

BYLAWS of BETHANY SULLIVAN JFL, INC.
A NOT FOR PROFIT CORPORATION

ARTICLE I – NAME, PURPOSE

- Section 1: The name of the organization shall be BETHANY SULLIVAN JFL, INC., a Not For Profit Corporation in the State of Illinois.
- Section 2: The BETHANY SULLIVAN JFL, INC. is organized exclusively to foster amateur sports competition. More specifically, to provide organized football opportunity to pre-high school age children within the Okaw Valley (#302) and Sullivan (#300) school districts. **Also to include children from schools who do not have an available JFL program.**
- Section 3: The BETHANY SULLIVAN JFL, INC. is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)3 of the Internal Revenue Code.**

ARTICLE II – MEMBERSHIP AND GOVERNMENT

- Section 1: Any interested party, age 21 or older, is eligible for membership, subject to qualification Requirements, **Including Background Checks**, and approvals as set forth in these By Laws. **Membership shall be restricted from those who have been convicted of felony within the past 7 years, or ANY crimes against children.**
- Section 2: Membership of the Corporation shall consist of the members of the Board of Directors, Coaches and Assistant Coaches.
- Section 3: The governing body shall be the Board of Directors. Each Board member shall have one vote and proxies will not be recognized.
- Section 4: The fiscal year of the Corporation shall be the calendar year.

ARTICLE III – ANNUAL MEETING

- Section 1: Annual Meeting. The date of the regular annual meeting shall be set by the Board of Directors who shall also set the time and place.
- Section 2: Special Meetings. Special meetings may be called by any Officer of the Board of Directors.
- Section 3: Notice. Notice of the annual meeting shall be given to each member of the Corporation by ~~word of mouth~~, electronic (email) **and social** media, telephone or written letter.

ARTICLE IV – BOARD OF DIRECTORS

- Section 1: Board Role, Size, Compensation. The Board is responsible for overall policy and direction of the Corporation. Business operations shall be handled by the Board directly, or through committees. The Board shall have up to 7 voting members and not less than 3 voting members. The Board receives no compensation.
- Section 2: Meetings. The Board shall meet at least once annually, at an agreed-upon location and time. Additional meetings may be called, by any Officer of the Board of Directors, as needed.

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- Section 3: Board Elections. Elections of Board members and Officers will be held at the Annual Meeting. Board members and Officers will be elected by a vote of the current Board of Directors.
- Section 4: Terms. All Board members, including Officers, shall serve one-year terms. Board members are eligible for re-election.
- Section 5: Quorum. A Quorum must be attended by at least 51% of the Board members, two of which must be Officers, before business can be transacted or motions made or passed.
- Section 6: Notice. Notice of Board meetings shall be given to each Board member by **word of mouth**, Electronic (email) **and Social** media, telephone or written letter.
- Section 7: Officers and Duties. There shall be 4 officers of the Board consisting of a President, **Vice President**, Secretary and Treasurer. **They shall be expected to attend all meetings and Home games.**
- a) President.
 - 1. The President, or designee, shall preside over Board meetings.
 - 2. Is responsible for scheduling all games
 - 3. Working closely with other teams and referees.
 - 4. Has the final responsibility of the Entire Bethany Sullivan JFL.
 - b) Vice President
 - 1. Is responsible for the Field Preparation
 - 2. Shall work closely with the school
 - 3. Is responsible for the Equipment and Uniforms
 - c) Secretary.
 - 1. Shall be responsible for keeping records of boards meetings
 - 2. Shall record votes
 - 3. Shall issue all meeting agendas
 - 4. Shall be responsible for Volunteers
 - 5. Shall be responsible for organizing players registration and birth certificates
 - 6. Shall be responsible for Background checks and applications
 - d) Treasurer.
 - 1. The Treasurer is responsible for financial activity and records.
 - 2. The Treasurer shall coordinate with the accountant.
 - 3. Is responsible for paying all the bills as delegated by the board.
 - 4. Shall oversee Fundraising and Concessions.
 - 5. Shall be responsible for Sponsorship
 - e) Members
 - 1. Responsible for weigh in of Lightweight and Jr. Lightweights.
 - 2. Responsible for keeping track of players number of plays.
 - 3. Encouraged to attend all meeting and games
 - 4. Responsible for other duties as assigned.
- Section 8: Actions: All actions required by law or under these By Laws or any other action which otherwise may be taken at a meeting of the Board of Directors shall be approved or rejected by simple majority vote of a quorum.
- Section 9: Action by Consent. All actions required by law or under these By Laws or any other action which

