

# **Glenwood Rattlers Youth Association, Inc of Panama City, Florida**

## **- Bylaws –**

### **Article I: NAME**

This Organization shall be known as “Glenwood Rattlers Youth Association, Incorporation” and Glenwood Rattlers Youth Association, hereinafter referred to as “Association”. The current league year shall be defined as running from January 1, 2023 through December 31, 2023.

### **Article II: OBJECTIVE**

Section 1. The objective of this organization is to use youth athletics and recreation to develop well rounded young men and women; to promote the ideals of academics, sportsmanship, fair play, teamwork, respect for authority, and physical fitness. It is the goal of the Rattlers Organization to ensure that all of the children will have fun, learn correct football and cheerleading techniques and strategies, and to put competitive teams on the football field and cheer floor as opportunities present themselves.

Section 2. To achieve this objective, the Organization will provide a structured and supervised Program under the Rules and Regulations of the Glenwood Rattlers Youth Association (GRYA), the Gulf Coast Youth Football Association (GCYFA), and American Youth Football (AYF). All officers, members, and other volunteers shall bear in mind the attainment of exceptional skills or the winning of games is secondary, and enhancement of the children’s academics and interest in football and cheerleading by encouraging the children participating in our program to become better individuals overall and team players is of primary importance.

### **Article III: MEMBERSHIP AND ORGANIZATION GOVERNANCE**

#### Section 1. Membership

Membership is open to student athletes who live in the geographic boundaries approved by Gulf Coast Youth Association (GCYFA) and who meet the GCYFA eligibility guidelines.

#### Section 2. Associate Members (Voting Members)

- a. All parents, guardians, and/or those adults who participate in the Rattlers Organization shall be considered Associate Members and have the right to vote for or nominate future league officers, provided they have met the requirements listed below.
- b. An Associate Member is a parent, coach, or volunteer who is active in the Rattlers Organization for the current year and have met the membership requirements that have been set by the Association Board. Associate Members do not have a vote at Board Meetings; this duty will be reserved for current Association Officers. An Associate Member’s term will begin on the date of the first general meeting and expire on December 31<sup>st</sup> of the current calendar year.
- c. Associate Members shall have voting rights provided they have met the following requirements:

1. Attend at least two thirds of the general meetings during the previous fiscal year.
2. They have read, signed, and agreed to abide by the Parental Code of Ethics/Conduct.

### Section 3. Executive Board (Association Officers)

The general management of the Organization shall be vested in a Board of Directors (The Board). The number of Directors may be equal to the number of positions required by these Bylaws (See Article IV, Section I positions below). Nevertheless, the Board shall consist of at least the following Officers: President, Vice-President, Secretary, Treasurer, Football Commissioner/Athletic Director, Cheer Commissioner/Coordinator, Scholastic Coordinator, and Concessions Manager.

### Section 4. Term Of Office

All officers will serve two-year terms unless otherwise noted. Members of the Association Board may hold office for consecutive terms. Board members may be removed from office at any point when their conduct or actions are deemed detrimental to the organization. A special meeting of the Association Board may be called by any Board Member and a vote will be taken to remove the officer. A two-third vote of the current Association Board is required for a removal of one of the officers.

### Section 5. Election of Officers

- a. Elections will be held by the third Sunday in January at the time and place designated by the current Board. Elections will start with the 2015 Season and held every odd year. Election date may be changed as a result of a majority vote of the Board. Reason for date change must be accurately noted in the Board meeting minutes.
- b. Any person interested in running for a position on the Executive Board must be an Associate Member in good standing for one full year before becoming eligible to run for an Association Board position.
- c. Any member interested in running for a particular office must submit in writing their name and desired office to the Secretary of the Board not later than 2 weeks before the election.
- d. No person shall hold more than one office at any time unless it is approved by a two-third vote of the current board.
- e. A board member is allowed to coach a team.
- f. Should an officer resign during the year, the Association Board shall vote on and appoint a replacement to fill the unexpired term.
- g. Should the President resign, the Vice-President (or the next in line in accordance with officers listed in Section 3) shall assume the duties of the President until the Association Board elects a new President.
- h. To be eligible for nomination to any Board position, the nominee must have been present at a minimum of two (2) general meetings during the previous year. If there is only one person nominated for an office and that person has not fulfilled the minimum meeting requirement, the current Association Board can vote (by simple majority) to waive the minimum meeting requirement.

