

Blackhawk Little Cougars, Inc.
Constitution And By-Laws
Adopted June 10th, 1987

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By-Laws
Blackhawk Little Cougars, Inc.

Article 1: Name

The organization shall be known as the “BLACKHAWK LITTLE COUGARS, INC.” The organization may, at its discretion, by a vote of membership body change its name.

Article 2: Purpose

SECTION 1.

Blackhawk Little Cougar, Inc. is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the internal revenue code. And/or corresponding section of any future federal tax code.

SECTION 2.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of by a Court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purpose or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Article 3 : Duration

The duration of the corporate existence shall be perpetual.

Article 4: Affiliation

When the members approve affiliation with any national or local sports organization or association, the rules, and regulations of said organization or association shall be adopted and incorporated herein.

Article 5: Transfer

Blackhawk Little Cougars, Inc. agrees to follow the BCYFL transfer rules.

Article 6: Membership

Persons interested in membership must follow the bylaws.

A. A member shall be a parent, guardian, coach, sponsor, board member, officer, athletic director, cheer director, or any other volunteer or participant.

B. In order to be a voting member, the member must be over the age of 18 years of age and have attended 3 meetings in the previous 12 months from the date of regular scheduled meeting.

C. In order to run for a position on the board (President, Vice President, Secretary, Treasurer, or Concessions), board of directors, athletic or cheer director or nominate another member, you must be over the age of 18 years of age and have attended 5 meetings in the previous 12 months from the date of the regular scheduled meetings and have satisfactorily completed elected and appointed duties.

Article 7: Registration

Each participant within the organization will be charged a registration fee- the amount of which will be determined annually by the Board. The specific amount of this fee shall be disclosed in the membership privileges and responsibilities policy as adopted and amended by the Board and eligible voting members with the organization.

- Current and or potential members who are unable to pay this registration fee and who can prove financial hardship will be considered for membership on a case-by-case basis upon formal request of the Board and its eligible voting members. Such request(s) for financial support shall be maintained by the organization in the strictest of confidence.
- There will be a \$25 maintenance fee that is to be paid at the beginning of every season that will go to the maintenance and upkeep of all equipment.

Article 8: Volunteering

SECTION 1.

- Each family must pay a volunteer check fee of \$400 (Four Hundred Dollars) at the beginning of the season during registration. This check will not be cashed unless the volunteer events are not fulfilled by the end of the season (regular/playoff season).
 - If you are having issues with this amount for the volunteer check, you may schedule a meeting with the Executive board to discuss. A contract will be provided and discussed with the Executive board to remedy this hardship.
- Each family will be responsible to fulfill four volunteer events. If they do not show up for their scheduled event, they will have an additional event added.
 - You may have another family member or organizational member fulfill your spot for an event.

- Please make sure when signing up for a volunteer spot, you sign your name, the football/cheerleader's names, and the team that they are on.
- You must both sign in before your scheduled spot and after your time has been fulfilled.
- If you cannot fulfill your spot, you must try to contact the person in charge of the event the Wednesday before the event.
- Unforeseeable circumstances will be taken into consideration when needing to miss your event before adding an additional event.
- Head Coaches, Assistant Coaches, Coaches, Head Sponsors, Assistant Sponsors and Board Members will not have to fulfill any required volunteer events as their hours/commitment for pre-season workouts, pre-season camps/clinics, practices, game preparation (Film Review/Strategizing) games, and time spent attending and participating in meeting/organizational events will count towards their required volunteer events.
 - The quantity of coaches and sponsors will be determined by the Athletic Director and Cheer Director based on age group and number of players/cheerleaders each season.
- All players/cheerleaders are required to donate an item determined by Concessions at the beginning of the season. The players/cheerleaders will be told prior to the season by concessions on what they will be donating.
 - If there is an issue with being able to fulfill this requirement, the family must speak to with a member of the Executive board.
 - This donation could be changed at the discretion of the board from season to season.
 - Amount of donation not to exceed fifteen dollars (\$15)
 - If a family has more than one child in the organization, you are only required to fulfill one donation.

