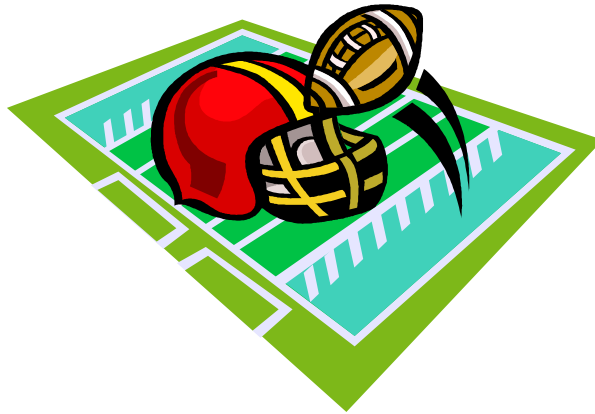


Troy Titans Football Club



Constitution And Bylaws

Revised 27 October 2014

ARTICLE I – NAME

1. This organization shall legally be known as “The Troy Titans Football Club”. Chartered under the laws of the State of Illinois as a non-profit organization.
2. This Organization shall be informally called the “The Titans”.

ARTICLE II – PURPOSE

1. The purpose of the organization is to provide and promote
 - a) A Little League Football program for the youth throughout the Troy school district area.
 - b) A Cheerleading program for the youth in the Troy school district area.
2. Through the use of non-professional and volunteer supervision the organization shall endeavor to teach the fundamentals of the sport of football, to build character and to instill in the youth the IDEALS of –
 - a) Good sportsmanship and fair play,
 - b) Hard work and team work,
 - c) Honesty, courage and loyalty,
 - d) Leadership and fellowship.

ARTICLE III – MEMBERSHIP

1. Active membership shall consist of those individuals 18 years of age or older who are actively participating in the advancement of the purposes of “The Titans” year round.
2. Members in good standing shall be active members who have attended 8 of 11 regular monthly meetings and have participated in Troy Titans activities in the past year.
 - a) Excused absences – Prior to the meeting to be missed, anyone of the current Executive Board members must be notified of the proposed absence brought to the attention of the President.
 - b) Valid reasons shall be –
Work conflicts,
Illness,
Vacations,
School or training classes,
Other personal reasons deemed adequate by the President or Vice President.
3. Voting membership shall be obtained and retained by members in good standing.
 - a) Nomination period – A potential member may be nominated by any voting member in good standing. The nominee must (before being voted on):
 - i) Be present at 8-11 regular scheduled meetings.
 - ii) Attend two of the next three monthly meetings (the vote shall be at the second attendance of these meetings,
 - iii) Receive a simple majority of the vote of the voting members present,
 - iv) Meet with an appointed membership screening committee *if* during the two-month nomination or probationary period the nominated member is asked to do so.
 - b) Probation period – during the year after the nomination date the member must remain a member in good standing. During probation period, any probationary member who has deemed to conduct themselves in any manner deemed detrimental to the Club, may have their membership eligibility revoked or suspended by the current executive board. The sanctions would be presented to the membership at the next meeting.
 - c) Permanent status – at the end of the probationary period the member shall be granted permanent voting membership by a majority vote of the executive board members present at the boards meetings. Being a member in good standing then retains voting membership. *Any member*, who has deemed to conduct themselves in any manner deemed detrimental to the Club, may have their voting membership eligibility removed or suspended by the *executive board*. *The executive board shall hold a meeting following the actions of the member to discuss actions and decide the actions to be taken.*
 - d) Life membership – shall be awarded to those with 5 years of service as a voting member. If the member is not a coach or executive board member, he/she will be required to attend the prior regularly scheduled meeting to re-establish voting eligibility but, must abide by all other rules and regulations of the organization to maintain this membership.

