

**Tinley Park Bobcats
Constitution and By-Laws
Tinley Park, Illinois
Revised February 2017**

CONSTITUTION

ARTICLE I

Name and Principle Office

- Section 1. The name of this organization shall be the Bremetowne Youth Athletic Club, here in after also referred to as the Tinley Park Bobcats, the Bobcats or Club.
- Section 2. The principle office of this organization shall be located within the Village known as Tinley Park, Illinois.
- Section 3. The Tinley Park Bobcats shall be incorporated in the State of Illinois under the Not-for-Profit Corporation Act. All assets shall belong to the Tinley Park Bobcats and shall not be used for the personal benefit of any member.

ARTICLE II

Objectives and Mission

- Section 1. This organization shall have as its main objective, the promotion and organization of athletic programs for the young people of Tinley Park and the surrounding communities.
- Section 2. The organization offers both recreational and travel (competitive) athletic programs. The primary focus of the organization is to offer recreational programs. Should the recreational programs and travel programs conflict, the interests of the recreational programs should generally be given special consideration.
- Section 3. The mission of the Bobcats is to emphasize the recreational and instructional areas of sports. The main goals of the organization are:
-Teach the skills and the basics of the sports offered.
-Teach teamwork and cooperation.
-Teach good sportsmanship in winning and losing.
-We want the children to learn and practice fair play.
- Section 4. We do not want to emphasize winning and losing. Most of all, to have FUN, KIDS FIRST; WINNING SECOND.

ARTICLE III

Membership

- Section 1. Membership shall be open to any person who resides within the Village of Tinley Park and its surrounding communities. Requirements and qualifications for membership shall be stated in the by-laws.

ARTICLE IV

Non-discrimination

Section 1. The Bobcats operate without regard to a person's race, creed, religion, national origin, age, marital status, sexual orientation, or disability status.

ARTICLE V

Governance

Section 1. Management of the Bobcats shall be vested in two Boards. There shall be an **Executive Board** and an **Advisory Board**.

Section 2. The **Executive Board** shall consist of the President, the First Vice-President, the Second Vice-President, the Secretary and Treasurer of the Bobcat Organization. The Executive Board shall make all business decisions of the organization. Examples of business decisions include; insurance purchases, banking relationships, contract negotiations, budgets, hiring of accountants, attorneys, consultants, etc. Each member of the Executive Board has one vote except for the President. The President shall act as the tiebreaking vote in any decision in which a majority cannot be reached. The President shall also have veto power on any decision of the **Executive Board**. The **Executive Board** shall have the power to overrule a Presidential veto with a three-fourths vote (3/4).

Section 3. The **Advisory Board** shall consist of all the members of the Executive Board, all Recreational League Commissioners (Baseball, Cheerleading, Flag Football, Soccer, and Softball), and all of the Travel League Commissioners. The **Advisory Board** shall oversee the sports programs and the administration of those sports programs. Examples include approving the rules of the individual sports, uniform ordering, scheduling, appointing of Assistant Commissioners and League Representatives. The Advisory Board shall attend as many Board meetings as practicable and shall prepare budgets for their respective sports which shall be approved by the Executive Board. Any expenditure outside of the approved budget must be authorized by the President. Members of the Advisory Board shall have or have had a child participating in a recreational sport in the Bobcats.

ARTICLE VI

Meetings

Section 1. There will be one regularly scheduled General Board Meeting a month. The Bobcats will hold it at a time and place as designated by the **Executive Board**. The membership shall be notified by mail, newsletter or on the Tinley Park Bobcats website of all regular monthly meetings.

Section 2. Special meetings may be called by the President or by a simple majority of the **Executive Board**.

Section 3. A quorum shall be necessary to open any Board meeting and conduct any business. A quorum is defined by a minimum of 51% of the **Executive Board** including the President.

ARTICLE VII

Discipline

- Section 1. Any Board Member, Commissioner, Assistant Commissioner, League Representative, Coach, or Assistant Coach may be removed from duties for failure to perform his or her responsibilities if it is determined that his or her conduct is detrimental to the goals, policies, and operations of the organization.
- Section 2. Disregard of the Code of Conduct, written policies, guidelines, rules and procedures of the Bobcats shall be considered an act detrimental to the Bobcats.

ARTICLE VIII

Elections

- Section 1. The term of office shall be two years for Board Members. The term of the President, 1st Vice President and Secretary shall conclude at the end of even years and the term of the 2nd Vice President and Treasurer shall conclude at the end of odd years so that there are Board elections every November with an opportunity for new members every year.