## **Article IV: POSITION AND DUTIES OF OFFICERS**

### **Section 1. Duties of Officers:**

**President:** The President shall be the Principal Executive Officer of the corporation and shall, in general, supervise and control all of the business and affairs of the corporation. The President shall preside at all meetings of the members and the Board of Directors. The President may sign, with the Secretary or any other proper officer of the corporation authorized by the Board of Directors, any deeds, contracts, or other instruments which the Board of Directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these bylaws. In general, the President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

**Vice President:** The Vice President will preside at all meetings in the absence of the President and when doing so shall have all the powers of and be subject to the restrictions upon President and is an *ex-officio* member of all committees. This person also carries out other duties and assignments, as delegated to them by the President. Some programs may designate the Vice President to be the next President.

**Secretary:** The Secretary shall keep the minutes of the meetings of the members and the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; be custodian of the corporation records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provisions of these bylaws; keep a register of the post office address of each member which shall be furnished to the Secretary by such member; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by the President or by the Board of Directors.

**Treasurer:** The Treasurer shall keep all financial records of the organization. This person is charged with collection and disbursement of all funds, prepares financial reports for regular meetings and oversees the Organization's annual budget. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for money due and payable to the corporation from any source whatsoever, and deposit all such monies in the name of the corporation in such banks, trust companies or other depositories as established by the Board of Directors. In the absence of the Treasurer, the Association Secretary may collect and provide receipts.

**Athletic Director:** The Athletic Director shall: coordinate registration of football players, retain the registration records of the players, including the parents' consent; assign the new football-recruits to available football teams and instruct football coaches to encourage all football players to participate in activities and games; identify and present to the Board of Directors, qualified responsible candidates for Football Coaches and Assistant Football Coaches for each team to be fielded; supervise the football players assigned to them; provide the primary communication link between the players, Coaches, and the Board of Directors; oversee all football activity; and

communicate and cooperate with the Equipment Manager to assure that the Football Program identifies and obtains reasonably necessary equipment in a timely manner; create and maintain an accurate football program budget; promote the football program within the community and gain sponsorships as needed; handle discipline of coaches and players as permitted by the Board of Directors.

**Cheerleading/Dance Coordinator:** The Cheer Coordinator shall: coordinate registration of cheerleaders, retain the registration records of the cheerleaders, including the parents consent; assign the new cheerleader-recruits to available cheer squads and instruct cheer squad coaches to encourage all cheerleaders to participate in activities and games; identify and present to the Board of Directors, qualified responsible candidates for Cheer Coaches and Assistant Cheer Coaches for each of the teams to be fielded; supervise the cheerleaders assigned to them; provide the primary communication link between the cheerleaders, Cheer Coaches, and the Board of Directors; oversee all cheerleader activities; and communicate and cooperate with the Equipment Manager to assure that the cheerleading program identifies and obtains reasonably necessary equipment in a timely manner; create and maintain an accurate cheer program budget; promote the cheer program within the community and gain sponsorships as needed; handle discipline of Cheer Coaches and cheerleaders as permitted by the Board of Directors.

**Parent Coordinator:** Parent Coordinator(s) shall be responsible for acting as a liaison between the parents and the board. The Parent Coordinator will assist with securing and properly staffing the Organization fundraisers.

## Section 2. Other Director Positions

The President may appoint Board Members to the following Organization positions:

- Equipment Manager
- Field Maintenance Manager
- Fundraising Manager
- Media Manager

## **Article V: MEETINGS**

### Section 1. General Meetings

General meetings will be held monthly during the sports season. Parents and participants will be provided a calendar listing the dates of the general session meetings. In the event of a call meeting, members will be provided notice within 48 hours of the proposed meeting date and time. General meetings will be held within the community at a location determined by the Board of Directors.

### Section 2. Board Meetings

- a. The Association Board will establish a regular time and place and meet at least once a month in general/open session beginning in August and continue meeting throughout the season
- b. No Board action may be taken without a quorum of five Association Board members.

- c. Excluding coaches who are League Officers, at least one representative from the coaching staff must be present at each regular Rattlers Organization meeting.
- d. Association Board may meet in special sessions as deemed necessary by President or majority of Association Board members.
- e. Action taken by a majority of Association Board without a formal meeting is still considered Association Board action and will be filed with the minutes of the Board.
- f. Any member of the Association Board that misses two (2) consecutive scheduled meetings will be subject to replacement if agreed upon by a majority vote of the remaining Executive Board members.