ARTICLE IV – EXECUTIVE BOARD

- 1) The Executive Board shall be installed each year at the January meeting concurrent with the installation of the newly elected board members. The board shall consist of the following:
 - a. The current president
 - b. The previous year president (MUST be in good standing)
 - c. The current year vice president
 - d. The previous year vice president (MUST be in good standing)
 - e. The current secretary
 - f. The previous year secretary (MUST be in good standing)
 - g. The current treasurer
 - h. The previous year treasurer (MUST be in good standing)
 - i. The current director of athletics
 - j. The previous year director of athletics (MUST be in good standing)
 - k. The current director of coaches
 - l. The previous year director of coaches (MUST be in good standing)
 - m. The current director of equipment
 - n. The previous year director of equipment (MUST be in good standing)
 - o. The current director of fundraising
 - p. The previous year director of fundraising (MUST be in good standing)
 - q. The current director of cheerleading
 - r. The previous year director of cheerleading (MUST be in good standing)
 - s. The current year building and grounds director
 - t. The previous years building and grounds director (MUST be in good standing)
 - u. The current year director of concessions
 - v. The previous year director of concessions (MUST be in good standing)
- 2) A quorum of the Executive Board must be present for the Board to transact business. A quorum shall consist of **(12) (22)** members.
- 3) The Executive Board shall be empowered to resolve all disputes pertaining to any and all club business by **(a) THE (simple)** majority **(vote)** of the Board **(members present)**. All such decisions shall be final.
- 4) Executive Boards shall be deemed to be the organization’s “board of directors” within the meaning of Section 101.80(d) and all other sections of the Illinois General Not-For-Profit Corporation Act of 1986 (805 ILCS 105).
- 5) Before January 31 of each year, the Executive Board shall review the propriety of its then current designation of registered agent and registered office. The registered agent shall always be an individual who is actively involved with the work of the organization, and the registered agent shall have the duty of transmitting immediately to the Executive Board all legal process, notices, and correspondence which he receives for the organization. If the individual designated as the organization’s registered agent has ceased to be actively involved with the work of the organization, the Executive Board shall designate – pursuant to Section 105.10 of the Illinois General Not-For-Profit Corporation Act of 1986 (805 ILCS 105) – as the organization’s registered agent, an individual who is actively involved with the work of the organization. The organization’s registered office shall also be changed, pursuant to Section 105.10 of the Illinois General Not-For-Profit Corporation Act of 1986 (805 ILCS 105) – as the residential address of the new registered agent.

ARTICLE V – OFFICERS

- 1) The Officers of the Troy Titans Football Club shall consist of:
 - a) **President** shall be the principal executive officer of the club. He/she shall:
 - i) Preside at all meetings of the members and of the Executive Board.
 - ii) Call any special meetings of the Club or the Executive Board that he deems necessary or those (10) members in good standing or (5) executive board members request in writing. When meetings are requested by members the president shall have (72) seventy-two hours after notification to make arrangements for the requested meeting.
 - iii) Be in charge of the daily business affairs of the club.
 - iv) Execute any contracts that the Executive Board or the Voting Membership has authorized.
 - v) Appoint chairmen or co-chairmen to any committee deemed necessary for the functioning of the club. The executive board must approve any non-member appointments. He/she shall attend monthly park board meetings or his designee and/or have building/grounds supervisor accompany representatives associated with park business.
 - vi) At his discretion, make temporary appointments to fill vacancies occurring in an officer position.

- vii) Perform such other duties as authorized by membership.
- viii) Enforce the constitution and bylaws of the club.
- ix) Not vote at membership meetings unless his/her vote is needed to break a tie.
- x) Provide assistance during one weekend acting as Field Supervisor; aiding field setup, concessions, supervision, and end of day cleanup.
- xi) Appoint a Vice President.

b) Vice President will be appointed by the President and he/she will be the principal executive officer in the event that the President is unable to fulfill his/her duties.

2) Secretary shall be the principal recording officer of the club. He/she shall:

- i) Keep written minutes of all meetings of the Club and the Executive Board.
- ii) Maintain an up to date membership list and a record of each member's attendance.
- iii) Be the custodian of club records.
- iv) Maintain and file all incoming mail or correspondence.
- v) On a timely basis, be responsible for all outgoing mail and/or correspondence.
- vi) Be responsible for the timely issuances of all required notices and filings.
- vii) Keep as part of the permanent records a final won-lost record of all teams.
- viii) Perform any other duties that may from time to time be delegated to the secretary by the President or the Executive Board
- ix) Provide assistance during one weekend acting as Field Supervisor; aiding field setup, concessions, supervision, and end of day cleanup.