Article 9: Code of Conduct

The Board retains the right to suspend or limit the involvement of individuals from games, practices, events, membership including elected or volunteer positions, or other Organization sponsored activities due to involvement or suspected involvement in violations of the Code of Conduct. Prior to initiating any sanction on an individual, the Board will gather information regarding the alleged infraction to ensure that the accusations are factual and that there is a nexus of the infraction to the Organization. Individuals who are members or attending the Organization's functions may be sanctioned for involvement in violations for reasons including, but not limited, to the following:

- Violation of any provision of this constitution, by-laws, or rules of the Organization.
- Disturbing the peace and harmony of any meeting, game, practice, event, or a function of the organization.
- Sland, libel, physical or mental abuse, physical contact, or harm, willfully or wrongfully using abusive language or profanity toward anyone involved in the organization but not limited to other teammates, cheerleaders, players, coaches,

sponsors, referees, opposing team, bystanders, parents, board members, military, police officers, community members, or first responders.

- Fraudulently receiving or appropriating any monies due to the Organization.
- Using the name of the Organization for soliciting funds, advertising, etc. without the consent of the Organization or Board.
- Violation of the rules and regulations of Wright Field or other locations supporting the functions of the Organization.
- Any other actions that may not be listed under the Code of Conduct may be discussed with the Board and further action may be taken.

Article 10: Discipline

The Board retains the right to discipline those involved in the Organization due to involvement or suspected involvement in violations of the Code of Conduct. The Board may also involve law enforcement at any time, as appropriate. Specifically, swearing, threatening, bullying (name calling, hazing), physical, emotional, mental, or sexual abuse towards anyone but not limited to other teammates, cheerleaders, players, coaches, sponsors, referees, opposing team, bystanders, parents, board members, military, police officers, and community members, or first responders will not be tolerated. Should discipline actions be necessary for players or cheerleaders, the coach would have already addressed the matter, or the alleged action is serious and/or egregious. Disciplinary actions may include, but are not limited to:

- Players/Cheerleaders
 - Disciplinary Plan as follows:
 - 1st offense- Meeting to discuss issue(s) with parent/guardian, coach and/or sponsor, and cheer director/athletic director.
 - 2nd offense- Meeting with parent/guardian, coach and/or sponsor, and cheer director/athletic director and a minimum of two executive board members/officer with the possibility of benching at the next event(s) attended with the recommendation of the Athletic Director and coach.
 - 3rd offense- Dismissal from Organization with the recommendation of the Athletic Director and coach.
- Parents/Bystanders/Board Members/ Coaches/ Sponsors
 - Disciplinary Plan as follows:
 - 1st offense- Meeting with a minimum of two executive board members/officers, not involved in the alleged incident, to discuss future expectations and potential consequences for future infractions.
 - 2nd offense- Suspension from the Organization's games, practices, and/or events.
 - 3rd offense- Volunteer check will be cashed and extension of suspension from the Organization will occur.

Article 11: Personal Liability

The Organization will be held solely responsible or liable as a whole and not any one individual member of the Board or organization, should a litigation issue arise from any adult function or any activity.

Article 12: Meetings

SECTION 1.

The regular organization meeting shall be the second Wednesday of each month at Wright Field, and/or an online meeting format designated by the Board. Meetings can be subject to change at the discretion of the Board.

- During in-season months, Executive meetings with the Board of Directors shall be on the 1st Wednesday of the month.
- During off-season months, Executive and organization meetings shall be on the second Wednesday of the month, with the Executive meeting one hour prior.

SECTION 2.

Any special meeting of the officers that is held for business or for the purpose of decision-making must consist of at least two board members and one other officer.

- The President shall be designated the "Chairperson".
- The Chairperson or a majority of the Board shall have the power to call a special meeting.
 - A special meeting must be held upon the presentation of a petition of at least five (5) members in good standing with a statement of purpose for such meeting.
 - A quorum of the Organization shall consist of a total of five members in good standing; two board members and one other officer must be present. A quorum must be present at a regularly scheduled or emergency or special meeting.
 - Meetings shall be conducted in accordance with Robert's Rules of Order.
- Any board member who misses three consecutive meetings, without good reason (i.e. death in the family, illness, work, out of country) shall be automatically removed from office. Attendance is expected to be in person unless there are extenuating circumstances.

Article 13: Officers, Coordinators and Directors

SECTION 1.

The activities of the Organization shall be directed by the officers, consisting of seven members,

President, Vice President, Secretary, Treasurer, Concessions, Athletic

Director, and Cheer Director who shall be chosen in the following manner:

- Election of Officers
 - President and Secretary to be elected for a two-year term in the November meeting of even numbered years and take office in December.
 - Vice President, Treasurer, and Concession stand coordinator to be elected for two-year term in the November meeting of odd-numbered years and take office in December.

