

TUCSON CHARGERS

CONSTITUTION AND BYLAWS

Revised February 19, 2008, Amendments to Article 4.2 and 4.3

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ARTICLE 1

Name and Affiliation

- 1.1 The name of the Organization shall be the TUCSON CHARGERS, INC. a non-profit Organization and member of TUCSON YOUTH FOOTBALL & SPIRIT FEDERATION INC. (the "Federation", the highest local authority), located in Tucson, Arizona, whose authorized boundary is approved by the Federation.
- 1.2 The Tucson Charger colors shall be BLUE WITH GOLD.

ARTICLE 2

Purpose

- 2.1 **General Purpose.** The Tucson Chargers is an Arizona corporation formed to operate exclusively as both a charitable and educational 501(c)(3) Corporation and is chartered by the Conference to provide a youth football, cheer and dance program for boys and girls ages 5-15. The objectives of the Tucson Chargers are:
 - 2.1.1 To encourage youth to grow together as a team while simultaneously learning the crucial lessons of life: discipline, integrity, hard work and fair play.
 - 2.1.2 To inspire youth to practice ideals of scholastic excellence, health, citizenship, character and bring area youth closer together through the means of common interest in sportsmanship, fair play and fellowship.
 - 2.1.3 We will play to win, but we will not win at all costs, keeping the welfare of the children first and foremost and the program free from adult glory-seeking.
 - 2.1.4 To have fun while learning the fundamentals of the game.
- 2.2 **Specific Purpose**
 - 2.2.1 To encourage the youth to set personal goals and develop habits to achieve high scholastic performance.
 - 2.2.2 To acquaint participants with the basic fundamental and rules of the game and their safe execution.
 - 2.2.3 To demonstrate to the youth that discipline, integrity, and hard work are requirements for a successful and happy life.
 - 2.2.4 To inspire the youth (regardless of race, creed, or national origin) practice the ideals of sportsmanship, scholastic and physical fitness.
 - 2.2.5 To allow no deviation from Tucson Youth Football & Spirit Federations uniform playing rules and the Tucson Chargers bylaws, regulations and established policies.
 - 2.2.6 To continuously stress the principals of safety inherent in proper conditioning, inspection and attention to required safety gear, continuous practice in proper techniques of the sport and reporting ill health or injuries.

ARTICLE 3

General Membership

- 3.1 **Eligibility:** Any parent (as listed on the registration form) with a child who plays/cheers/dances with the Tucson Chargers or any person over the age of 18 who coaches or serves on the board is a participant member.
- 3.2 **Participant Member:** Any person who meets the eligibility requirements shall be eligible to participate and vote in the annual election of the Executive Board, but shall not have any rights, duties, or obligations in the management or in the property of the Tucson Chargers. The Secretary shall maintain the roll of the Participant Members in good standing. Term of participation is from sign-up of child to the end of the calendar year.
- 3.3 **Good Standing:** Only participant members in good standing are eligible to vote at the annual meeting to elect the Executive Board of Directors. Good standing is defined as a member who is not on probation, or has never been removed from the Tucson Charger coaching staff or Board of Directors, has no outstanding fees, equipment or possessions belonging to or due to the Tucson Charger Organization. The status of members will be reviewed annually – it is the prerogative of the board to review and reverse previous year decisions.

ARTICLE 4

Governing Board

- 4.1 The Tucson Chargers **EXECUTIVE BOARD** positions will consist of President, Executive Vice President, Secretary, Treasurer, and Judicial Representative and shall be elected by the general membership.
- 4.2 The Tucson Chargers **BOARD OF DIRECTORS** shall consist of the Executive Board and members in good standing that have been appointed and approved by the Executive Board to fill the following positions: Assistant to President, Athletic Director, Spirit Director, Football Director, General Manager, Field Marshal, **Volunteer Coordinator**, Fundraising Director, Concessions Director, Merchandise Director, Equipment Director, **Advisory Member** and any other position deemed necessary by the Executive Board. Appointed positions shall number no less than (10) ten and no more than 20 (twenty) members
- 4.3 The Tucson Chargers Board of Directors shall be nominated and elected or appointed in accordance with these bylaws. **The BOARD OF DIRECTORS shall be elected or appointed for a one year term. The Executive Board must be elected by the general membership each year. There shall be no term limits.**
- 4.4 No more than 1/3 of the Board of Directors may be coaches.
- 4.5 The Board of Directors shall:
 - 4.5.1 Require all teams to abide by the rules and carry out all policies of the Tucson Chargers and the Conference;
 - 4.5.2 Accept or reject all membership applications according to the requirements and criteria established by the Tucson Chargers;
 - 4.5.3 Administer and enforce all of the Tucson Chargers and Conference rules and regulations.
- 4.6 The specific positions and duties of Board of Directors shall consist of:

