

**BLOOMINGDALE ATHLETIC CLUB**

**BYLAWS**

**ADOPTED JANUARY 12, 2010**

**REVISED MARCH 14, 2016**

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## **ARTICLE I – PURPOSE**

The purpose of the Bloomingdale Athletic Club is to inspire youth, regardless of race, creed, or national origin; to practice the ideals of sportsmanship, physical fitness, fellowship, and athletic competition; and to bring area youth closer together. Further: to encourage adult leaders to exemplify these ideals when supervising the youth, while keeping the welfare of the youth foremost at heart. The Bloomingdale Athletic Club shall operate under the guidelines set forth by the Bill George Youth Football League.

## **ARTICLE II – OFFICERS**

The corporation shall have and continuously maintain in this state, a registered office and a registered agent, whose office is identical with such registered office, and may have other offices within or without the state of Illinois as the Board of Directors may from time to time determine.

## **ARTICLE III – BOARD OF DIRECTORS**

### **SECTION 1 – GENERAL POWERS**

The affairs of the Corporation shall be managed by the Board of Directors.

### **SECTION 2 – NUMBER, TENURE, AND QUALIFICATIONS**

(a) The number of elected Board Members shall not exceed fifteen (15), not including an appointed Booster Club Chairperson, appointed by the BAC President. Subject to the subparagraph (b) of this section, ~~E~~ each Director shall hold office until the next annual meeting of the Board of Directors and until his/her successors have been elected and qualified. Any person 21 years of age or older may be elected to the Board of Directors. According to Article III Section 10

(b) Commencing with the Board Member elections held at the annual meeting in 2012, the Board membership will be divided into two classes. Class 1 will be comprised of one-half of the total number of Board members, rounded up to the nearest whole number, and at the 2012 annual meeting each member will be elected to serve for a term of two (2) years. The members of Class 1 will thereafter be elected at the annual meeting in even-numbered years. Class 2 will be comprised of one-half of the total number of Board members, rounded down to the nearest whole number, and at the 2012 annual meeting each member will be elected for a term of one (1) year. The members of Class 2 will thereafter be elected at the annual meeting in odd-numbered years for a term of two (2) years. Each Director shall hold office until the next annual meeting at which that Director's class is scheduled for election and until his/her successors have been elected and qualified.

### **SECTION 3 – REGULAR MEETINGS**

General meetings shall be held on the second Tuesday of each month. Nominations for new Board Members will be announced at the October general meeting. Elections will take place at the November general meeting; however, exchange of offices/members will not take place until the December annual meeting. Any Board Member that fails to attend three (3) consecutive general meetings will forfeit their Board seat.

### **SECTION 4 – SPECIAL MEETINGS**

Special meetings of the Board of Directors may be called at the request of the President or any two (2) Directors. The person or persons authorized to call a special meeting of the Board of Directors may fix any place, as the place for holding any special meeting of the Board of Directors called by the person or persons. Executive Board meetings will be held as necessary.

**SECTION 5 – NOTICE**

Notice of any special meeting of the Board of Directors shall be given at least two (2) days previously thereto, by notice delivered personally, mail, or electronic mail to each Director at their address as shown on the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the expressed purpose of objecting to the transaction of any business, because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting unless specifically required by law or these bylaws.

**SECTION 6 – QUORUM**

A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, provided that if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting without further notice.

**SECTION 7 – MANNER OF ACTING**

The act of a majority of the Board of Directors present at a meeting at which quorum is present, shall be the act of the Board of Directors, except where otherwise provided by these bylaws.

**SECTION 8 – VACANCIES**

Any vacancy occurring in the Board of Directors or any Directorship to be filled by reason of an increase in the number of Directors shall be filled by the Board of Directors. A Director elected to fill a vacancy shall be elected for the un-expired term of his/her predecessor in office.

**SECTION 9 – COMPENSATION**

Directors as such, shall not receive any stated salaries for their services, but by resolution of the Board of Directors, a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board of Directors; provided that nothing herein contained shall be construed to preclude any Director from serving the Corporation in any other capacity and receiving compensation therefore. No credit cards will be issued by the corporation.

