

O'Fallon Little Panthers Sports Club

Post Office Box 132
O'Fallon, Illinois 62269
C.O. #01042552

2009 BYLAWS (Amended – September 09)

1 ARTICLE I - Name

- 1.1 The name of the organization will be O'Fallon Little Panthers Sports Club Inc, doing business as the O'Fallon Little Panther's Sports Club (OLP). It shall be incorporated within the state of Illinois with the designation of non-profit.
- 1.2 The OLP is organized exclusively for charitable, religious, educational, and/or scientific purposes under Section 501(c) (3) of the Internal Revenue Code, as granted by the IRS for the O'Fallon Little Panther's Football and Cheerleading Club.
- 1.3 The OLP colors shall be blue and gold.
- 1.4 The OLP may, at its pleasure, and by a vote of the general membership, change its name under which it normally does business.

2 ARTICLE II – Purposes

- 2.1 The specific purpose of the program is to familiarize all youth regardless of race, creed or national origin with the fundamentals of football, cheerleading, wrestling, and any other sports added by a vote of the general membership. Further, to provide an equal opportunity to play such sports in a supervised, organized, and safety oriented manner; to keep the welfare of the participants free of any adult ambition and personal glory; to emphasize fun, teamwork, charity and sportsmanship.
- 2.2 Cooperate with O'Fallon Township and surrounding area through participation in the Tri-County Youth Football Conference and other youth athletic organization dedicated to the fundamentals of youth sports.
- 2.3 Powers: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization

shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

3 ARTICLE III - Membership

3.1 Youth Membership:

3.1.1 Youth Membership in the OLP shall be open to any youth, not to exceed 14 years of age (based on legal requirements) as of August 31st, and residing within the O'Fallon Township or surrounding area. No OLP player shall have completed the 8th grade.

3.2 Adult Membership:

3.2.1 Adult Membership in the OLP will be open to the legal parent or guardian of a youth member currently registered for a sport with one vote per child per year. Membership shall correspond to the youth program year defined as 1 May XX to 30 April XX:

3.2.2 Adult Membership in the OLP shall be open to any adult, 18 years of age or older, willing to offer their time and expertise to enhance the organization and charitable goals of the OLP in the capacity of Board Member, Coach or Assistant Coach, or volunteer, as accepted by the board (See OLP policy ref 3.2.2).

3.3 Membership Rights:

3.3.1 Adult Members have the right to attend any OLP general membership meetings; vote in the general election of Board members and Officers, and by-law changes.

4 ARTICLE IV – Meetings

4.1 Regular meetings:

4.1.1 The Board of Directors shall have a monthly meeting held once each calendar month on the third Wednesday and announced to the general membership.

4.1.1.1 The presence of not less than two-thirds (2/3) of the Board members shall constitute a quorum and shall be necessary to conduct the business of this organization.

4.1.2 General Membership may present its concerns thirty (30) minutes before regular Board meetings.

4.2 Annual General Membership Meeting:

4.2.1 The annual membership meeting of this organization shall be held in March from 6:00 pm to 6:30 pm followed by elections for the Board of Directors open from 6:30 pm to 8:30. The secretary or membership director will e-mail every member in good standing at his or her e-mail address as it appears in the membership registry of OLP, a notice providing the time and place of such annual meeting.

4.3 Special Meetings:

4.3.1 A special meeting of the Board of Directors may be called when deemed in the best interest of the OLP in the following manner: (1) by the President; (2) at the request of a minimum of five (5) members of the Board of Directors; or (3) by written petition containing signatures of at least fifty (50) percent of the general membership of the OLP. If a meeting is requested by the general membership, the meeting must be approved by the Board of Directors at least 5 days prior to the requested meeting date and posted on the OLP website a minimum of 3 days prior to meeting date.

4.3.2 Notices of such meetings shall be e-mailed to all Board members at their addresses as they appear in the membership list and/or telephonically due to time constraints at least seven (7), but not more than fourteen (14) calendar days before the scheduled date. Notice shall state the reason such a meeting has been called and the business to be transacted at such meeting as well as who requested the meeting.

4.3.3 No other business but that specified in the notice may be transacted at the special meeting.

4.4 Meeting Business

4.4.1 All matters concerning the policy of the OLP, except those matters left to the vote of the general membership (election of officers, directors and by-laws), shall be decided by vote of the Board of Directors. A simple majority of those Directors present (provided a quorum has been met) is required to pass a motion.

4.4.2 The OLP shall keep correct and complete records of accounts, and shall keep minutes of meetings. The first order of business for each meeting shall be the ratification of the minutes of the preceding meeting.

5 ARTICLE V – Voting and Elections

5.1 At all meetings, except for the election of officers and directors, all votes shall be via voice.

5.1.1 In the case of a tie vote, the President shall determine the tie. In all other cases, the President shall refrain from casting a vote.

5.2 Nominations and Candidate Conduct:

5.2.1 Nominations for any Executive Board/Director position are due to the Board of Directors no later than 28 February.

5.2.2 The Board of Directors shall appoint a committee of not less than three members, headed by the Secretary/Treasurer to serve as a nomination/election committee.