3) Treasurer shall be the principal accounting and financial officer. He/she shall:

- x) Receive record, deposit and be responsible for all monies of the club.
- xi) Issue receipts for all monies received and maintain a duplicate copy for the club files.
- xii) Disburse funds as authorized by membership vote.
- xiii) Be responsible for the maintenance of adequate books of account for the club.
- xiv) Keep the books and financial records up to date and report monthly to the membership on the Club's financial condition and matters.
- xv) Present to the club at the February membership meeting an itemized written statement of all monies received and disbursed by him for the season.
- xvi) Submit all books and records for inspection and audit at the end of each fiscal year or at any other time when called to do so by the Executive Board.
- xvii) Assist the budget committee and/or the Executive Board in preparing an annual budget for the club, which shall govern the club for the coming year.
- xviii) Read the budget to the membership at the May meeting and explain in detail any and all items in it.
- xix) Be a member of the Registration committee
- xx) Provide assistance during one weekend acting as Field Supervisor; aiding field setup, concessions, supervision, and end of day cleanup.

4) Director of Athletics shall be the principal director of all athletic activities. He/she shall:

- i) Schedule all exhibition and league games.
- ii) Plan and arrange any post season Bowl games.
- iii) Assist in the scheduling of officials for home games
- iv) Make arrangements for necessary equipment & paperwork for home games.
- v) Enforce all penalties unless otherwise delegated.
- vi) *(Work closely with the Park Board representative, School administration and the school maintenance personnel for scheduling fields/venue for games, practices and events.)***
- vii) Arrange dates, time, work description and volunteers for preparing fields/venues for games and practices.
- viii) Be a member of the Registration committee
- ix) Provide assistance during one weekend acting as Field Supervisor; aiding field setup, concessions, supervision, and end of day cleanup.
- x) Directly work with Director of Coaching for the formation of the club teams and rosters.
- xi) Prepare rosters and player cards for the season.
- xii) Arrange Club Representatives for meetings, committees, and the initial club weigh in.

5) Assistant Athletic Director

- i) Be a Tri-County Representative for attendance to needed/required meetings/committee as needed under the guidance and direction of the A.D.
- ii) Assist Director of Athletics with duties outlined under Director of Athletics.
- iii) Assist the Director of Equipment and his/her assistant in the purchase and distribution of equipment.
- iv) Provide assistance during one weekend acting as Field Supervisor; aiding field setup, concessions, supervision, and end of day cleanup.

6) Director of Coaching shall be the principal director of all coaching activities. He/she shall:

- xxi) Nominate/appoint a head coach for each football team (all head coaches must be at least (20) twenty years old by September 1 of that year) by the *April* meeting for Executive Board approval.
- xxii) Approve all assistant coaches selected by the head coaches for inclusion on their coaching staffs.
- xxiii) Remove any head coach for cause and fill any vacancy in a head coaching position which ay occur during his tenure.
- xxiv) Act as the liaison for all coaches in matters before the Executive Board
- xxv) Be responsible for improving the coaching quality by arranging clinics or schools to assist the coaches in their positions.
- xxvi) Directly assisting the Director of Athletics for the formation of club teams and rosters.
- xxvii) Be a member of the Registration Committee.
- xxviii) Provide assistance during one weekend acting as Field Supervisor; aiding field setup, concessions, supervision, and end of day cleanup.

7) Director of Equipment shall be the director of all activities concerning equipment. He/she shall:

- xxix) Be in charge of all equipment owned or used by the club's programs.
- xxx) Appoint an assistant equipment manager if needed and a standing committee to assist him in the distribution, collection and management of the equipment inventory.
- xxxi) Maintain complete and current detailed inventory records (i.e. quantity, sizes, brands and costs) of equipment purchased used and disposed.
- xxxii) Be responsible for setting usage and replacement standards for equipment.
- xxxiii) Be responsible for repairs and replacement of equipment.
- xxxiv) Prepare all reports and listings necessary or requested for insurance purposes.
- xxxv) Prepare a listing of equipment to be replacing, discarded or phased out.
- xxxvi) Prepare recommendations for new or replacement equipment.
- xxxvii) Prepare required purchase orders for equipment.
- xxxviii) Provide assistance during one weekend acting as Field Supervisor; aiding field setup, concessions, supervision, and end of day cleanup.