- 4.6.1 President:** The President shall supervise the Tucson Charger Organization and its Board of Directors and staff and see that its duties and obligations are fulfilled. The President shall preside at the meetings of this Organization, attend Federation meetings, and shall be an ex-officio member of all Committees. The President will work with Executive Board to appoint other members of the Board of Directors in January. The President will work with Athletic Director, Football Director and Spirit Director to get coaching staffs in place.
- 4.6.2 Executive Vice President:** The Executive Vice President shall perform all presidential functions in the absence of the President. The Executive Vice President shall perform all other duties that may be assigned by the President.
- 4.6.3 Secretary:** The Secretary shall be responsible for distributing meeting notices, maintaining all official Organization minutes and records, compiling and maintaining the roster of membership and attendance, and other documents of the Organization. The Secretary shall be present at all General Board meetings and shall serve on the Nomination Committee. The Secretary is responsible for all Organization communication between the Board of Directors and Team Business Managers.
- 4.6.4 Treasurer:** The Treasurer shall be responsible for the accurate and up to date keeping and preparation of all financial records and statements which shall be presented at all General Board meetings and at any other times when called upon to do so by the President or the Board of Directors. The Treasurer may be bonded, as well as all Organization personnel responsible for managing and handling Organization/Federation funds and property if such bonding coverage is available and economically feasible.
- 4.6.5 Judicial Representative:** The Judicial Representative shall be familiar with all rules and policies of the Organization as well as the Federation and be able to render opinions on issues involving rules and policies. Along with the President, the Judicial Representative may be required to represent the Tucson Charger Organization before Federation inquiries. The Judicial Representative shall serve on the Tucson Charger Judicial Committee.
- 4.6.6 Assistant to the President:** The Assistant to the President shall perform such duties as may be assigned by the President.
- 4.6.7 Athletic Director:** The Athletic Director shall direct the coaching staff selection, prepare and guide coach staff in their duties to include technique and safety issues. The Athletic Director will secure the availability of practice and game fields.
- 4.6.8 Spirit Director:** The Spirit Director shall assist in the coaching staff selection for the Cheer and Dance Teams and in preparing and guiding the coaching staff in their duties. The Spirit Director shall facilitate the completion and turn-in of all necessary coaching staff paperwork for the Cheer and Dance Teams, ensure CPR and fingerprinting requirements for each member of the coaching staff is performed, and maintain comprehensive rosters for all Cheer and Dance Teams to include all players and coaches. The Spirit Director will assist the Athletic Director in resolving any issues or concerns that arise during the season regarding coaching staff and practice/game times. The Spirit Director will oversee and support the coaching staff for the Cheer and Dance Teams through the course of the season.
- 4.6.9 Football Director:** The Football Director shall assist in the coaching staff selection for the Tackle and Flag Football Teams and in preparing and guiding the coach staff in their duties. The Football Director shall facilitate the completion and turn in of all necessary coaching staff paperwork for the Tackle and Flag Football Teams and ensure CPR and fingerprinting requirements for each member of the coaching staff is performed. The Football Director will ensure that the Chargers Head Coaches, Assistant Coaches, Business Managers and Team Managers have been trained and meet Federation requirements to coach and/or be a part of a team's staff in the TYFSF program. The Football Director will assist the

Athletic Director in resolving any issues or concerns that arise during the season regarding coaching staff and practice/game times. The Football Director will oversee and support the coaching staff for the Tackle and Flag Football Teams through the course of the season.