ARTICLE IX

Dissolution

- Section 1. In the event of dissolution of the Tinley Park Bobcats, the Executive Board, after satisfying all outstanding liabilities, shall dispose of any remaining assets to one or more institutions or organizations in such a manner as to promote the goals stated in Article II. A motion for dissolution shall require unanimous approval of the **Executive Board** for adoption. Written Notice of such a motion shall be provided to the **Executive Board** Members not less than 30 days.

ARTICLE X

Limitation of Liability; Indemnification

- Section 1. The authority and responsibility for the management of the Bobcats is vested in the **Executive Board** and the **Advisory Board**, but it is expressly understood that neither the **Executive Board** nor the **Advisory Board**, nor any member thereof, nor any officer of the Bobcats shall be required to accept personal financial responsibilities for the duly authorized bills or obligations, or for the litigation that may arise from authorized activities of the Bobcats carried on in good faith and pursuant of the objectives, purposes, and activities prescribed or authorized by the Constitution and By-Laws of the Bobcats.
- Section 2. To the fullest extent permitted by law, the Bobcats shall indemnify the Boards, members thereof, and officers, and each of their heirs, executors, and administrators, from and against all actions, costs, charges, losses, damages, and expenses which they shall or may incur or sustain by or by reason of any act done, concurred in or omitted in or about the execution of their duties and in their official capacities with the Bobcats, except for such acts done, concurred in or omitted by or through their dishonesty, willful misconduct or gross and reckless negligence.

ARTICLE XI
Amendments

Section 1.

This Constitution may be amended by a three-quarter ($\frac{3}{4}$) majority vote of the **Executive Board** at a regular or special meeting. A written copy of the amendment(s) shall be presented to the Bobcat Members at least 14 days in advance of the vote on said amendment(s). Said copy may be mailed, published in the newsletter or conspicuously posted on the Tinley Park Bobcats website. Any amendment to the Constitution shall be discussed at the regular or special meeting and any Bobcat Member shall have the right to be heard at said meeting. The conduct of the meeting shall be controlled by the **Executive Board**.

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BY-LAWS

ARTICLE I
Membership

- Section 1. Minimum age for membership shall be as determined by the **Executive Board** of the Bobcats.
- Section 2. Payment of recreational registration fees or inclusion of a Tinley Park resident on a roster submitted and on file of a Bobcats sanctioned travel team shall constitute a person's and/or parent's membership and voting rights.
- Section 3. The only group of non-voting members is all the children participating in the Bobcat athletic programs.
- Section 4. Voting members are parents and/or legal guardians of children participating in any Bobcat sanctioned program in the current year.

ARTICLE II
Governance

EXECUTIVE BOARD

- Section 1. **President**, The President is the Chief Executive Officer of the Bobcats. The President shall have the responsibility to preside over all regular and special meetings of the club and to be an ex-officio member of all committees. The President will have veto power on any decision of the **Executive and Advisory Boards**. The main duties of the position include the following; Conduct all Board meetings in accordance with the club rules, oversee the operation and activities of the Club, schedule all meetings and arrange for meeting rooms, provide notice of time and place of all general and special meetings to all Bobcat members, act as a non-voting member of the **Executive Board**, maintain contacts within the community, supervise and delegate Club activities, coordinate schedules of Club activities, authorize expenditures outside of approved budgets.
- Section 2. **1st Vice-President**, who is second in succession to the President and shall assume the responsibility of presiding at any regular or special meeting, at which the President is absent. The 1st Vice-President will assume the position of President if the President does not or cannot fulfill the term for which he/she is elected. If the Secretary is unable to fulfill his or her responsibilities and/or term for any reason, the duties of the Secretary will be performed by the 1st Vice-President until that

time a successor interim Secretary is appointed. The main duties of the position include the following; act as a member of the **Executive Board** and perform assigned General Duties, that is assign at the first Executive Board Meeting.

Section 3. **2nd Vice-President**, who is third in succession to the President. The 2nd Vice-President would preside over any meetings that the President and 1st Vice-President are absent. If the Treasurer is unable to fulfill his or her responsibilities and/or term for any reason, the duties of the Treasurer will be performed by the 2nd Vice-President until that time a successor interim Treasurer is appointed. The main duties of the position include the following; act as a member of the **Executive Board** and perform assigned General Duties, that is assign at the first Executive Board Meeting.

Section 4. **Secretary**, who is fourth in succession to the President. The Secretary would preside over any meetings where the President, 1st Vice-President and 2nd Vice-President were absent. The main duties of the position include the following; act as a member of the **Executive Board** and performs assigned General Duties, that is assign at the first Executive Board Meeting.

