

TAYLOR MILL EAGLES YOUTH SPORTS, Inc.

BY-LAWS

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ARTICLE I

NAME

The name of this organization shall be the Taylor Mill Eagles Youth Sports, Inc. The organization is organized as a non-profit organization per section 501(c)(3) of the Internal Revenue Code and no member shall have legal or equitable ownership in any of its funds or property.

Mission Statement:

The mission of the Taylor Mill Eagles Sports Inc, is dedicated to providing youth sports in our community. We strive to develop fundamental skills through active participation of our players and to promote good sportsmanship from our players, coaches, and parents.

ARTICLE II

PURPOSE, FUNCTION AND BASIC POLICIES OF OPERATION

Resolved, that we, as a youth organization, do hereby incorporate in order to provide an organization for the betterment of the youth of our community. We are established as a youth sports organization, to furnish to the boys and girls that feed into Woodland Middle School and Scott High School, the availability of an outlet to perform in football, basketball, wrestling, cheerleading, and other extracurricular activities regardless of race, color, or creed, but within the limits established by the league(s) in which they perform. All actions, money and funds shall be of a non-profit basis and shall be used solely to obtain the goals of this organization.

- A. The organization shall be non-political and non-sectarian.
- B. The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or any purpose not appropriately related to the objectives of the organization.
- C. The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statement) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- D. Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Board.

ARTICLE III

EXECUTIVE BOARD (OFFICERS)

The Executive Board, also known as the Officers, consists of the President, Vice President, Treasurer, Secretary, and all sports directors (currently Football, Cheer, Wrestling and Basketball). In the absence of a Director, the co-director can act on behalf of the Director. The Executive Board is included in the voting body for all Eagle businesses.

Executive Board Requirements:

- Officers must be present at 75% of all regular monthly meetings.
- Officers must volunteer at 75% of all organizational events.
- Officers must agree to and sign the TME Code of Conduct..
- Officers must pass an annual background check.
- Officers are responsible for all organizational events.
- Officers shall have one vote, even if the person holds multiple positions. In the event spouses or significant others both hold voting positions, there is only one vote total between them.
- Note, this rule is not applicable when the president must vote in a tie situation.

A. President

1. To oversee all activities of the organization and offices of the organization.
2. To draft and sign all correspondence.
3. To preside over monthly meetings.
4. Only votes in a tie situation.
5. To oversee any financial documents.
6. Oversee Basketball program.
7. Update and maintain the website

B. Vice President

1. To oversee all activities of the organization in the President's absence.
2. To vote in all matters.
3. To assist in the betterment of the organization.
4. Oversee Wrestling.
5. To oversee any and all financial documents in the event the President and Treasurer are spouses or significant others.

C. Secretary

1. To type any and all correspondence from the President and other Officers.
2. To keep records of any and all actions by this organization.
3. To keep the monthly attendance and determine member eligibility for Member At Large and Board Member positions
4. To determine voting eligibility and to report the changes to the president to have updates made.
5. To vote in all matters

D. Treasurer

1. To audit and oversee all financial matters of this organization.
2. Responsible for establishing the annual budget.
3. To make all deposits to accounts.
4. To pay any and all bills which have been pre-approved by the Board.
5. To write all checks and co-sign any and all financial documents.
6. To vote in all matters.
7. File annual taxes
8. Register with State annually
9. Follow financial guidelines

E. Football Director

1. Reports directly to the President or executive Board Members if holding president position
2. Liaison to the league chosen to participate in (currently the NKYFL). Communicate all rules and directives as set forth by the league selected.
3. In charge of all football equipment, including uniforms. While in season, football coaches are responsible for day-to-day equipment issues and any needs should be brought to the attention of the Football Director.
4. In charge of all field operations on the day of host or appoints someone for gametime.
5. Vote in all matters.
6. Will be appointed by the executive board on a yearly basis and may only be director of one sport at a time.
7. Director is eligible to interview for Head Coach, as long as there are no vacancies, and would follow the same interview process as other candidates.
8. Appoints field director(s).
9. Conducts a post season survey review with coaches and reports results to the board.
10. Will select a lead planner for Junior Night by no later than September 1st. Must coordinate with an appointed Planner for Cheer for Junior Night.