4.6.10 General Manager: The General Manager (GM) is responsible for conducting all Tucson Charger Football designated registrations and all additional registrations by the Chargers. Following each TYFSF registration, weekly after the first day of practice, the GM will submit a fully completed registration roster to the Chairperson of the TYFSF Team Assignment and Certification Committee. The GM shall maintain a registration file for each player and coach and review all forms within for completeness. The GM is responsible for submittal of all rosters to the TYFSF Certification Committee and maintains copies in the Tucson Charger permanent file. The General Manager will facilitate the making of photo IDs for all players, coaching staff members, and the Board of Directors. The General Manager shall oversee player weight certification and verify the scholastic fitness of each player. The GM shall review all documents with each Business Manager to ensure completeness and that all rules are satisfied. These documents include:

1. Team roster and Team Assignment Roster.
2. Registration Form.
3. Birth Certificate (Copy).
4. Physical Form (Must have doctor's name stamped and/or printed on the physical form).
5. Proof of Scholastic Fitness (Copy of Report Card for previous year ending)..
6. Any other documents that may be required.

4.6.11 Field Marshall: The Field Marshall shall oversee field availability for practices and games and manage equipment storage sheds. The Field Marshall shall perform field set up prior to practices and games to include, but not limited to, field marking activities and startup and shutdown of any necessary lighting. In addition the Field Marshall has the following duties:

1. Check the authorized personnel on the field (must have an identification badge).
2. Monitor Weigh-ins.
3. Make sure there is plenty of ice water for both teams.
4. Watch for unauthorized substances on school premises or in the parks.
5. Make sure home teams have chain crews.
6. Make sure teams have necessary emergency information.
7. Make sure teams are ready to go on time and there is no delay of games.
8. Let teams know where they can warm up.
9. Have a stop watch for officials if needed.
10. Control the game ball if provided by the host association.

- 4.6.12 Team Parent Coordinator:** The Team Parent Coordinator will recruit at least one parent or guardian for each Football and Cheer Team to act as the Team Parent. The coordinator will work with the Team Parents to disseminate information to all parents and players during the season and to recruit and organize volunteers for all Tucson Charger activities to include, but not limited to, manning of snack bar, selling of Tucson Charger merchandise, assisting with Field Marshall duties, and organizing volunteers for special events. The Coordinator will assist the Team Parents in trophy acquisition and end of season activities.
- 4.6.13 Fundraising Director:** The Fundraising Director shall oversee the acquisition of team sponsorships and the planning and performance of any fundraising activities conducted by the Tucson Charger Organization. The Fundraising Director will coordinate the Opening Ceremonies and all activities planned at the event for the purpose of raising funds for the Organization. The Fundraising Director shall monitor all funds coming into the Organization from sales, sponsorships, or donations to ensure proper procedures are followed and all monies are accounted for. The Fundraising Director will assist in ensuring all Organization and individual team fundraisers are approved in advance by the Tucson Charger Executive Board. The Fundraising Director is responsible for notifying the Federation via telephone of the date and time of all fundraisers conducted outside of the Tucson Chargers games or practice fields. Team fundraisers shall not compete with Tucson Charger Organization or any Federation fundraisers. The Fundraising Director shall ensure all Organization fundraising goals are met prior to the approval of any team fundraisers being held.
- 4.6.14 Concessions Director:** The Concessions Director (CD) shall oversee the snack bar for all home games. The CD will be responsible for securing a location for the snack bar and ensuring all necessary equipment and tools are available for snack bar operations. The CD will be responsible for the purchasing and accounting of all snack bar food and drink items. The CD will work directly with the Treasurer to ensure funds are available prior to purchasing, and all monies collected are accounted for and expeditiously deposited in the Tucson Charger account. The CD will work closely with the Team Parent Coordinator to schedule all volunteers and will conduct any necessary training associated with food handling activities. The CD will provide an end of the year report to the Board of Directors which includes the total profit from snack bar sales minus expenses and an inventory of all snack bar equipment in good working order.
- 4.6.15 Merchandise Director:** The Merchandise Director shall maintain an inventory of all Tucson Charger merchandise, updating the inventory as necessary. The MD will oversee the ordering of all team uniform and equipment items and Tucson Charger fundraising merchandise. The MD will be responsible for transferring merchandise from storage areas to selling locations and procuring any necessary equipment to utilize during sales (i.e. tables, chairs, signs, etc). The MD will work directly with the Treasurer to ensure funds are available prior to purchasing, and all monies collected are accounted for and expeditiously deposited in the Tucson Charger account. The MD will work closely with the Team Parent Coordinator to schedule all sales volunteers. The MD will provide an end of the year report to the Board of Directors which includes breakdown of inventory items sold, current stock on hand and the total profit from all sales minus expenses.
- 4.6.16 Equipment Director:** The Equipment Director shall maintain a complete inventory of player equipment and uniforms, order new equipment as required, order coaches apparel as required, arrange for equipment reconditioning as required, assign jersey numbers, supervise equipment distribution and collection.