- Athletic Director to be declared open in the December meeting of odd numbered years for a two-year term. The board will accept nominations and will declare Coordinator in January meeting.
- Cheer Director to be declared open in the December meeting of even numbered years for a two-year term. The board will accept nominations and will declare Coordinator in January meeting.
- The Board shall meet regularly once a month and at other times at the Chairperson may direct.
- The President shall be designated the "Chairperson".
- Any board member who misses three consecutive meetings, without good reason (i.e. death in the family, illness, work, out of country) shall be automatically removed from office.
- Any unexpired terms of the Board and/or officers shall be filled by election at the next regularly scheduled meeting.

SECTION 2.

The Board of Directors consists of 6 members, for the specific areas of- Equipment, Fundraiser, Banquet, Programs, Special Events, and a trustee.

- These directors will help the officers of the organization manage their specific areas to the best of their abilities throughout the calendar year.
- Election of Board of Directors
 - To be considered for this position please refer to Article 6 Membership Section 1 Letter B.
 - The Board of directors shall be declared open each November for nominations and voted on each December for a single year term(s).

Article 14 – Duties of Officers

SECTION 1.

The duties of the various officers shall be as follows:

- President:
 - The President shall entail the responsibilities of conducting all meetings, in accordance with "Robert's Rules of Order" and serving as Chairperson of all related club activities, unless otherwise designated by the President, themselves.
 - The President shall be responsible for the operation of, and enforcement of BLCF By-laws, together with the other Officers and Executive Board.
 - The President shall be an ex-officio member of committees at their discretion.
 - The President shall maintain liability insurance required by the league.
 - The President shall maintain authorized user of all bank accounts affiliated with the BLCF.
 - The President shall hold all keys for sheds and will distribute copies to the appropriate parties when duties begin.
 - The President shall be bonded with the amount of bond set at 15 percent (15%) above the annual transactions.

- The President shall provide copy of bonding paperwork to be kept on file with the Secretary.
 - The Organization shall pay for all bonding for both the President and the Treasurer.
- The President shall be responsible for the upkeep of the BLCF website.
- The President shall be responsible for the Chippewa Township RecDeck account.
 - The President shall schedule all field time and fieldhouse time unless it's a last-minute discussion due to weather. The athletic director may book it at that time but must make sure it is added to our RecDesk account by the township.
- The President shall be responsible for communication with Chippewa Township.
- The President shall be responsible for obtaining proper permits for all signage.
- The President shall set up yearly CPR/First Aid/ AED Training with Fire Department for all Executive Board members, Head Sponsors, Head Coaches, and Team Parents.
- The President sets up all TeamSnap registration.
 - The President is league commissioner on TeamSnap.
 - The President shall see fit to add any other commissioner to the Organization TeamSnap.
- The President shall hold a copy of the insurance forms.
- The President shall hold a copy of the Tax Exempt Reward Letter at all times.
- Upon the end of a term exiting President shall provide all official organization documents and records to the newly elected President within 3 weeks.
- Vice President
 - The Vice President shall include all presidential responsibilities if president is absent.
 - The Vice President shall be responsible for collecting all nominations for elections and running said elections each year.
 - The Vice President shall prepare a budget with both football athletic and cheer directors to be presented to the organization each February.
 - The Vice President Shall shall work with all other officers and executives in any tasks delegated to them by president.
 - The Vice President shall be the ex-officio for the Board of Directors.
 - The Vice President shall hold a copy of the Tax Exempt Reward Letter at all times.
 - Upon the end of a term exiting Vice President shall provide all official organization documents and record to the newly elected Vice President within 3 weeks.
- Secretary
 - The Secretary shall keep the minutes and correspondence of the Organization.