F. Cheer Director

1. Reports directly to the President or executive Board Members if holding the president position.
2. Liaison to the league chosen to participate in (currently the NKYFL). Communicate all rules and directives as set forth by the league selected.
3. In charge of all cheer equipment, including uniforms. While in season, cheer coaches are responsible for day-to-day equipment issues and any needs should be brought to the attention of the Cheer Director.
4. Reviews equipment and evaluates conditions at the end of year and will make recommendations to board (prudent man rule).
5. To vote in all matters.
6. Director is eligible to interview for Head Coach, as long as there are no vacancies, and would follow the same interview process as other candidates.
7. Will be appointed by the executive board on a yearly basis and may only be director of one sport at a time.
8. In charge of all cheer operations on day of host or appoints someone for game/time
9. Conducts a post season survey review with coaches and reports results to the board.
10. Will select a lead planner for Junior Night by no later than September 1st. Must coordinate with an appointed Planner for Football for Junior Night.

G. Basketball Director

1. Reports directly to the President.
2. In charge of all basketball operations on day of games or appoints someone for game/time
3. In charge of all basketball equipment within the organization.
4. Reviews equipment and evaluates conditions at the end of year and will make recommendations to board (prudent man rule).

5. While in season, basketball coaches are responsible for day-to-day equipment issues and any needs should be brought to the attention of the Basketball Director.
6. Will be responsible for obtaining a committee to assist with running the program.
7. Will be appointed by the executive board on a yearly basis and may only be director of one sport at a time.
8. Director is eligible to interview for Head Coach, as long as there are no vacancies, and would follow the same interview process as other candidates.
9. Ensure 30% of net profits get donated to the Varsity Boys basketball program. Gym rental fee is \$300/day.

H. Wrestling Director

1. Reports directly to the Vice President.
2. In charge of all wrestling operations on day of matches or appoints someone for game/time
3. In charge of all wrestling equipment within the organization.
4. Reviews equipment and evaluates conditions at the end of year and will make recommendations to board (prudent man rule).
5. While in season, wrestling coaches are responsible for day-to-day equipment issues and any needs should be brought to the attention of the Wrestling director.
6. Will be appointed by the executive board on a yearly basis and may only be director of one sport at a time.

Advisor to the Executive Board

1. Created to ensure valuable insight and experience is not lost to the Taylor Mill Eagles Organization.
2. When an executive board member leaves the board in good standing, they are given the title of Advisor to the Executive Board. Their jobs consist of, but are not limited to:
 - Attending TME board meetings as they choose.
 - Attending any TME events as they choose.
 - Being a sounding board for current executive board members.
 - Help as needed when available.
 - In the event of an emergency, be eligible to step back onto the board if needed.
 - May have a vote if qualifications as a Board Member are maintained.

BOARD MEMBERS

1. Board shall consist of a sufficient number of board members to maintain 11 open votes, plus executive board.
2. To vote in all matters.
3. In the event spouses or significant others both hold voting positions, there is only one vote total between them. If spouses or significant others cannot agree on a vote, they have the right to abstain from voting.
4. May run for board positions (officers).
5. Must agree to and sign the TME Code of Conduct.
6. Must pass a background check.
7. May hold Director and/or Coordinator position.
8. Must attend 75% of board meetings per year.

9. In the event attendance is not maintained, shall be moved to Member At Large status and would need to requalify for Board Member status.
10. Volunteer at 75% of organizational events or organized meetings.

MEMBERS AT LARGE

1. Unlimited number of Members At Large permitted.
2. Does not have a vote.
3. Must attend 3 meetings to be eligible and attend 6 consecutive board meetings to be an eligible board member. *May call into the meeting if board members approve absence is valid.*
4. In the event attendance is not maintained, shall be removed from Members At Large status and will need to requalify for Member At Large status.
5. Must agree to and sign the TME Code of Conduct.
6. Volunteers at 75% of organizational events or organized meetings.

COORDINATORS

Coordinators are in charge of specific areas of the organization to ensure that they are handled in a professional and profitable manner, directly reporting to the Treasurer. These positions are board appointed/nominated. Coordinators could be a Member At Large, but need not be a Board Member to be selected. The President will appoint an executive Board member if the appointed coordinator is not available.