ARTICLE 5

Coaches

- 5.1** The President, Athletic Director, Spirit and Football Director will form the coaching staffs with final approval by the Board of Directors. All members may be subject to a background check.

ARTICLE 6

Teams

- 6.1 All teams in the Tucson Chargers shall be subject to the Organization Articles of Incorporation, By-laws, rules, regulations and establishment policies as well as those set forth by the Federation.
- 6.2 All teams shall be eligible for City Playoff and City Championship games/competitions. A team shall not be eligible for travel to Regional, National or Bowl game competition until all of said team's fundraising goals, as established by the Board of Directors for each participant, are met.
- 6.3 Team uniforms are provided by the Charger Organization. Any change in uniforms must be Board approved and purchased through the Charger Merchandize or Equipment Director.
- 6.4 Spirit Mascots are only permitted if the coach is a parent.

ARTICLE 7

Committees

- 7.1 The Tucson Charger Organization shall maintain, but is not limited to, the following standing committees. The President, with the approval of the Board of Directors, shall annually appoint participant members to the standing committees. The committees shall be comprised of not less than three (3) or more than five (5) participant members in good standing as defined in Section 3.3 of the Bylaws. Unless otherwise specified in this Article, individual committee members are responsible for selecting a chairperson for the committee.
- 7.2 **Bylaw Committee.** The Bylaw Committee shall maintain the Tucson Charger Constitution and Bylaws and ensure a current version is available for review on the website. The Bylaw Committee shall facilitate an annual review of the Tucson Chargers Constitution and Bylaws and ensure all amendments are proposed to the Board of Directors for approval as follows:
 - 7.2.1 Amendment(s) proposed by the Tucson Charger participant member in good standing shall be submitted to in writing to the Board of Directors prior to a general or special meeting duly called for the purpose of ratification.
 - 7.2.2 At the ratification meeting, a quorum shall be (3/4) of the Board of Directors.
 - 7.2.3 The Board of Directors will reject or ratify the proposed amendment(s) by a majority vote of the Board of Directors present (51%).
 - 7.2.4 Any amendment(s) failing to gain approval may only be revisited pursuant to Sections 7.2.1 through 7.2.3 of this Article.
- 7.3 **Judicial Committee:** The President with the approval of the Board of Directors, shall annually appoint a Judicial Committee comprised of not less than three (3) or more than five (5) participant members in good standing, one to include the Judicial Representative. Except in cases involving a conflict of interest, the President shall be the chairperson of the Judicial Committee.
 - 7.3.1 The President shall provide a list of the Judicial Committee members to the Federation Executive Secretary and the Federation Hearing Tribunal Chairperson.

7.3.2 The purpose: In accordance with the Federation Administrative guidelines, the Purpose of the Judicial Committee is to enforce National, Federation and Organization rules, regulations and written policies in an expeditious and fair manner at the lowest possible level.

7.4 Nomination Committee: The Nomination Committee shall oversee the nomination and elections of the Executive Board. The Secretary may act as the committee chairperson. The committee shall be comprised of the chairperson and at least two other Tucson Charger participant members in good standing. The committee shall be responsible for the following activities:

7.4.1 The Nomination Committee Chairperson or Secretary shall advise all participant members via the Tucson Charger website no later than October 15th of upcoming Executive Board elections in December. Any participant member in good standing as defined in Section 3.3 of these Bylaws may nominate themselves or another participant member in good standing for an Executive Board position. Names of all nominees must be received by the Secretary in writing by November 15th. The Chairperson or Secretary shall then post the slate of nominees for the Executive Board positions by November 20th on the website.