Section 5. **Treasurer**, who is fifth in succession to the President. The main duties of the Treasurer include; act as a member of the **Executive Board**, handle the financial affairs of the organization in accordance with generally accepted accounting practices, present a complete financial report every quarter, at General Meeting of the Bobcats, prepare checks to pay bills incurred by the Club, review financial records, arrange for a yearly audit of all records and present said audit to the **Executive Board**, and file all state and federal tax returns, prepare and maintain detailed spreadsheets for all travel teams

Section 6. **General duties of the various executive board members, other than the President and Treasurer shall include:**

- Organize and oversee fundraising activities of the Club.
- Maintain and organize Tinley Park Bobcats Website.
- Act as the Tinley Park Park District liaison for the Bobcats, Meet with the Tinley Park Park District, other municipalities / private organizations/ companies to secure space deemed necessary to host a Club function as necessary, act as Field Manager and organize, coordinate and assign fields for all of the Bobcat activities, meet with league commissioners for field assignments.
- Handle all correspondence of the Bobcats, maintain a permanent written and/or oral record of all minutes, take and maintain attendance at all meetings, maintain files and records of the meeting minutes and hand them out at the subsequent meetings or post the minutes on the Tinley Park Bobcats website
- Coordinate the printing and distribution of the Club Newsletter
- Secure liability insurance for the Club. The Club has opted to become self-insured for medical injuries to the registered players, as a secondary form of insurance which is limited to covering only the deductible for the medical injuries, up to \$500.00 per incident. The players are mandated to have valid insurance prior to signing up for any activity as well as participating in any form of a function that is organized within the Club.

The above items will be discussed at the first executive meeting of the executive board each year and divided up amongst the 1st, V.P., 2, V.P. and Secretary.

ADVISORY BOARD

- Section 6. **Recreational Commissioners** have the main responsibility to run the individual sports programs (Baseball, Cheerleading, Flag Football, Soccer, and Softball). There can only be one commissioner per sport. Such positions are to be appointed and approved by the **Executive Board**. The Commissioners shall have a child participating in a recreational sport in the Bobcats.
- Section 7. **Assistant Commissioners** and **League Representatives** have the main responsibility of assisting Commissioners who runs the individual sports programs (Baseball, Cheerleading, Flag Football, Soccer, and Softball). These positions are to be nominated by the Commissioner of their sport and approved by the **Executive Board**. The Assistant Commissioners and League Representatives shall have a child participating in a recreational sport in the Bobcats.
- Section 8. **Head Team Mom Coordinator** have the responsibility of running the Head Team Mom Programs for every sport within the Club. The Head Team Mom Coordinator shall have a child participating in the Bobcats. This position is to be appointed and approved by the **Executive Board**.
- Section 9. **Travel Commissioners** have the responsibility of running the Travel Programs for their individual sport. The Travel Commissioners shall have a child participating in the Bobcats. These positions are to be appointed and approved by the **Executive Board**. Travel Commissioners will work with and report to the associated recreational sport to discuss field scheduling for the Travel teams and act as a liaison between the travel teams and the Recreational League Commissioners of their sport.
- Section 10. No two (2) members of the same immediate family may serve on the **Executive Board** at the same time.
- Section 11. Two (2) members of the same immediate family may serve on the Advisory board as a Commissioner, Assistant Commissioner, or League Representative for the same sport at the same time.
- Section 12. No Board Member, Officer, or Management authority of any rival sport clubs or associations may hold any type of elected or appointed position with the Tinley Park Bobcats. The reason for the ineligibility of these individuals is the inherent Conflict of Interest of their positions. Coaches, Assistant Coaches, Team Moms, etc. from those or similar organizations are eligible to hold elected and appointed positions within the Bobcats.
- Section 13. Each member of the **Executive Board** and **Advisory Board** is a voting member of the boards they are on. Each member only receives one vote.

Section 14. The individual recreational sports are run by the Commissioners and assisted by the Assistant Commissioners and League Representatives. They are the initial rule making body of the sport they are in charge of, while the Executive Board, finalizes the rules of each sport. They will nominate coaches in The Commissioners, Assistant Commissioners and League Representatives will assign fields in accordance with the **Executive Board** and verify game schedules for accuracy. They will conduct or assign judges for post season tryouts. They will also divide the players up into teams.

ARTICLE III Meetings

Section 1. During the regular November monthly meeting the following items must be carried out:

A) Proposed budgets for each sport must be submitted for the ensuing year. Said budgets are to be used as a guide for the incoming Elected Boards.