A. Spirit Wear Coordinator

1. In charge of all spirit wear activity, including but not limited to: design, quality, ordering, pricing, sales, inventory, and reconciliation of orders.
2. Ideas and samples, pricing per items and quantities needed, will be brought to the Board for a vote.
3. Submits reports monthly to the treasurer prior to monthly board meetings.
4. Vendors for all merchandise will be sought out and evaluated by the Spirit Wear Coordinator, exercising their best judgment (prudent man rule). All vendors will be presented to the Board for approval.

B. Concessions Coordinator(s)

1. In charge of all concession's activity, included but not limited to: menu, budget requests, procurement of all supplies, inventory, set-up, coordinating a proper number of volunteers, cooking, sales, cleaning, and break-down at the end of an event.
2. A budget for an event will be brought to the Treasurer for review before an event. The Concessions Coordinator will exercise their best judgment (prudent man rule).
3. Menu must be approved by the board.
4. Submits reports monthly to the treasurer prior to monthly board meeting.

C. Fundraising Coordinator

1. Responsible for presenting to Board fundraising options.
2. Responsible for coordinating and executing all fundraising decisions.
3. Submits reports monthly to the treasurer prior to monthly board meetings.
4. Responsible for coordinating the fundraiser from start to finish.

D. Equipment Coordinator

1. In charge of all football equipment within the organization, including but not limited to: helmets, shoulder pads, pants, footballs, field dummies, etc. While in season, football coaches are responsible for day-to-day equipment issues and any needs should be brought to the attention of the Football Director.
2. Reviews equipment and evaluates condition at the end of year and will make recommendations to the football director (prudent man rule).
3. In charge of all field operations on the day of host.
4. Submits reports monthly to the football director prior to monthly board meetings.

E. Public Relations Coordinator

1. Update and obtain all social media forums
2. Channels communication to the appropriate director.
3. Oversees main Facebook page.

F. Volunteer Coordinator

1. Organizes volunteer signups

ARTICLE IV

Nomination of Elected Officers

The electable positions are President, Vice President, Secretary, and Treasurer. Officers are nominated to serve a two-year term. Nominations shall take place in October, and elections shall take place in November. Elected officers take place January 1st. The nominations to fill the positions of President, and Secretary shall be in even numbered years while nominations for the positions of Vice President and Treasurer shall be in odd numbered years. This will give adequate time for closure of the budget and end of year responsibilities including organization of Awards Day (Banquet) for football and cheer. Voting & counting of the votes will be in executive session. In the event of a tie, the President shall vote and break the tie. These actions will not be made public. In the event of resignation prior to term completion, that position shall be renominated and voted on.

NOMINATION OF BOARD MEMBERS

1. Must hold Member At Large status for 3 consecutive months.
2. Attend 75% of monthly meetings as a Member At Large.
3. Must be nominated by a Board Member and be in good standing.
4. Voted into position during a regularly scheduled board meeting.

NOMINATION OF MEMBERS AT LARGE

The members at large must meet the following requirements:

1. Attend 3 consecutive monthly board meetings.
2. Must be nominated by a Board Member and be in good standing.
3. Will be voted into position during a regularly scheduled board meeting.

ARTICLE VI

MEETINGS

- Meetings shall be held on the third (3rd) week of each month at a predetermined time set by the President or when determined.
- Once the meeting is called to order, any members cannot be intoxicated as defined by Kentucky Revised Statutes. Please limit consumption while conducting a meeting in public settings. Proper language will be used at all times.
- If any board member or an organization representative comes to an event under the influence of alcohol or illegal substances as described by the KY state law will be removed from the board IMMEDIATELY.
- Monthly meetings shall proceed in the following order (unless otherwise specified):
 - President's Call meeting to order
 - Secretary Report minutes of last meeting
 - Treasurer's Financial Report
 - Director's Reports
 - Football
 - Cheer
 - Basketball
 - Wrestling
 - Report of Committees
 - Concessions
 - Spirit Wear
 - Fundraising
 - Public Relations
 - Volunteers
 - Equipment Manager
 - ~~Golf Outing~~
 - Old Business
 - New Business
 - President's Adjournment
- Sessions may be called by the Executive Board between scheduled monthly meetings in order to conduct the regular course of business for the organization. Said meetings shall be held at a time and place called by the President.
- In such instances where an organizational decision must be made before a regular monthly meeting the voting board members shall be granted the authority to make the decision by majority vote. A report of any business decision shall be reported at the next regular meeting.
- A majority of the officers present shall constitute a quorum for the transaction of business.
- The Rules contained in "Robert's Rules of Order" shall govern the proceedings of this organization, except in such cases as are covered by the By-Laws adopted by this organization.