7.4.2 Elections for the Executive board shall be held at the annual meeting in December. All Tucson Charger participant members eligible to vote and attending the December meeting shall, by secret ballot, elect an Executive VP, Secretary, Treasurer, and Judicial Representative (Tucson Charger Executive Board) for the upcoming year.

7.4.3. If there is only one nominee for an Executive Board position, approval of the nominee to the Executive Board position shall be obtained by the majority vote of the participant members in good standing.

7.4.3 At the December Meeting, the newly elected Executive Board shall appoint participant members in good standing to the Board of Directors filling all other positions found in Section 5.6 of the Bylaws. These positions may include, but are not limited to, Assistant to President, General Manager, Athletic Director, Spirit Director, Football Director, Equipment Director, Fundraising Director, Team Parent Coordinator, Concessions Director, Merchandise Director, and Field Marshall. A majority vote of the Executive Board is needed to appoint a participant member to a Board of Director position.

7.4.4 The newly elected Executive Board and appointed Directors shall commence their term of office immediately following the election or appointment.

7.4.5 If a vacancy occurs on the Executive Board, the President shall nominate and the Board of Directors shall vote on a replacement at the earliest opportunity, who will serve out the remainder of the vacated term. In the event that the Executive Vice President position is filled via appointment, the participating members will vote to elect the next President, Executive Vice President, Treasurer, Judicial Representative and Secretary at the next annual meeting.

ARTICLE 8

Removal

8.1 A member may be dropped from the Board of Directors upon three (3) absences from any scheduled meetings in a calendar year.

8.2 Any Executive Board member or appointed Director may be placed on probation, suspended, or removed for cause by a two-thirds (2/3) vote of all members of the Board of Directors.

8.3 An Executive Board member or appointed Director placed on probation shall be given a verbal warning for a first offense and a written warning for a second offense. Any violation of the Board of Directors Code of

Conduct is defined as an offense. During this time, the Executive Board member or appointed Director will be allowed to continue to participate in the Tucson Charger Organization. Upon a third offense, the individual shall be removed for cause as specified in Section 8.2.

- 8.4 An Executive Board member or appointed Director shall be suspended by a two-thirds (2/3) vote of all members of the Board of Directors for any offenses outlined in the Federation Bylaws.
- 8.5 In the event a suspended individual seeks reinstatement with the Tucson Charger Organization, the Board of Directors must approve of the reinstatement by a two-thirds (2/3) vote of all members of the Board of Directors.
- 8.6 The President, with confirmation by a two-thirds (2/3) vote of the Board of Directors, may remove any appointed Manager, Coach, Assistant Coach or Chairperson and may discharge any Committee Member.

ARTICLE 9

Meetings

- 9.1 **Annual Meetings:** The annual meeting of the Tucson Chargers Organization shall be held in December of each year, the time and place to be designated by the Executive Board of the Tucson Chargers. Participant members shall be notified via a posting on the Tucson Chargers website no later than October 15th of each year and invited to attend and participate in the annual meeting.
- 9.2 **General Meetings:** The general meetings of the Board of Directors will be held at least once a month during the season as the President or the Board of Directors determine.
- 9.3 **Emergency Meetings:** The President/Executive Board may call emergency Executive Board or Board of Directors meetings in situations where a decision needs to be made or vote taken prior to the regularly scheduled general meetings.
- 9.4 **Quorum:** Fifty-one percent (51%) of the members of the Board of Directors shall constitute a quorum for transaction of business of the Tucson Chargers Organization.
- 9.5 **Attendance:** Attendance shall be as follows:
 - 9.5.1 All general meetings of the Tucson Chargers shall be open to participant members. Any issue that a participant member would like to bring to the board must be brought to the floor within the first half hour of the meeting. Participant members may attend, but not participate or vote in the general meeting.
 - 9.5.2 The Board of Directors may close the general meeting to the participant members after the first half hour of a general meeting to convene an Executive Session. This closure must be announced to the participant members present and motion made for the Executive Session to convene.
 - 9.5.3 All Board of Directors are required to attend regularly scheduled general meetings. Prior notification is required if a Board of Directors member cannot attend. Missing more than three meetings may result in removal from the board.
- 9.6 **Required Voting:** A majority vote of fifty-one percent (51%) of those present shall be required for any board action unless otherwise specified in the Bylaws.

