEVANCE BOARD

Section 1: The grievance board shall consist of the Operations Lead, and six grievance board members and three alternates. The grievance board members shall be nominated by the Operations Lead and approved by a quorum vote of the Executive Board. A quorum of two thirds of the Grievance Board Members must be present to hold a grievance hearing. The Operations Lead shall only vote in the case of a tie in grievances. The Operations Lead shall review all grievance complaints for possible violations of TFC by laws or rules. The Operations Lead shall ensure the chain of command was followed to give the Registrations Coordinator and Head coaches a fair opportunity to resolve the dispute at their level before bringing a complaint to the grievance board. The Operations Lead shall serve as the Chair for grievance hearings. The grievance board shall meet in an executive session to discuss and

vote an outcome of the grievance. The grievance board's decision is final.

Section 2: A Grievance Board Member can recuse themselves from a grievance hearing for any reason. The Operations Lead will call upon an alternate to replace the recused Grievance Board Member. The Operations Lead can recuse a Grievance Board Member from a grievance hearing and name an alternate as a replacement. The Operations Lead can recuse himself from a grievance hearing in case of any conflict of interest. In this event, the Operations Lead shall name an Executive Board Member as a replacement.

Section 3: Although the decision of the grievance board is final, complaints to the Town of Triana are often made outside the authority of TFC with or without the knowledge of the TFC. In order to be able to address such complaints, the President and/or the Vice President must be given the complaint in writing from the complaining party and be present at the time of delivery to the City official that would address such complaint. **All complaints must follow the TFC chain of command prior to a grievance board hearing. NO EXCEPTIONS!**

ARTICLE 14: INVALIDITY OF ANY ARTICLES

Section 1: Should any article of this document be declared invalid or in conflict with any of the jurisdiction where the project is situated, the validity of all other articles shall remain unaffected and in full force and effect.

ARTICLE 15: ELECTIONS

Section 1: Elections Committee

A. Members

1. The elections committee shall be composed of one chairperson and four members.
2. The committee members will be composed of Triana Football and Cheer board members.

B. Responsibilities - The elections committee will be responsible for handling all aspects of an election or special vote. These responsibilities will include, but not limited to:

1. Any/all notifications of an impending election;
2. Soliciting, receiving and verifying nominations;
3. Preparing ballots and voter register logs;
4. Maintaining control of the ballot box during the actual election;
5. Counting the ballots;
6. Preparing a report of the results of the election;
7. Submitting the results of the election to the full board for certification;
8. Addressing any irregularities that may have arisen during the election.

C. At the conclusion of an election, the chairperson will take custody of the ballot box.

D. At no time will the ballot box be opened (prior to certification) without at least half of the committee members present.

Section 2: Nominations

- a. A person may not nominate himself or herself.
- b. Nominations will be accepted for a period of two weeks.
- c. This will start three weeks prior to the election and will end one week prior

- to the election.
- d. Nominations will be received only on an official TFC nomination form or from the website if provided.
 - e. The nomination form shall include:
 1. I, _____(Name), _____(Address) _____(Phone Number) nominate, _____(name) _____(address) _____(Phone Number) for the position of __. My child plays in _____age group.
 2. Nominations will not be accepted from any person whose child is participating in a non-resident status. This includes the person being nominated and the person making the nomination.

Section 3: Ballots and Voter Register Logs

- a. The incumbent (if he/she chooses to seek reelection) will be listed first on the ballot.
 1. The name will appear under the position up for re-election.
- b. The remaining names will be listed under the incumbents name in alphabetical order.
- c. The positions up for re-election will be listed in the following order:
 1. President
 2. Registrations Coordinator
- d. The candidates for each of the desired positions will appear under the desired position as described above in Article 14, Section 3, rule C.
- e. In the event there is a Constitutional Amendment or "Question" that must be approved by the general membership, that amendment or question will appear at the bottom of the ballot.
 1. The amendment or question will be followed by and approval and disapproval box.
- f. A voter registration log will be created for each election.
 1. The log will consist of a computer printout listing all players alphabetically by age group. Along with the player's name, it will include their address and the names of all parents/guardians including stepparents.
 2. The printout will indicate if a player is non-resident.
 3. Copies of all team rosters may be substituted for the computer printout.
- g. Once the election has been certified, all ballots will be maintained for two years.

Section 4: Ballot Box

- a. The ballot box will consist of any container capable of being secured by two locks.
- b. Two (2) locks will secure the ballot box.
- c. The chairperson will maintain One (1) key and another Election Committee member voted on by the committee maintains the other.
- d. The only permanent opening will be in the lid or top of the container.
 1. This opening will be small enough to insert a single ballot through

and into the box.

2. The opening will be no larger than a typical saw blades width.

Section 5: Voter Eligibility

- a. A "regular" member in the Triana Football and Cheer association that is not in non- resident status may vote during any election.
- b. At any time the player is reclassified from non-resident to resident, the parent is extended member privileges and may vote in any election.
- c. A member is considered as a single membership, no matter how many children he/she may have participating in the association

Section 6: Elections and Voting

- a. The elections will be held the first full week in November.
- b. The elections will be conducted league game nights Monday through Friday.
- c. The elections will be held from 6:00 Pm to 9:00 PM each of the days.
- d. Members may cast one ballot anytime throughout the week during the specified times.
- e. Members must show an ID in order to obtain a ballot.
- f. The voting official will find the members name on the voter log (reference Article 14, Section 3, Rule F.1). The member will sign over their name with a red pen so that is clearly visible and legible. If the member's name does not appear on the log a list with the member's name, address and phone number will be maintained.
- g. A member may only vote once in any election.
- h. In the event a board member resigns prior to the end of the term, the board of directors may appoint an individual to fill the position for the remainder of the term.
- i. In the event the President resigns prior to the end of the term, the Vice President will assume the position of President for the remainder of the term.
- j. In the event the Vice President does not accept the President's position the Board of Directors will appoint the new President.

Section 7: Certification of Election

- a. The election committee will meet as soon as practical after an election.
- b. Any irregularities will be addressed and a solution sought on each issue.
- c. These solutions may include, but not limited to:
 1. Discounting the ballot(s) and marking the ballot(s) involved as irregular.
 - a. A small note indicating why the ballot is irregular will be written on the back of each irregular ballot.
 2. Accepting the ballot(s) as is.
 - a. A small note will be written on the back of the ballot indicating why the ballot(s) were questioned and the resolution made on the ballot.
 3. Present the irregularity to the full board for a resolution of the irregularity.
 - a. This will be done in the event the committee is unable to resolve the issue within the committee.
- d. The committee will prepare an irregularities report listing any irregularities from the election.
 1. The chairperson will then notify all parties involved in the irregularity

- of the outcome of the irregularity.
 2. In the event the irregularity is passed to the full board for consideration, or the involved parties do not agree with the outcome of the irregularity, the chairperson will advise these parties of the next board meeting where the issue will be addressed.
 3. The chairperson will indicate dates, times, and names of individuals to whom they talked to when notifying parties of the irregularities.
- e. The chairperson or their designee will present the results report and the irregularity report to the President at the next board meeting. The committee will prepare a RESULTS REPORT that states the outcome of each race in the election.
1. All committee members will sign the report.
 2. A copy of the report will be given to the Executive Board and then be presented to the Board of Directors.
 3. Once the Board of Directors accepts the Results Report, the Election Committee will notify incumbents and nominees of the results.
 4. Results of the election will be sent to the membership by automated e-mail and posted on the league website.
- f. The League Secretary will maintain the voter log, all ballots cast, a copy of the results report, and a copy of the irregularities report for a period of two years.