3) Director of Fundraising shall be the director of all activities concerning fundraising. He/she shall:

- i) Appoint an assistant director of fundraising to assist in activities of fundraising.
- ii) Searching and selecting fundraising activities for the club which is then presented to the board for approval.
- iii) *(Seek possible community support and functions; attending Chamber and Park meetings, acting on behalf of the club, for future resources and activities.)*
- iv) Oversees team apparel purchases.
- v) Oversees any fundraising activity presented.
- vi) Provide assistance during one weekend acting as Field Supervisor; aiding field setup, concessions, supervision, and end of day cleanup.

4) Director of Concessions shall be the director of all activities concerning the fieldhouse concessions. He/she shall:

- i) Concession stands responsibility to coordinate and facilitate activities.
- ii) Ongoing running and scheduling of concession stand.
- iii) Responsible for being the liaison and coordination with each team rep. signing up volunteers for concession stand.
- iv) Be a member of the Budget Committee to propose expected expenditures.
- v) Report accurate records of concessions to the treasurer weekly, and provide a monthly expense/revenue report at the monthly meeting for club records.
- vi) Seek Cost effective items/products for resale during the season.
- vii) Provide assistance during one weekend acting as Field Supervisor; aiding field setup, concessions, supervision, and end of day cleanup.

- 5) **Director of Cheerleading** shall be the director of all coaching activities pertaining to the cheerleaders. She/he shall:
- i) Nominate/appoint an assistant coach and team captains by the August meeting for Executive Board approval. If more than 1 person is nominated for any 1 position, there will be a membership vote. If there is a tie the President will appoint.
 - ii) Remove any head coach or team captain for cause and fill any vacancy in a head coaching position which may occur during their tenure.
 - iii) Act as the liaison for all coaches in matters before the Executive Board.
 - iv) Be responsible for improving the coaching quality by arranging clinics or schools to assist the coaches in their positions.
 - v) Prepare an itemized list of cheer needs, propose to the Board for approval at the meeting following the registration date.
 - vi) Order uniforms, upon the Club's approval.
 - vii) Schedule cheerleading practices and coverage of all football games.
 - viii) Schedule competitions. **AT THE APPROVAL OF THE CLUB.**
 - ix) Be a member of the Registration committee.
 - x) Provide assistance during one weekend acting as Field Supervisor; aiding field setup, concessions, supervision, and end of day cleanu
- 6) **Director of Building and Grounds** shall be the director of all building and grounds activities, improvements, and maintenance.
- i) Be in charge of all building equipment and structures, to include pre-approved purchases.
 - ii) Be responsible for reporting building issues and reporting needs at monthly meetings.
 - iii) Be responsible for coordinating any needed projects for repair, maintenance and additions.
 - iv) Be a member of the "Building and Grounds Committee".
 - v) Prepare an annual report of the positions needed expenses and present to the budget committee, to include the following:
 1. Expected annual utility costs
 2. Estimated replacement/repair costs of any club structures or grounds issues.
 3. Included in the report, the clubs expected costs associated with purchases for the upcoming year. Each item shall be categorized as either "required" or "desired".
 - vi) Seek cost effective projects for the club to be involved in during the year.

ARTICLE VI – ELECTION OF OFFICERS

- 1) All officers shall be elected by secret ballot.
- 2) The election shall be held at the regular meeting in November.
- 3) The term for each office shall be for a period of (1) one year.
- 4) Nominations of officers shall be open from the floor at the regular September and October meetings.
- 5) If need, the president may appoint a nominating committee to acquire and present a full slate of qualified candidates for presentation at the regular October meeting.
- 6) Each voting member present and in good standing shall be given the opportunity to cast a vote.
- 7) No vote by proxy or absentee shall be permitted or accepted for any reason.
- 8) At the conclusion of the balloting, the results shall be announced. The successful candidates shall be installed in the respective office at the regular January membership meeting.