ARTICLE 10

Finances

- 10.1** All finances, obligations and arrangements shall be made, handled and accounted for by the Treasurer as authorized and directed by the Board of Directors. All funds and money received by an individual, team, or the Tucson Charger Organization shall belong to and be subject to administration and control by the Board of Directors. An individual, team, or the Organization may incur no obligations, except as authorized by the Board of Directors.
- 10.2** The Treasurer shall administer all team and Organization finances and shall have sole authority to disburse funds as reflected by the Organization budget. The President, Treasurer and Executive Vice President shall be authorized by the Board of Directors to sign all checks requiring the disbursement of funds. The Tucson Charger Organization shall require the issuance of two (2) bank statements; original to the Treasurer and a copy to the President. A copy of monthly bank statements shall be provided to all board members at each board meeting. Bank Statements will be made available for review by any interested Participant Member at any time.
- 10.3** All money payable to the Tucson Charger Organization including, but not limited to, fundraising shall be deposited with the Treasurer and a receipt thereof given. All accounts payable by the Tucson Charger Organization shall be made by check.
- 10.4** All Expenditures of the Tucson Charger Organization in excess of Five Hundred Dollars (\$500) shall require a written estimate and approval of the Board of Directors. Tucson Charger Organization expenditures in any amount less than Five Hundred (\$500) for a complete transaction may be jointly approved by the President and Treasurer on Behalf of the Board of Directors.
- 10.5** The President and the Treasurer shall control a petty cash fund of not more than TWO HUNDRED AND 00/100 (\$200.00). The Board of Directors shall approve replenishment of the petty cash fund.
- 10.6** Verification of any money must be done by two (2) individuals of separate families and signed immediately. All money must be given to the Treasurer in a timely manner and verified in writing by the Treasurer immediately upon receipt.
- 10.7** The Treasurer shall publish and distribute a public financial report at the first regularly scheduled meeting of each new year, based upon the prior year finances. This report shall be made available to all members at registrations. The report is to disclose Tucson Charger Organization financial status as to the following, Total funds raised (broken down by Sponsorships, Registration fees, fundraising, etc.) and Total expenses (broken down by Assessments, equipment, etc.)
- 10.8** The Treasurer shall publish and distribute a monthly financial report to be presented at the regularly scheduled meetings during the "ON SEASON" (July 15th through December 15th.) This report is to disclose the Tucson Charger Organization financial status as to the following: Total funds raised and how funds are applied (Organization commitment, Organization funds, etc.). This report is to be as accurate and up to date as possible.
- 10.9** The Board of Directors and Participant Members shall be indemnified to the full extent allowed by law.

ARTICLE 11

Adoption of Tucson Youth Football & Spirit Federation, Inc.

11.1 Articles of Incorporation, Bylaws and Rules. As a member Tucson Charger Organization, all provisions of the Tucson Youth Football & Spirit Federation, Inc., Articles of Incorporation, Bylaws, rules, regulations and established policies, shall govern the Organization. All sports activities and other Organization functions are incorporated and made part of the Tucson Charger Organization's Constitution and Bylaws. The Tucson Charger Organization's Constitution and Bylaws may be reviewed and/or amended in accordance with Article 7 of these Bylaws.

11.2 Jurisdiction. By reason of membership with the Conference, The Tucson Chargers shall administer the Articles of Incorporation, bylaws, rules, regulations and established policies as provided by the Conference which has jurisdiction over all activities sponsored by the Tucson Chargers.

ARTICLE 12

Rules of Order

12.1 Robert's Rules of Orders (or equivalent) shall be recognized as the authorized procedural Rules of Order for the conduct of all meetings of the Tucson Charger Organization and its Committees. For clarification, votes in abstention shall not be counted in the total number of votes. Proxy votes are not allowed.

APPROVED BY THE BOARD OF DIRECTORS ON _____, 2006.

TUCSON CHARGERS, INC.

BY _____