- The Secretary will keep such records as the Chairperson and/or The Board may direct from time to time.
- The Secretary shall handle all official correspondence as directed by the Board.
- The Secretary shall also handle membership and keep all attendance records.
- The Secretary will be responsible to renew all BINGO Licenses and Small Games of Chance Licenses yearly.
- The Secretary shall be responsible for game day announcements. (i.e: sponsors and rosters to be provided)
- The Secretary shall be responsible for Carnival Bingo each year.
- The Secretary shall be present at cheer fundraiser turn in/cheer gear ordering/uniform pass out.
- The Secretary shall be present at football uniform pass out.
- The Secretary shall have commissioner on TeamSnap as see fit per the President.
- The Secretary shall hold a copy of the insurance forms.
- The Secretary shall hold a copy of the Tax Exempt Reward Letter at all times.
- Upon the end of a term exiting secretary shall provide all official organization minutes, documents, and records to the newly elected secretary withing 3 weeks.
- Treasurer
 - The Treasurer shall keep the financial records of the Organization for 3 years or more.
 - The Treasurer shall have custody of any and all financial books, documents, and records. The Treasurer shall at their discretion share custody with the President at anytime.
 - The bank associated address shall be the Blackhawk Little Cougars Inc Presidents address.
 - The Treasurer shall receive and keep a record of all receipts and income, giving him/her receipts therefore, and shall pay out all disbursements under authority and/or approval of the Executive Board.
 - The Treasurer shall present an accurate monthly report to the membership each regular meeting.
 - All books will be presented to the Executive Board every January for an annual review. A written annual financial statement must be presented each year at the regular February meeting.
 - The Treasurer shall be bonded with the amount of bond set at 15 percent (15%) above the annual transactions.
 - The Treasurer shall provide copy of bonding paperwork to be kept on file with the Secretary.
 - The Organization shall pay for all bonding for both the President and the Treasurer.
 - It shall be the responsibility of the Treasurer to keep the Bank Signature Card current.

- Only authorized users will have access to the Bank Signature Card.
 - Only the President and the Treasurer can sign checks.
- The Treasurer shall file the necessary 990 tax form for the IRS each year. Those records must be kept for 7 years.
- The copy of the taxes will be mailed to the official address of the Blackhawk Little Cougars, INC.
- The Treasurer shall be responsible for maintaining the Charity status of the official Venmo and PayPal associated with the Blackhawk Little Cougars, INC.
- The Treasurer and President shall be responsible for depositing all funds.
- The Treasurer shall be responsible to provide bank for all events and funds to pay all game day expenses (i.e. referees and medic).
- The Treasurer will provide a receipt of payment to all game day officials and sign upon receiving payment.
- The gameday officials shall sign along with two Executive Board members.
- The Treasurer will responsible to attend both cheer fundraiser/cheer gear ordering and football equipment pass out.
- The Treasurer shall hold a copy of the Tax Exempt Reward Letter at all times.
- Upon the end of the term, exiting Treasurer shall pass all official organizational documents and records to the newly elected Treasurer within 3 weeks.
- Concession Stand Coordinator
 - The Concession Stand Coordinator shall be responsible for the operation of the concession stand including, but not limited to:
 - The Concession Stand Coordinator shall set-up and break-down of stand, procurement of food and supplies, acquisition, and maintenance of equipment.
 - The Concession Stand Coordinator shall assist the Secretary with assignments of personnel needed and 50/50.
 - The Concession Stand Coordinator shall be responsible for clean-up and storage of all food and equipment.
 - The Concession Stand Coordinator shall properly disinfect all food surfaces after each game.
 - The Concession Stand Coordinator shall be responsible to lock up after each event.
 - The Concession Stand Coordinator shall obtain a key from the President for the shed.
 - The Concession Stand Coordinator shall provide menu and pricing for the approval of the Executive Board.
 - There will be a budget that will be provided by the Concession Stand Coordinator prior to the season, that will be discussed and reviewed along with the Executive Board.
 - The Concession Stand Coordinator shall hold a copy of the Tax Exempt Reward Letter at all times.

- The Concession Stand Coordinator shall keep track of all sign in sheets for volunteer events and run the Sign Up Genius account.
- The Concession Stand Coordinator will use the Organization iPad to have all volunteers sign in and out for each volunteer event.
- The Concession Stand Coordinator shall have access to Organization iPad and Square to conduct business transactions at all events.
- Upon the end of the term, exiting Concession Stand Coordinator shall pass all official organizational documents and records to the newly elected Concession Stand Coordinator withing 3 weeks.
- Cheer Director
 - The Cheer Director shall be supported by a second codirector(s).
 - The Codirector shall be approved by the majority of the Executive Board.
 - The Cheer Director shall be responsible for all matters relating to the operation of the cheerleading teams.
 - The Cheer Director shall prepare an annual budget for submission to the Executive Board.
 - The Cheer Director shall oversee all head and assistant sponsors, instructors (coaches) and participants.
 - The Cheer Director shall appoint Head Sponsors prior to clinic.
 - The Cheer Director, Co-director, and Head Sponsors shall appoint assistant sponsor when they see fit.
 - The Cheering Director must attend all practices and games or appoint a representative.
 - Appointed representative MUST be either the Assistant Cheering Director or a Head Sponsor or Executive Board Member.
 - Cheer Director must be present at registration and all clinics.
 - Cheer Director will be responsible for the following areas of information:
 - Insurance Forms
 - Transportation
 - Times, Schedules, and Rosters
 - Provide a copy of the NSFL (League) By-Laws and Blackhawk Little Cougar By-Laws to their Coaches.
 - Cheer Director shall organize clinics.
 - The Cheer Director shall hold tryouts for Senior Bowl participants if there is more than 4-5 (number approved by BCYFL or at their discretion) cheerleaders with the highest seniority. At least two board members without nepotism will be present at cheerleading tryouts to support the Cheering Director. The Cheer Director will not have any involvement or communications with the candidates or judges. This will merely be a presence in case any questions or issues arise.
 - Any and all policies and rules and procedures pertaining to cheer/dance/drill and selection of instructors inclusive of tryouts, camps, competitions, and regular season participation must be approved by the Blackhawk Little Cougars Board.
 - The Cheer Director is responsible for finding fundraising for cheerleaders.