ARTICLE VII – MEETINGS

1. Regular monthly meetings for the membership will be held from January thru November on the last Monday of the month.
2. Bi-monthly meetings of the membership will be held from July thru November on the second Monday of the month. **TEAM PARENT (REP) MUST ATTEND THESE SCHEDULED MEETINGS.**
3. Special meetings may be called by the President as prescribed by the bylaws.
4. All regularly scheduled meetings shall be held at a predetermined location determined by the President.
5. If the President is unable to attend a meeting, the meeting can be presided by the vice president.
6. Alcoholic beverages (any kind) are NOT permitted during ANY monthly club meetings.

ACTICLE VIII – CONFERENCE MEMBERSHIPS OR AFFILIATIONS

1. The Troy Titans Football Club's Constitution and Bylaws are a supplement to the Constitution and Bylaws of the conferences in which the club becomes a member or affiliate.

2. The club shall become an affiliate or member of a conference by a simple majority vote of the voting membership present at the meeting.
 3. The club, once it has become a member must remain a member in good standing of that conference by timely playing all dues, fines and assessments.
 4. The club may terminate an affiliation or conference membership by a 2/3 (two-thirds) majority vote of the voting members present at the meeting.
 5. Club representatives in the conference shall be appointed by the President from volunteer members. Lacking such volunteers the President may appoint those representatives from the membership that he deems fit.
 6. Club representatives in the conference shall represent it in all conference affairs and business and shall cast the Club's DECIDED vote in conference business as they believe will benefit the Club and the conference.
- The Club shall select (2) two regular representatives for a conference and (2) alternate representatives to serve when the regular representative cannot.

ARTICLE IX – COMMITTEES

1. The President shall appoint after his installation the following standing committees each year in January :
 - a. **Audit committee** – The Audit committee shall consist of no less than three (3) members and will be (to the extent possible) volunteers for said committee.
 - i. Shall meet as soon as possible after the election of new officers and audit the accounts of the past treasurer and render a full written report for inclusion in the Secretary's records.
 - ii. The written report will be open for inspection by any and all club members in good standing.
 - b. **Budget and Funding committee** – The Budget and Funding committee shall consist of the Treasurer and no less than three (3) other members and who will be (to the extent possible) volunteers for said committee.
 - i. The committee shall be responsible for the formulation of the budget for the coming fiscal year.
 - ii. The budget shall be presented to the membership for approval by the May meeting.
 - c. **Awards committee** – The Awards committee shall consist of the no less than three (3) members and who will be (to the extent possible) volunteers for said committee. This committee shall:
 - i. By the regular June meeting set the date, time and place of the annual awards banquet.
 - ii. By the regular June meeting determine and recommend the type and size of the trophies and awards to be awarded at the banquet.
 - iii. Be responsible for making all arrangements and conducting the annual awards banquet.
 - iv. Present to the membership at the bi-monthly September meeting, their recommendations for the quantity of trophies and plaques to be awarded at the banquet.
 - d. **Registration committee** – The Registration committee shall consist of the following: Chairperson, Director of Athletics, Director of Coaches, Director of Cheerleading and the Treasurer. This committee shall:
 - i. Prepare all forms to hand out to schools and at the day of registration.
 - ii. Suggest dates for registration, to be approved by the Executive Board.
 - iii. Market Registration dates.
 - iv. Decide how to handle day of registration.
 - v. Collect registration fees.
 - vi. Be formed at the February meeting and report at the March meeting.
2. The **Director of Equipment** shall appoint the following committee each April after his installation.
 - a. **Equipment, Grounds and Purchasing committee** – The Equipment, Grounds, and Purchasing committee shall consist of the Director of Equipment, the Assistant Equipment Manager and no less than three (3) other members and who will be (to the extent possible) volunteers for said committee. This committee for each year shall:
 - i. Determine the type, quality and quantity of playing equipment, supplies and other materials needed for both games and practices and present this list to the budget committee.
 - ii. Determine the type, quality and quantity of equipment and materials needed for the playing fields/venues (both games and practice) and present this list to the budget committee.
 - iii. Issue a report to the membership on its recommendations to the budget committee in items i.) and ii.) above.
 - iv. Issue purchase orders for equipment included in approved budgets.
 - v. Maintain records of needed equipment and the priority of needs.
3. **All Committees** shall be reported at the monthly meeting by the appointed Chairperson. Items to report are:
 - a. Status of any current planned events
 - b. Any upcoming dates of future committee meetings
 - c. Any issues which need direct decisions (vote) of the Executive Board
 - d. Report of findings, expected club costs, or relative information for planning and decisions to made by the membership.