B) Election of Officers and appointment of Commissioners for the ensuing year.

Section 2. All meetings of the Bobcats shall be conducted according to the Roberts Rules of Order, Revised, insofar as they do not conflict with the Bobcats Constitution and Bylaws.

ARTICLE IV Discipline

Section 1. This is a volunteer organization, as such no Executive Board Member, Advisory Board Member, Commissioner, Assistant Commissioner, League Reps, coach, or assistant coach should be paid for his or her coaching and or training services for Bobcat Teams.

Section 2. A Board Member (Executive or Advisory) may be removed from office for failure to perform his or her responsibilities. They may also be removed from office if it is determined that his or her conduct is detrimental to the goals, policies, and operation of the organization. They may be removed for disregard of written policies, guidelines, rules and procedures of the Bobcats. They may be removed for Conflict of Interest. A unanimous vote of the **Executive Board, including the vote of the President**, is needed to remove any **Executive Board Member except the President**. If an **Executive Board** Member is being removed, he or she is excluded from voting on his or her own fate. If the President is being removed, the veto power of the office shall not be used to avoid removal. A 3/4 majority vote of the **Executive Board** is needed to remove any **Advisory Board** Member.

Section 3. Any Assistant Commissioner, League Rep, Coach, or Assistant Coach may be removed from their position for failure to perform his or her responsibilities. They may be removed from their position if it is determined that his or her conduct is detrimental to the goals, policies, and operation of the organization. They may be removed for disregard of written policies, guidelines, rules, and procedures of the

Bobcats. They may be removed for Conflict of Interest. A 3/4 majority vote of the Executive Board is needed to remove any Assistant Commissioner, League Rep, Coach, or Assistant Coach.

ARTICLE V *Elections*

- Section 1. The President shall at the September regular meeting accept nominations for the bi-annually elected Board Members (**Executive Board**), and the appointed Commissioners of the recreation and travel sports. Only voting members may seek an elected or appointed position within the organization as outlined in Article VII; Section 1. No further nominations will be accepted after the September meeting, unless no one is nominated or seeks nomination for a position at or prior to the September regular meeting. Voting will take place at the November regular meeting.
- Section 2. Balloting shall be by written secret ballot. The **1st Vice-President** shall act as the judge of elections and the **Secretary** shall prepare the ballots. In their absence, the President will appoint the election judge and/or ballot preparer. **There will be no absentee balloting.** All voting Bobcat members wishing to vote must be present to do so.
- Section 3. The term of office shall be two years for Board Members. The term of the President, 1st Vice President and Secretary shall conclude at the end of even years and the term of the 2nd Vice President and Treasurer shall conclude at the end of odd years so that there are Board elections every November with an opportunity for new members every year
- Section 4. Newly elected Board Members and appointed Commissioners shall take office as of the first (1st) of January following their election.
- Section 5. Any vacancy occurring on the **Executive** or **Advisory Boards** shall be filled by a majority vote of the **Executive Board** at the earliest date possible. In the event no replacement has been found, a current **Executive Board Member** will assume the duties of the vacant post until such position shall be filled. This appointment will expire on December 31st of the year they are appointed
- Section 6. Head Team Mom Coordinator is appointed by a simple majority of the **Executive Board**. The President has veto power over any of the appointments. This veto may be overridden with a 3/4 majority vote of the **Executive Board**.
- Section 7. Assistant Commissioners and League Representatives are nominated by the Commissioners of the individual sports. The President has veto power over any of the appointments. This veto may be overridden with a 3/4 majority vote of the **Executive Board**.

- Section 8. The term of office shall be one season for Assistant Commissioners and League Representatives.
- Section 9. Newly appointed Assistant Commissioners and League Representatives shall take office immediately following their appointment. These positions are reviewed and the Executive Board finalizes the appointed persons by a $\frac{3}{4}$ majority vote.
- Section 10. Coaches/Managers are appointed by the Commissioners or Assistant Commissioners of the individual sports. The President has veto power over any of the appointments. This veto may be overridden with a $\frac{3}{4}$ majority vote of the **Executive Board**.
- Section 11. Club Boosters are appointed by a simple majority of the **Executive Board**. The President has veto power over any of the appointments. This veto may be overridden with a $\frac{3}{4}$ majority vote of the **Executive Board**.
- Section 12. The term of office shall be one season for Coaches/Managers.
- Section 13. Newly appointed Coaches/Managers shall take office immediately following their appointment.
- Section 14. Each voting Bobcat member only gets one vote for each Board Member position to be elected.