- The Cheer Director shall set up all cheer fundraisers. (i.e. yearly carwash)
- The Cheer Director is responsible for finding cheer gear vendors.
- The Cheer Director is responsible for passing out, collecting, and storage of all cheer uniforms and equipment.
 - All cheer uniforms are to be dry cleaned at the end of the season.
- The Cheer Director is responsible for providing or locating a vendor for dance/choreography/music for season.
- The Cheer Director shall hold all interviews for all coaches. A board member and co-director shall be present.
- The Cheer Director shall organize a cheer parent member meeting at the beginning of clinic with all Executive Board members in attendance.
- The Cheer Director will hold a parent meeting at the beginning of cheer camp with the Secretary in attendance.
- The Cheer Director shall order all senior banners.
- Cheer Director would be responsible for distributing a key to the co-director.
 - The Cheer Director and Co-director will return keys to the President at the end of their term.
- The Cheer Director shall hold a copy of the Tax Exempt Reward Letter at all times.
- Upon the end of the term, exiting Cheer Director shall pass all official organizational documents and records to the newly elected Cheer Director within 3 weeks.
- Athletic Director
 - The Athletic Director shall be responsible for all matters relating to the operation of the football teams.
 - The Athletic Director shall be required to attend all BCYFL league meetings and give updates to the organization monthly.
 - The Athletic Director shall follow all BCYFL player verification processes.
 - The Athletic Director shall hold all proper certification and player verification processes, along with a copy to be given to the Secretary of Blackhawk Little Cougars, INC.
 - The Athletic Director shall prepare an annual budget in conjunction with the equipment director; for submission to the Executive Board.
 - The Athletic Director or his appointed representative is required to attend monthly regular league meetings
 - He shall act as the official representative at all league meetings with which this Organization is affiliated and make monthly reports to the organization concerning such meetings
 - The Athletic Director will oversee all head and assistant coaches and participants.
 - Must attend all practices and games or appoint a representative.
 - The Athletic Director will appoint heads coaches before all off season workouts.

- The Athletic Director and Head Coach will appoint assistant coaches when they see fit.
- The Athletic Director must be present at all registrations, including equipment handout and turn in
- The Athletic Director will be responsible for the following areas of information:
 - Insurance Forms
 - Transportation
 - Times, Schedules, and Rosters.
- Have a copy of BCYFL (League) By-Laws and Little Cougar By-Laws, and be able to supply a copy to each Head Coach and assistant coaches.
- The Athletic Director shall be responsible to set up all, as seen fit by the Athletic Director:
 - Off season workouts
 - Combine
 - Football camps
 - Overseeing all practice schedules
- The Athletic Director will work with the Equipment Director to ensure all football/cheer equipment are up to date.
 - Plan a budget for the following year.
 - Required to purchase a minimum of 14 helmets each year so long as accounts remain in good standing.
 - All purchases shall go through the Athletic Director equipment representative of their choice.
- The Athletic Director and Equipment Director will work together to make an equipment master sheet to be shared with the Executive Board and kept current each year.
- The Athletic Director shall work with President to schedule all organizational events related to football.
- Athletic Director shall be responsible to work with the President to distribute keys to the proper position at the beginning of the season. Coaches will return keys to the Athletic Director at equipment turn in.
- The Athletic Director shall always hold a copy of the Tax-Exempt Reward Letter.
- Upon the end of the term, exiting Athletic Director shall pass all official organizational documents and records to the newly elected Athletic Director within 3 weeks.

Section 2:

The Athletic Director and Cheer Director shall prepare a handbook for all parents and coaches prior to the beginning of the season.