ARTICLE X – TEAMS AND COACHES

1. **Teams:** A team shall consist of no more than thirty five (35) assigned players (both active and inactive). All teams shall:
 - a. Be arranged through the coordination of the Director of Coaching and the Director of Athletics.
 - i. The coordination shall take into the consideration of number of eligible players for any division and to promote player development.
 - ii. Assigned players must play within their age bracket per the most current league bylaws at it pertains to the age/weight breakdown for a division, unless:
 - 1) Written approval is obtained by the guardian(s) of the child and
 - 2) Presented to the board at a regular monthly meeting.
 - b. Be subject to approval by the Executive board.
 - c. Not practice, or scrimmage any team in the conference outside **OF THE CLUB** without prior approval of Executive Boards. Violation of this rule shall result in: The removal of the head coach from the field by the Director of Coaching, Suspension of the head coach from all team activities by the Director of Coaching until final disposition by the Executive Board.
2. **Coaches:** A head coach shall be responsible for all activities of the team including the actions of his players, his assistants and his player's parents. Head coach must:
 - a. Indicate their desire to be a head coach to the membership prior to the April meeting or at least prior to the head coach selection, election and assignment process.
 - b. Be a member in good standing.
 - i. Head Coach nominations that have not met the requirement for a member in good standing, as read in Article III, may be considered by a majority vote of the Executive board.
 - ii. Upon the approval of the majority vote, it is expected of the Head Coach, to comply to all Articles in these bylaws.
 - c. Be subject to background check by request of the membership
 - d. Be responsible for understanding the League bylaws and attend all required coaching meetings set forth by the league.
 - i. Any Coach found in violation of (d), or in violation of the league bylaws is subject to suspension, or up to removal, of the head coach from the position.
 - ii. The recommendations made by the Director of Coaching, shall be voted on and approved by a membership vote, after review of the Executive Board.
 - iii. Final decision for permanent removal shall only be by a **MAJORITY OF THE BOARD** vote of the Executive Board.
 - e. Be approved and submitted by the Director of Coaching.
 - f. Be responsible for his actions.
 - i. Any Coach's actions that are found detrimental to the Organization, shall result in the recommended removal of the head coach from the position.
 - ii. Detrimental – shall be defined to the membership through the regular monthly meeting.
 - g. Provide a coaching staff list to the Director of Coaches of all the Head Coaches and Assistant Coaches.
 - i. The Director of Coaching will be responsible for reviewing his selections.
 - ii. The list, considered a coaching staff, are subject to removal if the Director of Coaching deems any actions of these staff to have a negative impact on the program.
 - iii. The recommendations made by the Director of Coaching, shall be voted and approved by a membership vote, after review by the Executive Board.
 - iv. Final decision for removal shall only be by a majority vote of the Executive Board.
3. **Coaching Nominations:**
 - a. Head Coaches will be submitted by the Director of Coaching.
 - i. Coaching Director Nominations shall be reviewed by the Executive board, prior to a membership vote.
 - ii. Coaching Director may nominate up to 3 head coaches for a division.
 - b. Head Coaches may be selected by secret ballot (if necessary) at the April membership meeting.
 - c. A membership vote shall be used to determine the Head Coach of an age division.
 - i. Selection of coaches will be determined as follows:
 - 1) The person voted by the membership for the age division will be assigned to the 1st team.
 - 2) Any additional Head Coaching positions needed for an age division will be by an Executive Board review and vote.
 - ii. A majority vote must be in favor to appoint any Head Coach position.

ARTICLE XI – INSURANCE (A current copy of ALL insurance documents, including a “paid in full” statement, will be kept in the off at ALL times)

1. Liability insurance will be provide each participant and shall be funded through the registration fee. This liability insurance may be obtained through conference or league.
2. Property insurance must be provided on all equipment.
3. Other insurance coverage for other outside functions shall be arranged and obtained by the President or his appointed designee.