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otherwise may be taken at a meeting of the Board of Directors may be taken without a meeting provide the action is set-forth in writing and signed by a quorum of the Board of Directors. Such consent shall have the same force and effect as a motion made and passed by vote.

Section 10: Vacancies. When a vacancy on the Board exists, nominations for new members may be received from current Board members. Nominees shall be voted upon by the Board. Such vacancies will be filled only to the end of the current term.

Section 11: Resignation, Termination and Absences. Resignation from the Board may be by word of mouth, electronic media (email), telephone or written letter to the President. Any Board member, including Officers, may be terminated for excessive absences, or any other reason, by a Board vote.

Section 12: Supporting the Program

All members are expected to be supportive of the program at all times. Any negative comments, actions, attitudes or other behavior is subject for immediate dismissal by a vote of the remaining members.

ARTICLE V – COACHES AND ASSISTANT COACHES

Section 1: Coach Role.

1. The Coaches are responsible for day-to-day operations of the football program.
2. Coaches' duties include, but are not limited to, scheduling and supervision of all practices
3. Supervision of all games and access to emergency medical supplies
4. Administering player suspensions and other disciplinary actions as required.
5. Ensuring team picks up after themselves.
6. Shall stay until all of their players have left the field.
7. Coaches and Assistant Coaches shall strive to teach skills, techniques, discipline and sportsmanship associated with the game of football.
8. Players and Coaches are prohibited from using foul language

Section 2: Coach Qualification. All Head Coaches shall be trained and certified through the American Coaching Effectiveness Program or hold an Illinois Teaching Certificate. Other qualification credentials may be recognized upon approval by Board vote. Membership shall be restricted from those who have been convicted of any crime against children.

Section 3: Coach Election. Coaches will be approved by a vote of the Board of Directors.

Section 4: Coach Term. All Coaches shall serve one-year terms, but are eligible for re-election. The Board of Directors may, by a vote, remove any Coach for any reason.

Section 5: Assistant Coach Role. Assistant Coaches act “as-assigned” under the direction of a Coach. Assistant Coaches are considered agents of the Corporation only when they act under the direct supervision of a Coach.

Section 6: Assistant Coach Qualification. No specific credentials, aside from the age requirement of 21. Membership shall be restricted from those who have been convicted of any crime against children.

Section 7: Assistant Coach Appointment. Assistant Coaches shall be recommended by a verbal commission by a Head Coach. Such recommendations do require a Board vote.

Section 8: Assistant Coach Term: The term of an Assistant Coach is not of fixed duration, but may not exceed one year. Assistant Coaches may be commissioned and/or decommissioned at the discretion of a Coach. Assistant Coaches are only considered agents of the Corporation after

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verbal commission has been issued by a Coach. Assistant Coaches may be decommissioned at anytime, for any reason, by a Coaches verbal notice and/or by a Board vote.

Section 9: Compensation. Coaches and Assistant Coaches receive no compensation.

ARTICLE VI – COMMITTEES

Section 1: The Board may create committees as needed, the President appoints committee chairs.

Section 2: The 4 Officers of the Board constitute an Executive Committee with the full powers and authority of the Board of Directors except for the powers to amend the Articles of Incorporation and Bylaws.

Section 3: The 4 Officers of the Board constitute a Finance Committee with the full powers and authority of the Board of Directors.

ARTICLE VII – EXECUTION OF DOCUMENTS

Section 1: Except as otherwise provided by law, checks, drafts, promissory notes, orders for payment of money and other evidences of indebtedness of the Corporation will require only one signature, that of the Treasurer or alternate. Such “alternate” shall be an Officer, Board member or Coach as approved by a Board vote.