ARTICLE VII

AMENDMENTS

Proposed amendment(s) to these By-Laws may only be made between the December-February meetings. But will not be voted upon until the next regular meeting and a majority vote of the Board is required to pass. In the event of an emergency, by-laws can be amended at any time.

ARTICLE VIII

AWARDS

- **Don Wildeboer Community Service Award**
 - Enacted in 2011 to commemorate the years of dedication and service given by Don Wildeboer to organizations like the Eagles.
 - The award will be presented annually to an individual or organization showing dedication to the ideals of the Taylor Mill Eagles.
 - May be within the organization, or outside of it.
 - Nominations will be made by board members and a final decision will be made by the President and Vice President 4 weeks prior to the banquet (To have plaque ordered). In the event of a tie, the football director will be the tiebreaker.
 - Recipient will be notified and invited to the annual football and cheer banquet.
- **Shawn Murphy “I got your back” award**. Presented to a graduating junior football player and cheerleader at the awards banquet every year. This award will be given to the athlete that demonstrates the core principles of what Coach Murphy instilled in his players. Hard work, leadership and a positive attitude even when things are not going your way. This athlete will be the hardest worker in practice and a positive voice during times of competition. This athlete will ALWAYS make the best decisions as a leader, even if it's a difficult unpopular one. This award will be selected by the Junior HC for both football and cheer and also by the director of that sport. This award was created to honor Coach Murphy's dedication and leadership to his family, his players, and the Taylor Mill Eagles.
- **Additional awards** may be given only if TME organization has available funds and will be voted on by the Board.

ARTICLE IX

GENERAL GUIDELINES

A. Practice Schedules

- Football practices will be at the discretion of the Football Director and approved by the President.
- Cheerleading practices will be at the discretion of the Cheer Director and approved by the President.
- Wrestling practices will be at the discretion of the Wrestling Director and approved by the Vice President.
- Basketball practices will be at the discretion of the Basketball Director and approved by the Vice President.

B. Coaching Guidelines

- **Qualification to become a Head Coach includes but not limited to:**

- passing background check
- within good standings of organization
- advocate of the organization
- knowledge of sport coaching
- developmental mindset
- appropriate behavior/communication towards athletes

1. Football

- The Director, in conjunction with the President and Vice President, will select Head Coaches.
- The head coaches of each division shall pick their own assistant coaches as they choose but they will be approved by the Football Director.
- Any coach that does not follow the organization rules, the rules of the league with which we have chosen to participate, is involved in controversy, or does not follow the purpose of Article II may be removed by majority vote of the Board.
- All team trophies won by the teams are property of the organization and should be returned to THE HEAD COACH. In the event space becomes available, a replica will be made of the trophy.
- All coaches must pass a background check.
- All coaches must agree to and sign the TME Code of Conduct.
- Head coaches are required to meet at the discretion of the football director.
- Each division head coach and staff must host one full day during football season.
- All coaches are to be evaluated at the end of the season.

2. Cheer

- The Director, in conjunction with the President and Vice President, will select Head Coaches.
- The head coaches of each division shall pick their own assistant coaches as they choose but they will have to be approved by the Cheer Director.
- Any coach that does not follow the organization rules, the rules of the league with which we have chosen to participate, is involved in controversy, or does not follow the purpose of Article II may be removed by majority vote of the Board.
- All team trophies won by the teams are property of the organization and should be returned to THE HEAD COACH. In the event space becomes available, a replica will be made of the trophy.
- All coaches must pass a background check.
- All coaches must agree to and sign the TME Code of Conduct.
- Each division head coach and staff must host one full day during cheer season.
- All coaches are to be evaluated at the end of the season.