ARTICLE XII – FISCAL YEAR

1. The Fiscal year of the Troy Titans Football Club shall begin on April 1st and end on March 31st of each year.

ARTICLE XIII – CONFLICTS

1. No bylaws, motion or statement shall conflict or be construed to conflict with the constitution, bylaws or rules of the Conference/League of affiliation, (Triad Unit #2 School District) or the rules issued by the Illinois High School Association (IHSA).
2. Any club statements, motion, bylaw or article determined to be in conflict as described in Section 1.) above shall be declared to be invalid and void.
3. The Executive Board will implement and have authority to enforce a non-conflicting Supplement, identified as “FIELDS, FACILITY, BUILDING, STORAGE, SECURITY, SANITATION SUPPLEMENT”. No statement within this Supplement shall conflict with the Titans By-laws, as previously recorded, or the Tri-County By-laws.

ARTICLE XIV – ALCOHOL POLICY

1. DO NOT arrive to any Titans meetings drunk!
2. Alcoholic beverages (of any kind) will not be permitted during ANY monthly club meetings
3. NO Alcoholic beverages will be permitted before, during, or after the 12U (Mississippi Valley Jr. Conference) games.
 - a. 1st offense – you will be removed from the Titans property and not be allowed to return for 24 hours.
 - b. 2nd offense – you will be removed from the Titans property and not be allowed to return for 30 days.
 - c. 3rd offense – you will be removed from the Titans property and not be allowed to return (permanent removal).

ARTICLE XIV – AMENDMENTS

1. These Bylaws may be amended by two-thirds (2/3) majority vote of the Club’s voting members.
2. The proposed amendments must be read at a meeting of the membership, opened to the membership at that time for discussion and suggested changes to the amendments.
3. The proposed amendment will then be presented at the next membership meeting for a final vote in order to become part of the bylaws.

“FIELDS, FACILITY, BUILDING, STORAGE, SECURITY, SANITATION SUPPLEMENT”

1. Purpose: This Supplement shall be used by the Executive board for the purpose of managing the functions/operations of the facility. Additions or deletions will be managed through the normal monthly meetings and shall not conflict with the existing Titans ByLaws. A majority vote of the Executive Board will be required to update, delete, or change information in this supplement. The Club President maintains his authority under the Bylaws and this supplement to be in charge of the daily business affairs of the club for the orderly operations of the Titans facility.
2. Membership is encouraged to suggest or motion information for this supplement for continuous, orderly operations of the Facility.
 - a. **Facility is defined as:**
 - a.) The field house building located within in Park.
 - b. Any structure or equipment, built, obtained and used by the Club for games, practices, concessions or other football relate business shall be consider property.
 - a.) The football game field shall be considered part of the facility.
 - b.) The practice fields located behind the Fieldhouse shall be considered the facility.
3. **Usage of the field house shall be for:**
 - a.) Meetings /Office use;
 - i) Scheduled meetings to conduct Club membership business.
 - ii) Scheduled event(s) approved by the Executive Board
 - iii) Committees, if requested by an assigned Chairperson