Section 2: Contracts, leases or other instruments of the Corporation shall be signed by the Treasurer or President except for player sign-up forms which shall be initialed by any member of the Board.

Section 3: *All forms of financial commitments, in excess of \$250, require prior Board approval by vote and shall be recorder by the Secretary in the minutes of the Board.*

Section 4: This Corporation will not have nor issue shares of stock. No dividends will be paid and no part of the income of this Corporation will be distributed to its members, directors nor officers. However, the Corporation may reimburse, in a reasonable amount, members, directors and officers for expenses incurred pursuant to the execution of Board approved actions.

Section 5: This Corporation will make no loans to any of its members.

ARTICLE VIII – ADMINISTRATIVE POLICIES

Section 1: It is the expressed intent of the Corporation to promote safety for the participants.

- a) At least one trained and qualified coach will be present and in charge of all practices and all games.
- b) There shall be no full contact blocking or tackling between Coaches, Assistant Coaches and players, (with the exception of drills using blocking dummies, blocking shields, etc.).
- c) Reasonable access to emergency medical services shall be maintained during practices and games.
- d) All player equipment shall be in good condition and “stamped” or certified where applicable (helmets).

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- e) All players shall complete a minimum of five, two hour, conditioning practices prior to participating in contact practices. And five additional 2 hour contact practices for games.
- f) Practices and games shall be cancelled for adverse weather conditions such as lightning, severe rain and excessive cold.
- g) Age and weight bracketing of players shall comply with rules and regulations of the conference or league of play.
- h) Following all practices, games, fund raisers, or any other function of the Corporation where players are in attendance, at least one Coach (or Board Member) shall stay until the last player has been picked up by, or custody has been otherwise surrendered to, that player's guardian or designated alternative.

Section 2: It is the expressed intent of the Corporation to conduct an organized and controlled program.

- a) **HW** and **LW** game officials and referees will be Illinois High School Association registered. Other qualification credentials may be recognized upon a vote of the Board.
- b) Games will be played in accordance with the Illinois High School Association Rule book. Except where Little Illini JFL rules differ.
- c) Players shall not be subjected to cussing and foul language.
- d) Coaches and Assistant Coaches shall strive to teach skills, techniques, discipline and sportsmanship associated with the game of football.

Section 3: It is the expressed intent of the Corporation to comply with all Federal, State and Local governmental regulations applicable to Not For Profit Corporations, including:

- a) Registration and filing requirements of IL Secretary of State.
- b) Registration and filing requirements of IL Attorney General.
- c) Registration and filing requirements of IL Department of Revenue.
- d) Registration and filing requirements of US Internal Revenue Service.
- e) Any other applicable Federal, State and / or Local requirements.

Section 4: It is the expressed intent of the Corporation to limit the Corporation's damages from liable legal actions by:

- a) Maintaining reasonable and customary insurance coverage.
- b) Requiring a signed release of liability, for each player, prior to participation.

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ARTICLE IX – COMPLAINTS

Section 1: Complaints with out proof that following chain of command has been exhausted shall not hear complaints. 1. Coaches 2. Board Members

Section 2: A 24 hour period should have expired before any complaints are expressed.

ARTICLE X – AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a simple majority vote of the Board of Directors.

ARTICLE XI – DISSOLUTION

Section 1: Upon dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.

Revision 00: These Bylaws were approved at the meeting of the Board of Directors of BETHANY SULLIVAN JFL, INC. on March 26, 2000.

Revision 01: Changed player eligibility from Bethany district #301 to Okaw Valley district #302. Approved at the Board meeting of BETHANY SULLIVAN JFL, INC. on April 22, 2001.

Revision 02: Reduced max Board size to 7 & Officers to 3, increase non-vote spending limit to \$250, restricted membership from those convicted of a crime against children, clarification on contact between Coaches / Assistant Coaches and players, added Board Member as eligible supervision following events of the Corporation. Approved at the Board meeting of BETHANY SULLIVAN JFL, INC. on January 20, 2002.

Revision 03: Assistant Coaches must be approved by the Board of directors. Approved at the Board meeting of Sullivan Okaw Valley JFL, INC on April 10th, 2011.