5.2.3 The nomination/election committee shall verify all applicant information, check applicant references and make recommendations to the Board of Directors at the regular Board of Directors meeting.

5.2.4 The Board of Directors shall approve the ballot at the regular meeting and shall post the ballot on the website.

5.2.5 Election information shall be posted on the website no later than 10 January to include the nomination process and date of elections.

5.2.6 The election committee shall consist of an executive board member not up for election, plus two other members in good standing appointed by the board.

5.3 Election of officers and directors:

5.3.1 Elections for directors and officers shall be held in March. Election balloting will be conducted under the direction of either the President or Vice President (as long as he/she is not up for election) and election committee. All three members shall verify the election results and make a written report for the OLP records.

5.3.2 Candidates for election are prohibited from the designated balloting area except to cast their vote.

5.3.3 Ballots shall be provided and there shall not appear any place on such ballot any mark or marking that might tend to indicate the person who cast such ballot.

- 5.3.4 Each adult member who is a member not by virtue of a participating youth, in good standing, is entitled to one vote.
- 5.3.5 An adult member who is a member by virtue of being the parent or legal guardian of a participating youth member, who is in good standing, is entitled to only one vote per child per year enrolled in one or more programs.
- 5.3.6 Directors shall be elected during annual elections to two year terms and are eligible for re-election. The Cheer and Wrestling Directors shall be elected in even numbered years. The Football and Membership Directors shall be elected in odd numbered years.
- 5.3.7 Officers shall be elected to two year terms and shall be staggered. The President and Secretary shall be elected in even numbered years. The Vice President and Treasurer shall be elected in odd numbered years.
- 5.3.8 A transition meeting will take place in March for newly elected officers/directors.
- 5.3.9 All terms of office run according to the calendar year, from April 3rd to April 2nd.

6 ARTICLE VI – Order of Business (Per OLP Policy)

7 ARTICLE VII – Board of Directors

- 7.1 The business of the OLP shall be managed by a Board of Directors consisting of five (5) members together with the OLP Executive Board, for a total membership of nine (9).
- 7.2 Directors shall be chosen by the election process set out in Article V.
- 7.3 The Board of Directors shall have the control and management of the affairs and business of this organization. Such Board of Directors shall only act in the name of the organization when it shall be regularly convened by its chairman after due notice to all the directors of such meeting.
- 7.4 Each director shall have one vote and such voting may not be done by proxy.
- 7.5 The Board of Directors may make such rules and regulations covering its meetings as it may in its discretion determine necessary.
- 7.6 The President or any member may resign by giving written notice to the President or Secretary. Such resignation shall take effect immediately, unless otherwise stated in the written notice. The acceptance of the resignation shall not be necessary to make it effective.

- 7.7 In the event of a resignation of a member, the President shall appoint a replacement to complete the remainder of the term of the resigned member with prior approval of the Board of Directors. In the event of the resignation of the President, the Vice-President shall assume those duties and responsibilities.
- 7.8 The President of the organization, by virtue of the office, shall be chairperson of the Board of Directors.
- 7.9 A director may be removed when sufficient cause exists for such removal. In addition to compliance with the Standards of Conduct, officers and directors are responsible for their specific job duties and attendance at meetings. Should the officer or director violate such Standards, fail to perform job duties or miss two (2) unexcused consecutive Board meetings, the Board of Directors may entertain charges against any director. A special meeting shall be convened to review issues and afford the director a chance to state their side of the case pursuant and the rules for a special meeting in Article IV. Notice must be given to the director at least seven (7) days in advance of the special meeting. Removal will be approved by a 2/3 vote of the Board.
- 7.10 Director positions and expectation. The following are the minimum expectations of each director. It is an expectation of all officers and directors that they will represent the OLP positively, support Board decisions, participate in fundraising activities of the OLP, and assist in the operation of OLP activities and events.
- 7.10.1 Membership Director: Create and maintain registration and membership databases; keep registration records and collect registration fees; establish and conduct registration dates for all sports.
- 7.10.2 Football Director: Oversee and direct football program; recruit and train coaches; provide coaches with opportunities for training through the Tri-County Youth Football Conference, OTHS football program or other training program in the community; create and maintain policies for program in compliance with Tri-County rules; coordinate practices; ensure coaching staff compliance with coaches standards of conduct; attend practices of each team periodically; run draft; communicate pertinent Board decisions and policies to coaching staff and relate any coaching issues to the Board.
- 7.10.3 Cheerleading Director: Oversee and direct cheerleading program; recruit and train coaches; create and maintain policies for program; coordinate practices; ensure coaching staff compliance with coaches standards of conduct; attend practices of each team periodically; assign participants to teams for recreational cheer; hold appropriate try outs for all-star team(s); communicate pertinent Board decisions and policies to coaching staff and relate any coaching issues to the Board.