- 1) Committees for the purpose of conducting business assigned by Tri-County Reps.
 - 2) The Athletic Director and Tri-County Rep. will be responsible for the security of the facility during Tri-County usage.
 - iv) Registration
 - v) Fundraising Events
 - vi) Executive Board usage to conduct Club business.
 - vii) Training deemed necessary for the coaching staff and/or his/her players.
 - a. 1) The member/coaches will provide this information to the board at a regular scheduled meeting.
 - b.) b) Concessions / Merchandise Sales;
 - i) Concessions Coordinator (and/or his/her assistant) will ensure
 - ii) opening and closing (security) of the Concessions area.
 - iii) No funds will remain on premises prior to opening and not past
 - iv) the closing of the concession area.
 - c.) c) Storage;
 - i) Storage areas located within the “facility” will be used for the sole purpose of football equipment, field equipment, and other “property” designated for the Club use.
 - ii) Storage areas will not be used by the membership for “personal” gain,
- b. Items A,B, and C above, are subject to approval, or change but not without the approval of the Executive Board.
4. **Usage of the following “facilities” designated as fields:**
 5. “Game” field- Shall be used during the normal scheduled Tri-County season for the purpose of football. No other events will be authorized for its use by the membership **without prior approval** obtained during a scheduled monthly meeting, or executive board meeting.
 - a. In the event, the Park, requests use of the field, the Executive Board shall meet, discuss the current agreement with the Park, and/or seek volunteers and/or assign a person to the “facility” for the usage time frame requested to maintain appearance, security, and other operations of the event.
 - ii) Use may/shall be subject to a utilities payment, which may/shall be requested by the Executive Board.
 - iii) b) It is the membership’s responsibility to:
 - iv) Maintain its appearance by removing any items brought to area.
 - v) Ensure a safe environment for others.
 - vi) Follow all other Park rules established by the Park.
 - vii) c) Practice field- Shall be used by members during the year without prior approval, but, must:
 - i) Follow the Club by-laws, and Tri-County by-laws in reference to football issues.
 - ii) Maintain its appearance by removing any items brought to area.
 - iii) Ensure a safe environment for others.
 - iv) Follow all other Park rules established by the Park.
 - v) Provide a utility payment, if necessary, prior to the use.
 - 1) During the normal scheduled practice season, Coaches will be responsible to ensure items i.-v. above is adhered to, and any lighting usage is solely for scheduled football practices.
 - 3) During the year, due adverse weather/field conditions, the fields may become off-limits to limit damage to area. This topic shall/may be discussed at the Clubs monthly meeting.
 - e) Outside Structures- Shall be used by the membership during the year without prior approval. During use, the members will:
 - i) Maintain its appearance by removing any items brought to the area.
 - ii) Ensure a safe environment for others.
 - iii) Follow all other Park rules established by the Park.
 - iv) Outside Structures are:
 - 1) Overhangs (sheltered area) and patios
 - 2) Outdoor cooking equipment
 - 3) Picnic tables

Outdoor lighting of fields will **not be allowed for general/personal use, unless authorized.
 - f) Any “facility” usage shall/may require an agreement form be completed, by the request of Executive Board.

4. **Security:** of the facility will be all members' responsibility.
 - a) Key control will be assigned by the Club President, or his designee.
 - b) Any key misuse can result in loss of key privileges by the Club President.
 - c) Key misuse is considered:
 - i) Inability to properly secure area access
 - ii) Allowing unauthorized persons access without prior approval.
 - iii) Loss of key(s)
 - iv) Unauthorized facility use or misuse
 - d) Any keys issued by the Club President, or designee, will not be duplicated by any person(s), other than the President, or his designee.
 - i) Violation - will be recommended, to the membership, the persons removal from the Club.
 - e) Issued keys will be recorded in the monthly meeting minutes in which they are issued. The record will include:
 - i) Number of keys
 - ii) Names of person assigned keys

**Upon the conclusion of the season, during the regularly scheduled November meeting, all assigned keys must be returned to the Club, unless, approved by the President due to continued service(s) of the person.
 - f) The President shall/may at any time call to order an Executive Board Special Meeting to address any security issue which may arise.
5. **Utilities and Sanitation:**
 - a) The Club will pay the normal utility costs incurred to conduct the Club business throughout the year.
 - b) Any additional utility usage for non-football related events (or not outlined in or any part of the existing Bylaws), practices or requests obtained from sources outside of the Club, will/shall be subject to pre- payment, monitoring, tracking, or metering, for the purpose of reimbursement to the Club.
 - c) The Executive Board shall consider the method, payment, and/or amount prior to the authorization of any requests to limit unnecessary utility expense to the Club.
 - d) It is all members responsibility to ensure "energy- conservation".
 - e) Bathroom cleanliness and trash disposal will be the responsibility of every member.
 - f) During non-meeting, non-football season, the person who is a sponsor or having been delegated coverage/supervision of the facility, will ensure bathrooms are open, cleaned, and closed, while also to ensure the facility is free of trash.
 - g) Every member, before departing, shall ensure the facility is clean, trash is emptied and in the best possible condition. Any issues or discrepancies should be report to the Building and Grounds Director immediately.
6. **Property:**
 - a) Shall not be removed from the premises without prior approval from an Executive Board member. Good Practice is to communicate and obtain approval at a Club Monthly meeting.
 - i) The Club shall/will/may require a donation (or fee) for usage of any electrical equipment used by the membership.
 - ii) Any Club member requesting use of any property will be informed at the time of their request, the property will require replacement costs if not returned in the same condition as it was issued.