3. Basketball

- The Director will select Head Coaches.
- The head coaches shall pick their own assistant coaches as they choose but they will be approved by the Basketball Director.

- Any coach that does not follow this organization's rules, the rules of the league with which we have chosen to participate, is involved in controversy, or does not follow the purpose of Article II may be removed by majority vote of the Board.
- All team trophies won are property of the HEAD COACH. In the event space becomes available, a replica will be made of the trophy.
- All coaches must pass a background check.
- All coaches must agree to and sign the TME Code of Conduct.

4. Wrestling

- The Director will select Head Coaches.
- The head coach shall pick their own assistant coaches as they choose but they will be approved by the Wrestling Director.
- Any coach that does not follow this organization's rules, the rules of the league with which we have chosen to participate, is involved in controversy, or does not follow the purpose of Article II may be removed by majority vote of the Board.
- All team trophies won are property of the HEAD COACH. In the event space becomes available, a replica will be made of the trophy.
- All coaches must pass a background check.
- All coaches must agree to and sign the TME Code of Conduct.

C. Uniform and Equipment Guidelines

No altering of uniforms or equipment is permitted without permission from the Board. For example, you cannot change the color of the numbers or stickers on the helmets.

- A \$10 fee will be charged if the helmet is returned with additional decals then originally provided to them.
- All equipment/uniforms handed out: Contract to be signed upon receiving and signed off when returned. In the instance it is not returned an invoice will be sent out to the parent for payment for the full equipment/uniform price.

ARTICLE X

SOCIAL MEDIA

Any social media accounts outside of our main Facebook page needs to have an executive board member listed on the page as an admin.

ARTICLE XI

ALLOCATION OF FUNDS

Funds will be allocated at the discretion of the Board. Funds should only be used for the enrichment of TME participants and the surrounding community. Donations outside our territory shall be a maximum \$250 per occurrence. All funds collected and distributed shall be used to further the purpose expressed in Article II of the By-Laws.

ARTICLE XII

BACKGROUND CHECKS

All individuals over the age of 18 interested in volunteering as a coach, team mom, Member at Large, Board Member, or as an Executive Board Member, must pass a yearly background check prior to fully assuming a role. Any minors interested in volunteering must be approved by the director of that sport.

Background checks shall be conducted by a third party and results shall be reviewed by the President and Vice President. In the event results are not favorable, the volunteer shall be notified and provided with proper documentation to dispute the findings. The volunteer in question shall not be permitted to assume any roles until a favorable background check is available.

ARTICLE XIII

VENDORS

Outside vendors may be sought for various reasons ranging from uniforms, gear, spirit wear, etc.

1. Bids are to be requested from each vendor.
2. All vendors and their bids will be reviewed and approved by the Board.
3. Any Board Member, Director or Executive Board Member having a personal financial involvement with a vendor may be deemed a conflict of interest.

ARTICLE XIV

FINANCIAL GUIDELINES

All money received in the name of the organization must be receipted, carefully safeguarded, deposited into an account approved by the Board and accounted for through the financial records. Deficit spending is not permissible.

A. Individual Activity Reporting:

1. Each sport is required to track registrations and other fees received by participants. A receipt book must also be utilized when accepting payments.
2. The Treasurer shall advise the method for tracking (i.e. spreadsheet with participant information, dates, and payment amounts) that best suits current record keeping methods.

B. Receipt Books:

1. Each sport must possess a receipt book, must be purchased by the organization and must contain two- or three-part carbon copy. Missing receipts and/or receipt books may be cause for an immediate audit.
2. Each director and/or treasurer must utilize a receipt book for all transactions (concession sales are exempt from a receipt requirement). During the season, all copies shall be submitted to the Treasurer for audit.
3. Procedures on receipts
 - Receipt cash or checks immediately.
 - Use a pen that will transfer through to all carbon copies.
 - Give a white receipt to the individual.
 - Yellow receipt shall be retained in the book to evidence receipt of the funds by the organization.