- 7.10.4 Wrestling Director: Oversee and direct wrestling program; recruit and train coaches; provide coaches with opportunities for outside training; create and maintain policies for program in compliance with Illinois Kids Wrestling Federation rules; coordinate practices; ensure coaching staff compliance with coaches standards of conduct; attend practices of each coach periodically; communicate pertinent Board decision and policies to coaching staff and relate any coaching issues to the Board.
- 7.10.5 Member at Large: The Member-at-Large (MAL) is a two-year elected position. The MAL represents the interests of the general OLP membership and conducts projects and accepts duties as assigned by the President and the Board of Directors.

8 ARTICLE VIII - Executive Board

- 8.1 The officers of the OLP Executive Board shall be: President; Vice-President; Secretary; and Treasurer.
- 8.2 The President shall preside at all meetings; by virtue of the office, be the chairperson of the Board of Directors; present at each annual meeting of the organization an annual report of the work of the organization; appoint all committees, temporary or permanent; subject to the approval of the Board; be one of the officers who may sign the checks or drafts of the organization; will appoint four (4) representatives to Tri-County; and have such powers as may be reasonably construed as belonging to the chief executive of any organization.
- 8.3 The Vice-President shall, in the event of the temporary absence or inability of the president to exercise his or her office become acting president of the organization with all the rights, privileges and powers as if he or she had been the duly elected President; shall assist the President in overall management of the OLP; and shall serve as the chair of the fundraising committee.
- 8.4 The Secretary shall keep the minutes and records of the organization in appropriate books; file any certificate required; ensure all notices to members of the organization; be the official custodian of the records and seal of the organization; present to the membership at any meetings any communication addressed to the secretary of the organization; submit to the Board of Directors any communications which shall be addressed to the secretary of the OLP; attend to all correspondence of the organization; and exercise all duties incident to the office of secretary.
- 8.5 The Treasurer shall have the care and custody of all monies belonging to the OLP; be solely responsible for such monies or securities of the organization and be one of the officers who shall sign checks or drafts of the organization; shall render monthly to the Board of Directors a written account of the finances of the organization which shall be physically affixed to the minutes of the meeting; shall prepare an annual audit for the OLP; shall prepare, with the Executive Board, the annual budget of the OLP; and shall exercise all duties inherent to the office of the Treasurer.

8.6 No officer or director shall for reason of the office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director for receiving any compensation from the organization for duties other than as a director or officer.

9 ARTICLE IX – Committees

9.1 The committees shall be: Public Relations; Equipment; Fundraising; and Concessions

9.2 Public Relations Committee: Design and distribute fliers for upcoming registration dates and events; make pertinent press releases regarding upcoming events, registrations, OLP accomplishments, fundraisers, etc.; create and post all OLP signage; seek out public events for the OLP to participate in such as parades, St. Louis Rams events, and so on.

9.3 Equipment Committee: Create and maintain an accurate inventory of all equipment for all sports; order equipment as necessary after consultation with that sports director and in compliance with the budget; coordinate distribution of equipment to coaches and participants; coordinate return of equipment from coaches and participants; create policies and procedures for late returns and failure to return equipment.

9.4 Fundraising Committee: Coordinate all fundraising activities of the OLP; design and implement renewable fundraising program with an eye to growth and continuity; organize sponsors; order participant “sponsor” tee shirts and related sponsor materials such as field/event banners. The committee shall not be involved with the individual sports program fundraising activities, unless so requested by the sports director.

9.5 Concessions Committee: Coordinate all concessions activities of the OLP; work with vendors; stock and maintain inventory of concessions; operate concessions; set pricing.

10 ARTICLE X – Standards of Conduct

10.1 The Board of Directors shall be responsible for developing and implementing OLP Standards of Conduct and associated policies.

11 ARTICLE XI – Annual Budget

11.1 The fiscal year of the OLP shall be January 1st to December 31st.

11.2 The budget shall be developed by the Treasurer and the Executive Board with inputs from the directors. A preliminary proposal shall be prepared by December 31st and distributed to the Board of Directors for inputs back to the Treasurer. The final budget must be approved by the Board of Directors prior to the end of the first quarter.

11.3 At the end of the fiscal year, the President shall appoint an audit committee consisting of three (3) directors to review all income and expenditure statements for the previous fiscal year. A final report to the general membership of the OLP and Board of Directors will be orally presented at the annual meeting and will be made available to members upon written request.

12 ARTICLE XII – Amendments

12.1 These Bylaws may be altered, amended, repealed or added to by an affirmative vote of not less than two-thirds (2/3) of those eligible OLP members present and voting at the general membership annual meeting or a special meeting for the purpose of amending such Bylaws provided that the proposed Bylaws have been posted on the OLP website for at least thirty (30) days prior to the vote and the general membership has been notified of the proposed changes and the subsequent voting date at least thirty (30) days in advance.

12.2 Proposed amendments that are contrary to or violate Tri-County Youth Football Conference rules, Illinois Kids Wrestling Federation rules, or other applicable governing directives for OLP sponsored youth sports shall not be enacted.