## Article VI: FISCAL DETAILS

### Section 1. Financial Reports

Ledger and account statements will be made available for review at all times at the request of any Association Board member

### Section 2. Receivables

All monies collected should be by debit, check or money order. If possible, cash should not be collected. For all monies collected (debit, check money order or cash) a written receipt will be issued from a duplicate receipt book. All cash and receipts must be turned in to the Treasurer and recorded by the Secretary within 48 hours of receipt with a completed deposit form (Form No. 1). The Secretary will reconcile receivables with the Treasurer within 48 hours from when the deposited funds are received.

### Section 3. Expenditures

- a. Individuals authorized to sign checks cannot live in the same household.
- b. All expenditures must be **APPROVED IN ADVANCE** by the Association Board. A check/funding request must be submitted for Association Board review and approval (Form No. 2)
- c. **No debit and/or line of credit can be established or accrued without prior consent of the Association Board of Directors. Any debt that is accrued without the consent of the Association Board of Directors becomes the sole responsibility of the responsible party.**
- d. The Treasurer will keep a log of all money/checks received. The Treasurer or Secretary will issue receipts for all money/checks received.

### Section 4. Request for Funding/Reconciliation

- 1. The assigned requestor or alternate requestor (per the requestor approval) will submit a Fund Request Form to the Treasurer 7 days prior to the date in which the funding is required.
- 2. The Treasurer will provide approved form of funding (check, debit, or line of credit) within 7 days from when the Fund Request Form is received

3. All purchasers must present the tax exempt form for all purchases
4. Within 7 days after the purchase, the purchaser **must** submit the Reconciled Purchase Form, all receipts, any remaining funds, and store account card (i.e. Sam's Club card) to the Treasurer.
5. **Any purchase made with personal funds without prior approval from the Treasurer would not be refunded.**

**\*\* Please note: The tax exempt form must not be used for personal purchases \*\***

#### Section 5. Budget

Budget for the new season is due to the Treasurer no later than the 15 of June of each year. The Association Board will approve the upcoming year's budget by the 15<sup>th</sup> of July of the same year.

### **Article VII: LEAGUE EQUIPMENT AND PERSONAL EQUIPMENT**

#### Section 1. Issuance of Equipment

- a. The Head Coach assigned to each team shall provide a signed receipt for all Rattlers Organization equipment issued to their team by the Equipment Manager and/or Athletic Director
- b. The Head Coach is responsible for collecting all league property issued to their team and for turning over the property to the Equipment Manager and/or Athletic Director at the end of the season.

#### Section 2. Return of Equipment

- a. The Equipment Manager is directly responsible to ensure that all league equipment is accounted for at the end of the season. In the absence of the Equipment Manager, this duty will be the responsibility of the Athletic Director.
- b. Any player who has not turned in any equipment from a previous season will not be allowed to register until they return or pay the replacement cost for the equipment. If equipment is turned in after the set deadline, a LATE FEE must be paid before the player can participate.

#### Section 3. Football Players

Tackle football players must have the following required equipment:

1. Sneakers or football shoes/cleats (No Metal Cleats) \*
2. Socks
3. Colored Mouthpiece (Not Clear) \*\*
4. Football Pants with appropriate padding
5. Shoulder Pads
6. Helmet

7. Game Jersey

\* Item provided by player/parents

\*\* Glenwood will provide the first mouthpiece; player/parents will provide any mouthpiece after the first one if needed

Section 4. Cheerleaders

Each Cheerleader must have the following required equipment:

1. Comfortable Sneakers & Socks for practice \*
2. Game Uniform (Top, Skirt, Briefs)
3. Cheerleading Game Shoes (determined by Cheer Coordinator)
4. Uniform Socks as instructed by Head Coach
5. Pom-Poms

\* Item provided by player/parents

Section 5. Basketball

Currently the basketball program is being reviewed as to how to properly execute.

Section 6. Additional Equipment

Coaches who make any additional items mandatory for their team must first have approval from the Cheerleading Coordinator and the Association Board. The additional expenses cannot exceed the out-of-pocket expense limit of \$150.