- The handbook must contain the social media form, bullying form and Acknowledgement form.
- All families will be required to sign all forms prior to the beginning of the season.
 - This must be returned prior to heat week and cheer camp

- If a participant joins late in the season they must be signed and turned in prior to first practice

Section 3:

The president shall have the power to appoint such special committees from time to time, as he/she and/or board deem necessary. The president and the board shall have the power to appoint such officers and committees as they deem required.

Article 15 – Duties of Board of Directors

SECTION 1.

The duties of the various directors shall be as followed: Equipment, Fundraiser, Banquet, Programs, Special Events, and Trustee.

- Equipment Director
 - The Equipment Director shall be responsible for the handout, care, and collection of all football equipment and uniforms.
 - The Equipment Director shall be responsible for the proper storage of football equipment and uniforms.
 - The Equipment Director shall assist the Athletic Director in the preparation of an annual football budget.
 - The Equipment Directors shall advise the Athletic Director about what purchases need to be made per season (i.e. helmets, jerseys, shoulder pads, etc.) so long as accounts remain in good standing.
 - The Equipment Director will oversee equipment and how it relates to the inspection, inventory, procurement, and distribution.
 - The Equipment Director needs to work with the Athletic Director to develop the 10-year equipment plan.
 - The Equipment Director shall perform any duties at the delegated by the Athletic Director.
- Fundraiser Director:
 - Fundraiser Director must adhere to all fundraising project procedures in Article 17.
 - The Fundraiser Director shall be responsible for all fundraising activities to improve the ways and means of the players and cheerleaders.
 - Fundraising shall include any project necessary to cover operation costs of the organization.
 - The Fundraiser Director shall work during the off season to obtain organization sponsors for the season.
 - Once they have obtained these sponsors, the Fundraiser Director shall place orders for adequate signage for the field to be displayed during season games.
 - The Fundraiser Director shall work with Concessions to ensure that all proper signage is displayed prior to the beginning of all football games at Wright Field and taken down after the conclusion of all football games that day/night.

- ensure that the signage is dry and rolled back up for proper storage after the game.
- The Fundraiser Director shall ensure the proper storage of all signage at the conclusion of the season.
- The Fundraiser Director shall also head organization Spirit Sale.
- The Fundraiser Director shall maintain communication with vendors for sponsorship shirts.
- The Fundraiser Director shall oversee designing and ordering sponsorship shirts.
 - Shirt Design and pricing must be approved by the Executive Board prior to ordering.
- The Fundraiser Director shall work closely with the Treasurer to provide the funds needed to further the organization as a whole.
- All fundraising projects are subject to approval by a majority vote of all members present at a regular meeting.
- Banquet Director:
 - The Banquet Director shall be responsible for end of year event to celebrate the organizations year.
 - The Banquet Director shall work with the Treasurer and Special Events Director to organize the year end banquet.
 - The Banquet Director and his or her delegates will be responsible for but not limited to coordinating decorations, ticket sales, banquet fundraising, and activities (i.e. Chinese Auction, 50/50, and door prizes)
 - The Banquet Director shall be responsible for end of year gifts (i.e. planning, picking up, organizing, and handing out of said gifts) that must be voted on by the organization.
- Program Director:
 - The Program Director shall manage all aspects of the publication of a program book including but not limited to:
 - The solicitation of advertisements
 - Collection of fees
 - acquisition of rosters, schedules, and photos
 - lay-out and printing.
 - sale of ads for end of year program
 - The Program Director shall submit a proof of the program to the Executive Board to be approved.
 - The Program Director shall submit a price quote of printing to be presented to the organization for a majority vote.
 - The Program Director shall work with the Executive Board to organize Picture Day(s).
 - The Program Director shall work with organization photographers/team parents/cheer director(s) to obtain photos.
 - The Program Director shall work with the Fundraiser Director to obtain organization sponsors for program.
- Special Events Director:

- The Special Events Director shall be the contact for all special event games.
- The Special Events Director shall organize any and “all” special home games (pink out, military appreciation, and senior night).
- The Special Events Director oversees all setup and tears down for all special games.
- The Special Events Director shall be responsible for organizing, ordering, and delivery of all “special event” spirit sales.
 - The Special Events Director shall keep track of all sales to be added to the donation.
- The Special Events Director shall be responsible for ordering and delivering the military gifts and senior night gifts.
- The Special Events Director shall work with both the Athletic Director and Cheer Director to get names of all senior players/cheerleaders.
- The Special Events Director shall distribute Military Forms 60 days prior to Military Appreciation Game to both Blackhawk Little Cougars Players/Cheerleaders and opposing team.
 - The Military Form will be provided by the Executive Board.
- The Special Events Director shall create a spreadsheet for announcer for each special game.
- The Special Events Directors shall distribute senior questionnaires to all Senior football players and cheerleaders during camp week.
 - The Special Events Director may ask for assistance from Cheer Director and Mighty Mite Team Parent to obtain or distribute forms.
 - The Senior Questionnaires will be provided by the Executive Board.
- The Special Events Director shall create a spreadsheet with all senior information for Senior Night for the announcer.
- The Special Events Director shall attend ALL special event games.
- The Special Events Director oversees setting up charities and donations for all special event games. (2023: Military Charity: Wings 4 Vets & Pink-Out Charity: Bags & Blessings)
- The Special Events Director shall set up for charities to attend the game(s) for presentation of the check.
- The Special Events Director will work with Treasurer and President to make the funds available for special games.
- The Special Events Director is to meet with Executive Board prior to special event games to vote on donation amount (i.e. percentage of dollar amount).
 - Donations come from all special event Spirit wear and 50/50 from the game day.
- The Special Events Director shall work with the Secretary to set up volunteers via Sign Up Genius for Special Event Games.

- The Special Events Director shall help Banquet Director as needed for the end of the year event.
- The Special Events Director shall organize any other “fun” event to bring organization closer.
- Trustee:
 - The Trustee must act as the liaison between the organization and the Executive Board as needed.
 - The Trustee shall make sure that all BLCF By-Laws and BCYFL By-Laws and Robert’s Rule of Order are being followed during the year.
 - The Trustee shall hold a copy of each of these and provide copies to the Organization members as requested.
 - The Trustee shall be ready and able to help with any task delegated to his/her from the Executive Board to the best of his/her ability.
 - The Trustee shall be all games and events.

Any Director with Executive Board permission may create a committee in regards to their role. If said committee is created, the Director shall be head of committee.

Section 2:

- The Board of Directors must attend all Board of Director meetings.
- Any Board of Director member who misses three consecutive meetings, without good reason (i.e. death in the family, Illness, Work, out of the country) shall be automatically removed from office and will no longer be a member in good standing.
- Duties may be added at any time during your term at the discretion of the Executive Board.

Article 16: Coaches, Sponsors and Team parents

SECTION 1. FOOTBALL COACHES AND CHEER SPONSORS

- Anyone with contact with players must have Act 34 Clearance and Criminal Record background checks and they cannot be more than 12 months old from the beginning of the season.
- All Coaches and sponsors must wear their field passes on game day in order to be on the field.
- All persons interested in coaching/sponsoring must apply to the Athletic Director/Cheer Director for approval. The Athletic Director/Cheer Director will select the Head Coaches/Head Sponsors for the individual levels of play from candidates who have submitted applications.
- All applicants for Football Coaches and Cheer Sponsors must:
 - Not have been found guilty of a violation of:
 - Article 9
 - Act 34/ Act 151

- Must attend a minimum of 3 meetings a year or you forfeit the right to be a coach/sponsor the following year.
- All Football Coaches clearances to be turned into the Athletic Director who will then submit to BCYFL for field passes.
- All Cheer Sponsors clearances to be turned into Cheer Director who will then submit to Organization President for field passes.
- Beginning December 2000 all coach positions will be declared open and subject to revised By-Laws and selected before off-season workouts at the regular April meeting.
- Assistant Coaches will be selected by their respective Head Coaches for each team and the Athletic Director.
- Cheer Assistant Sponsors will be selected by the Cheer Director and Assistant Cheer Director.
 - Cheer Assistant Sponsors will begin to be chosen before the next season's stunt clinic.
 - Returning sponsors will have the first opportunity to be a sponsor for their respective squads if chosen by the Cheer Director and Assistant Cheer Director.
- All Head Coaches/Assistants coaches/Head Sponsors/Sponsors will be judged on:
 - Good, clean relationship with participants, parents/guardians
 - Coach and/or sponsors abilities and knowledge of the game.

Section 2: Team Parents

- Team Parents will need to wear their field passes on game day to be on the field.
- Team Parents will be chosen by the Head Coach and Athletic Director for each team.
- All Team Parents must:
 - Not have been found guilty of a violation of:
 - Article 9
 - Act 34/ Act 151
- Should a coach, sponsor or team parent be allegedly involved in a legal matter that has a nexus to the Organization and/or child welfare, the board has the right to request updated clearances and to request information regarding the matter.