- C. Funds collected** shall be submitted to the Treasurer within 24 hours of collection.
- D. The Treasurer shall deposit** into an organizational account within one week all money in the form of currency, or checks in his/her possession.
- E. Purchases and invoices:**
- Invoices and/or receipts must match the total on the check request.
 - The invoice must be itemized.
 - A request for reimbursement must be accompanied by a valid receipt or invoice. Handwritten receipts are not acceptable. Reimbursements must be made with a check.
 - Items purchased for the organization will become property of the organization.
 - Check account balances before making any purchases or submitting any orders.
 - ALL expenditures must be pre-approved by the Board.
 - Purchases without prior approval by the board or in excess of received approval will result in personal liability.
- F. Disbursements:** All accounts shall have the Treasurer listed as signer.
- G. Bank statements:**
- Monthly reconciliation: Create a spreadsheet to track every financial transaction. The bookkeeping procedures shall include receipts, deposit, issuance of checks and purchasing. Review the monthly bank statement to reconcile the finances at the close of each month.
 - Review Bank Statement: Statements will be reviewed by the Treasurer and President. In the event both of the previously mentioned positions are held by spouses or significant others, statements shall also be reviewed by the Vice President. The statement shall always reflect debits and credits within each account held.
 - Each Month, Statements are to be uploaded to Google Drive for the executive board to review.
- H. File federal and local taxes annually.**
- I. Register with the State annually.**
- J. Minors can volunteer in concessions, but can't handle money in any way.**

Grievance Reporting Policy

Every grievance will be acknowledged within 48 hours of receipt and allow up to 72 hours for a response

Handling of Grievance Reporting Policy:

- Grievance will be addressed within three business days of receipt of written complaint which must be delivered to an executive board member via electronic means.
- Every grievance must be submitted via Grievance form within 24 hours of receipt of electronic means, this is for tracking purposes.
- All grievances will be discussed with a resolution decided by the executive board. The resolution will be communicated to the appropriate party by the end of the third business day. A response could be via a meeting or electronic means.
- If desired, a special meeting can be requested with the executive board, but it will be scheduled per availability.
- The executive board will determine all consequences. Violations to the Taylor Mill Eagles or NKYFL code of conduct may result in, but are not limited to:

Warning, Suspension, Expulsion

TME CODE OF CONDUCT

The Taylor Mill Eagles will not tolerate conduct by any member, coach, athlete, parent or spectator that is considered by the Board to be detrimental to the organization. The following penalties may be assessed for any such conduct occurring at any Eagle game or function, or any conduct that in any way affects the overall reputation, spirit, and best interests of all participants in the Taylor Mill Eagles. These infractions include but not limited to:

- Degrading the organization or any members within the organization on any media platform.
- physical or verbal abuse, including bullying of referees, members, coaches, volunteers, players, parents or spectators.
- Abide by community/facility rules (parking, speeding, drug/alcohol usage)
- Persistent failure to exercise good sportsmanship
- Failure to follow payment plan

Parent/Family:

Any parent may be prohibited from attending any number of future Eagle practices or games. The number of games, up to and including banning from organization, will be determined by the Executive Board and will be based on the severity of the infraction. Any spectator ejected from any TME event will incur an additional two event suspension, not limited to athletic competitions.

Athletes:

Any athlete who is ejected from a game is automatically suspended two additional league games for their next scheduled league game, to include playoff games, Super Bowl, All-Star games and/or tournaments. This penalty will carry over from season to season. Any athlete who is ejected from two (2) games in any given season is automatically suspended for the remainder of that season including any playoff games, Super Bowl, All-Star games and/or tournaments.

Coaches:

Any coach who is ejected from a game is automatically suspended two additional league games for their next game to include playoff games, Super Bowl games and/or tournaments. This penalty will carry over from season to season. Additional suspensions can be assessed by the TME Executive Board based on the severity of the infraction.

Directors, Coordinators, Members at Large, Board Members and Executive Board members are subject to any and all penalties listed above.

By signing this document, you agree to the Code of Conduct and are also responsible on behalf of any patrons supporting your athlete.

NAME (PRINT) _____

SIGNATURE _____

DATE _____