ARTICLE VI

Budget, Finance, and Records

- Section 1. The annual budget shall serve as a guideline for expenditures incurred on behalf of the Bobcats. The **Executive Board** shall regularly examine the progress of actual versus budgeted revenues and expenses.
- Section 2. All funds received by the Bobcats shall be promptly deposited in such banks or other depositories as the **Executive Board** may select.
- Section 3. All checks or other drafts authorizing the payment of funds shall be signed by two members of the **Executive Board**.
- Section 4. All check requests must (1) be made on the current check request form, which is distributed from the Treasurer, and (2) must be accompanied by a ledger for the respective sport and/ or team, showing a previous / starting balance, the withdrawal or deposit and a balance forward amount.
- Section 5. All members of the **Executive Board** will be check signers.
- Section 6. All funds raised by the Bobcats shall become the property of the Bobcats.
- Section 7. The **Treasurer** must be bonded at the expense of the Bobcats.

- Section 8. The **Executive Board** shall make provisions for an annual audit of all accounting records.
- Section 9. The maximum amount of money that any individual **Executive Board** member may spend without prior **Executive Board** approval shall be limited to \$400.00.
- Section 10. The fiscal year of the Bobcats shall be January 1st through December 31st of each year.
- Section 11. The **Executive Board** shall maintain complete, accurate, and timely minutes of the business transacted at its meetings and records of the financial condition of the Bobcats.
- Section 12. The Executive Board may create paid positions within the organization. This includes field maintenance personnel, emergency concession stand workers and Directors of Travel sports and any other position that may arise. A simple majority vote by the Executive Board is needed. These paid positions can be rescinded at any time.

ARTICLE VII

Policy

- Section 1. In order to be eligible for a position that is available such as a Sport Commissioner or Executive Board member, the nominated person must qualify as follows:
- To be nominated for a position, someone other than the interested party must nominate and another person must 2nd the nomination, for the interested party to be considered.
 - Upon the seconding of the nominated person, the nominated person must accept the nomination at the scheduled meeting either in September or October.
 - Regarding sport commissioner positions; the nominated person must have been involved as a league representative for the sport that they are nominated.
 - To be nominated as a person on the executive board the person must have at least been previously a league representative, preferably a commissioner or assistant commissioner.
 - No person shall be eligible for election or appointment to office unless they are a voting Bobcat member by the time of the September regular meeting.
- Section 2. The rules governing Baseball, Cheerleading, Fall Soccer, Flag Football, Softball, and Spring Soccer shall be established by Representatives of the Sports (Commissioners and Assistant Commissioners) for the individual sports and approved by a simple majority of the **Executive Board**, for the best interest of the Bobcats.
- Section 3. If required, the **Executive Board** shall establish special committees to assist and implement the purposes, goals, and objectives of the Tinley Park Bobcats by appointment at regularly scheduled monthly meetings.
- Section 4. The **Executive Board** may authorize in writing, any member, officer, or Board

member, other than those so authorized in the By-Laws to enter into any contract or obligation on behalf of the Bobcats. Such authorization may be limited or general but in all cases shall terminate no later than the last day of the Bobcats fiscal year.

Section 5. The President has veto power on any decision or appointment of the Executive and Advisory Boards. The **Executive Board** may override a Presidential veto with a 3/4 majority vote.

ARTICLE VIII

Conduct of All Board Members

Section 1. Board members should at all times conduct themselves in a professional and businesslike manner, especially at functions involving players, coaches, referees, sponsors, parents and other club organizations.

Section 2. No Board members shall engage in unprofessional conduct, argument or conflict involving or related to the Tinley Park Bobcats.

Section 3. No individual Board member has the authority to make statements and commitments involving the Tinley Park Bobcats without Executive Board approval.

Section 4. No individual Board member has the authority to register, involve, commit funds, start programs or projects concerning the Tinley Park Bobcats without Executive Board approval.

ARTICLE IX

Amendment or Suspension

Section 1. These By-Laws may be amended by a three-quarter (3/4) majority vote of the Executive Board at a regular or special meeting. A written copy of the amendment(s) shall be presented to the Bobcats Members at least 14 days in advance of the vote on said amendment(s). Said copy may be mailed, published in the newsletter or conspicuously posted on the Tinley Park Bobcats website. Any amendment to the By-Laws shall be discussed at the regular or special meeting and any Bobcat Member shall have the right to be heard at said meeting. The conduct of the meeting shall be controlled by the Executive Board.

Section 2. These By-Laws cannot be suspended.