Article 17: Fundraising

Section 1:

All fundraising projects must keep:

- All records in duplicate.
- Original copy to be kept by the Committee and duplicate to be turned into the Secretary at each monthly meeting.
- Must have initial reports stating starting quantities and/or costs.
 - All subsequent reports to include all names of persons and quantities received.
 - Final report to include all monies collected and all quantities outstanding.

- Must keep these reports for future reference and make them available to any and all members of the Organization.

Article 18: Committees

SECTION 1.

The Executive Board shall have the right to create a committee when seen fit. (i.e. Audit Committee, Nominating Committee)

- Each committee must consist of a board member and at least 2 other members of good standing.

Article 19: Expenditures

SECTION 1.

No member of the Organization shall collect money or cause any debits to be incurred against the Organization unless authorized by the membership at a regular or special meeting.

- Expenditures in excess of \$350.00 will not be authorized unless voted upon at the regular or special meeting.

SECTION 2.

All current bills and proposed expenditures must be paid by check, signed by the Treasurer or President.

Article 20: Amendments

SECTION 1.

All recommendations and amendments to the By-Laws shall be submitted to the Executive Board and at their discretion be brought by them before the members in good standing at a regular or special meeting for the approval or rejection by the members. The membership shall be notified of proposed amendments to the By-Laws at least one (1) week prior to a regular or special meeting.

- The By-Laws or any amendment may be proposed after proper notice, at regular or special meeting of the membership and submitted for a vote of approval or rejection.
- By-Law proposals can be submitted only during January, February, and March and will be voted on at the regular April organization meeting or a special April meeting.
- By-Law proposals will be read and discussed at any and all meetings (Jan., Feb., and March), voted in April, and not necessarily read three times (3) at three (3) different monthly meetings.
- Any new By-Law will go into effect the same year it is voted in.

Article 21: Awards

Section 1:

All participating children shall receive an end of year gift paid for by the organization. The amount shall be determined by the Executive Board by August 1st. The amount shall not exceed more than 15% of available funds in the Organization bank account.

Additional Award eligibility:

- To obtain a three-year jacket, a player must have participated in the Blackhawk Little Cougar Program for a minimum of THREE (3) YEARS (2 years Termites and 1 year Mighty Mite OR 1 year Termite and 2 years Mighty Mites) and must have completed all fundraisers in full.
- To obtain any award, jacket, or trophy, all participants must satisfy all fundraisers.
- Senior eligible participants will receive a Senior gift in addition to any other awards.
 - Senior gift amount shall be determined by the Executive Board by August 1st. The amount shall not exceed more than 10% of available funds or more than \$40 per senior.

Section 2:

Participants who quit:

- Any boy or girl who leaves the Blackhawk Little Cougars Organization to participate in any other organization in the Blackhawk School District must begin their eligibility over again to obtain a jacket.
- Any participant who quit at any time before the end of the regular season is ineligible to receive any award that may be presented. The Athletic Director/Head Cheering Sponsor will have the responsibility to advise the Board and the Organization at the regular meeting after any participant quits.
- Any participant who quits the program must request a full refund in writing addressed to the Athletic Director or Cheering Sponsor. All requests for refunds must be submitted before the first game of the season. Refunds will not be sent until all equipment and/or uniforms are returned.

Section 3:

Special Awards

- After winning the Championship Award, all football players and Cheerleaders will receive the same award. Types of awards purchased by the organization will be decided upon by the members in good standing. Amount spent of the awards will be based on the availability of funds and the number of team/players who are eligible.
- If a team end the season in second place (i.e. loses the Championship Game), a lesser award may be purchased by the organization for the football players and Cheerleaders upon the discretion of the Members in Good Standing. The amount spent on the awards will be based on the availability of funds and the number of teams/players who are eligible. Should the coaches and/or parents decide they would like something else for the players/cheerleaders, then the funds appropriated by the organization will be put toward the total cost with the balance to be divided up between said coaches and/or parents.
 - The total cost of any or all awards will not exceed 50% of the available funds. Any monies appropriated for items already voted on will be subtracted from the available funds first. (These funds have already been pre-approved and are no longer available)

Article 22: Allstars

- Cheerleaders that have seniority will be the first selected for the All-Star game at the end of the season. Depending on the number of cheerleaders at the time that are allowed to go there will be a try-out to determine who will be selected from the organization.
 - Cheerleaders must be able to attend all all-star practices and the game
- Football players will be chosen by teammates. If tie exists Head coach and Athletic Director will make decision.
 - Football players must attend all all-star practices and the game