**Article VIII: ORGANIZATION PROPERTY AND FUNDS**

- a. The Rattler Organization shall be a non-profit, tax exempt organization
- b. No Board Member or League Officer will receive any compensation for their services on behalf of the organization
- c. No Board Member, or any other person in any way connected with the Organization, shall receive any type of dividend or compensation/distribution of assets from the Organization
- d. All monies raised from fundraisers that are to be used for post season events (competitions, tournaments, etc.) are only allowed to be used for rostered coaches, players, cheerleaders, and designated chaperones that stay in the hotel designated by the Rattler Organization. Individuals receiving compensation will also be in rooms shared by players or cheerleaders with one adult to three players/cheerleaders ration (1:3). Monies can only be distributed for lodging, gas, and meals based on the total amount raised.

**Article IX: COACHES**

Section 1. Head Coaches Requirements

- a. The Head Coach will conduct themselves in a civil manner at all times and shall be responsible for the behavior and conduct of his assistant coaches, players, and parents/guardians. Coaches may be suspended at any time if their behavior is deemed detrimental to the Organization by the Association Board.
- b. The Head Coach will maintain a copy of player registration, report card, and birth certificate on every player. This paperwork will be kept at every practice and every game and made available for review by any member of the Association Board, GYFA, or AYF Board Member.

- c. Each coach’s term expires at the end of the season. Coaches must reapply each season.
- d. **All coaches must be certified by completing concussion training prior to working with the athletes.**
- e. All coaches must complete and submit a Rattlers Coaches’ Application, a GCYFA Coaches’ Application, and submit a copy of their driver’s license by April 30<sup>th</sup> in order to be considered for a Head Coaching position.
- f. **All coaches will have a background check completed by the Rattlers President or designee**

Section 2. Football Coaches Requirements

- a. Each football team shall have one Head Coach and at least two Assistant Coaches. Coaches must meet GCYFA/AYF minimum requirements.
- b. Head Football Coaches will be selected by a committee consisting of the President, Vice-President, Athletic Director, and Equipment Manager
- c. Head Football Coaches will be allowed to select two (2) Assistant Coaches prior to the draft. Assistant Coaches must be approved by the Association Board.

Section 3. Cheerleading Coaches

Head Cheerleading Coaches will be approved by the Association Board

**Article X: STUDENT ATHLETES**

Section 1. Registration

- a. Registration will be determined by the Association Board
- b. The following information is required to register a participant:
  - 1. GRYA/GCYFA/AYF registration form with signed parental consent
  - 2. Copy of athlete’s birth certificate
  - 3. Copy of athlete’s report card
  - 4. Release of Liability Waiver
  - 5. Physical or Medical Release Form (as approved by the GRYA/GCYFA/AYF)
  - 6. Payment of Non-Refundable Registration Fees
- c. **NO PLAYER OR CHEERLEADER WILL BE ALLOWED TO BEGIN PRACTICE UNLESS ALL OF THE REGISTRATION DOCUMENTS AND FEES HAVE BEEN RECEIVED AND APPROVED BY THE COMPLIANCE OFFICER/SECRETARY**

Section 2. Fees and Payment Schedule

Football Registration .....	\$250.00
Cheerleading Registration .....	\$350.00

Section 3. Practice Schedule

- a. Football/Cheer Practice will not begin prior to the first day of August, unless otherwise designated by GCYFA



- b. Prior to Labor Day, practices will be limited to not more than ten (10) hour per week and no more than two (2) hours per day. After Labor Day, practices will not exceed six (6) hours per week and no more than two (2) hours per day.
- c. Basketball practices will begin at a date determined by the Board of Directors

**Article XI: DISCIPLINE OF CAOCHEs, PLAYERS, AND OFFICERS**

**There are occasion when an offense warrants action be taken by the Board of Directors.**

Section 1. Notification

- a. A notice will be delivered to the person(s) with offenses charged against them within 3 business days of the offense. The notice shall include the following information
  - 1. Name of the Accused
  - 2. Date of Hearing
  - 3. Time of Hearing
  - 4. List of Allegations
- b. The charged person has seven (7) days to respond or they can waive the seven day response period.

## Section 2. Hearings Process

- a. All disciplinary hearings are closed to the public and can only be attended by the Board of Directors or a designated Hearing Board placed by the Board of Directors.
- b. The Board and charged person(s) can present witnesses. Witness cannot be in the room while other testimony is taking place. They will be called in when their testimony is needed. Proceeding will be audio recorded to ensure that testimony will be recorded exact and not misconstrued
- c. The charging party is the first to appear, along with their witnesses and any documentation pertinent to their case. Afterwards, cross-examination is allowed to take place.
- d. Next, the charged party is heard with their witnesses along with any documentation pertinent to their case. The same procedures take place as described above.
- e. After both parties have been heard, they make their summations in the same order that they were heard. The hearing board has the right to ask questions and examine documents and witnesses.
- f. If attorneys are representing either side, instruct them that they are under the jurisdiction of the hearing board and will follow the same procedures you have explained. Do not let the hearing board be bullied by legal “mumbo jumbo.” You may note objections, but your board is in charge and you are bound by your own procedures as long as everyone is treated fairly.
- g. When the hearing is finished and the Board of Director and/or hearing board(GCYFA president & vice president) feels that it can reach a decision, than do so. Make sure that your discussions and deliberations are done in private. The decision should be put in writing following your verbal decision. If an “on the spot” decision is not forthcoming, then a written decision must be done and delivered to each party no later than 10 days after the hearing.
- h. If your hearing is conducted at the Association level, you may be able to appeal to the League/conference hearing board.
- i. If you feel, and can prove, that you did not get due process at the association level, or that some of the members were a party of interest, or a written decision was never applied, or that new evidence has been found, or that you didn’t receive proper notification, then you probably have basis for an appeal.
- j. An appeal should be filed within two weeks following the hearing. There is no appeal to GCYFA. GCYFA at its sole discretion, will only be involved if it is of corporate league level.

### Section 3. Offenses that Warrant Hearings

- a. All offenses involving players and cheerleaders should be handled at the Association or team level. Prudence will be used in handling these types of offenses. Breaking team rules, fighting, breakdown of discipline and misuse of property or equipment are usually grounds for dismissal. These rules and Code of Ethics have been provide and explained upon registration of each player and cheerleader. If the problem is more serious than these types of offenses, the player or cheerleader is entitled to a hearing.
- b. In all procedures of this type, the parent(s) or legal guardian must be present and the child has full rights of due process.
- c. Offenses by adults: If the offense is criminal, the problem should be referred to the proper authorities. A party charged with this type of offense is temporarily suspended from the organization until proper resolution is done. If the person is found innocent, he or she can, and should, be reinstated.
- d. Officers, coaches and any other adult personnel are considered hard working individuals who give much of their time. Nevertheless, things do happen and offenses take place. Examples include but are not limited to the following: running up scores, cheating, baiting crowds, verbal and physical threats, and failure to play all players within the parameters of GCYFA and regulations, fighting with other adults and, finally, setting a poor example for the children and unpermitted switching of player jersey numbers. These are considered teaching by instructing them in unsafe and bad football habits.

## Article XII: REGIONAL/NATIONAL TRAVEL

### **Article XI. Regional/National Travel**

Section 1. If expense money is provided by the Rattlers Organization, all players/cheerleaders will stay 3 to a room with a selected coach or chaperone that has the appropriate background check, unless for a medical condition. If the parents refuse, they will not receive any reimbursement for the hotel. They must keep their child with them in the hotel at all times, and the parents must follow the same code of conduct as the Coaches. If the parents are caught breaking these rules, their child may not participate in the regional or national activity.

Section2. All players, coaches, families and volunteers are responsible for their own expenses. When funds are available, the Rattlers Organization will try to help the teams offset some of the costs for travel. This assistance, however, is not guaranteed and will be addressed on a case by case basis by the Association Board.

## Article XIII: AFFILIATION

### **Article XII. Affiliation**

The Rattlers shall be a member of the Gulf Coast Youth Football Association in Panama City, FL.

**Article XIV: REVISION TO BYLAWS**

Section 1. These By-Laws may be amended, repealed in part or in whole, amended and modified, from time-to-time by Majority Vote at any duly organized meeting of the Board of Directors, provided however, that notice of the proposed change is included in the Notice of Meeting, which shall be disseminated to Board Members within a reasonable amount of time ahead of the scheduled meeting. Reasonable amount of time shall be deemed to be at least 72 hours prior to the next scheduled meeting.

Section 2. Items in the bylaws are preceded by the Bylaws of Gulf Coast Youth Association.