**SECTION 10 – ELECTION**

Elections for the Board of Directors shall be held at the November general meeting. To qualify for voting privileges for the election you must have attended four general meetings within the current term, and be a participant (coach/manger/parent/guardian, current board member) in the program. To qualify for nomination you must have attended at least four (4) general meetings within the current term. The nominees receiving the highest number of votes above the majority number of voters will be elected to the Board of Directors for the next term, with the total number of elected Directors not to exceed the limits set forth in Article III, Section – 2. The President will determine the outcome in the event of a tie. The Nominating Committee is responsible for overseeing the election.

**ARTICLE IV – OFFICERS (EXECUTIVE BOARD)**

**SECTION 1 – OFFICERS**

The Officers of the Corporation shall be a President, one or more Vice Presidents (the number thereof to be determined by the Board of Directors), a Treasurer, a Secretary, a BGYFL representative, and such other officers as may be elected in accordance with the provisions of this article. The Board of Directors may elect or appoint such other Officers, including one or more Assistant Secretaries and one or more Assistant Treasurers, as it shall deem desirable, such Officers to have the authority and perform the duties prescribed,

from time to time, by the Board of Directors. Any two (2) or more offices may be held by the same person, except the offices of President, Secretary, and Treasurer. Officers of the Corporation shall be chosen from the Board of Directors.

## **SECTION 2 – ELECTION AND TERM OF OFFICE**

The Officers of the Corporation shall be elected as per Article III Section 2, by the Board of Directors at the December general meeting. Vacancies may be filled, or new offices created and filled at any meeting of the Board of Directors. Each Officer shall hold office until his/her successor shall have been duly elected and qualified.

## **SECTION 3 – NOMINATING COMMITTEE**

A nominating committee comprised of three (3) Directors, appointed by the President, shall nominate a slate of candidates at the October general meeting. Any nominee must attend three (3) previous general meetings prior to the November general meeting.

## **SECTION 4 – REMOVAL**

Any Officer, Director, or agent elected or appointed by the Board of Directors may be removed by the Board of Directors with a two-thirds (2/3) majority vote, whenever, in the Board of Directors judgment, the best interests of the Corporation would be served thereby.

## **SECTION 5 – VACANCIES**

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board of Directors for the un-expired portion of the term.

## **SECTION 6 – PRESIDENT**

The President shall be the principal executive officer of the Corporation and shall in general supervise and control all of the business and affairs of the Corporation. He/she shall preside at all meetings of the members of the Board of Directors. He/she may sign, with the Treasurer or any other proper Officer of the Corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts or other instruments which the Board of Directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or the Corporation; and in general, shall perform all duties as may be prescribed by the Board of Directors from time to time. The President shall also ensure that the Corporation's Federal Income Taxes be filed no later than May 1<sup>st</sup> of each year.

## **SECTION 7 – VICE-PRESIDENTS**

In the absence of the President or in the event of his/her inability or refusal to act, the Vice-President (or in the event there be more than one (1) Vice-President, the Vice-Presidents, in the order designated, or in the absence of any designation, then in order of their election) shall perform the duties of the President, and when so acting, shall have all the powers and be subject to all the restrictions upon the President. Any Vice-President shall perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

## **SECTION 8 – TREASURER**

If required by the Board of Directors, the Corporation will provide for the Treasurer in such sum deemed necessary by the Board of Directors, a bond for the faithful discharge of Treasurer duties. He/she shall have charge and custody of, and be responsible for all funds and securities of the Corporation, receive and give receipts for all monies due and payable to the Corporation from any source whatsoever, and deposit all such monies in the name of the Corporation in such banks, trust companies, and any other depositories selected in accordance with the provisions of these bylaws; and in general, perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the President or the Board of Directors.

## **SECTION 9 – SECRETARY**

The Secretary shall keep the minutes of the general meetings of the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with provisions of these bylaws or as required by law; be custodian of the corporate records and of the Seal of the Corporation is

affixed to all documents, the execution of which on behalf of the Corporation under its Seal is duly authorized in accordance with the provisions of these bylaws; keep a register of the Post Office address of each member which shall be furnished to the Secretary by such members; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

#### **SECTION 10 – ASSISTANT SECRETARIES AND TREASURERS**

As required by the Board of Directors, the Corporation will provide a bond in an amount deemed necessary by the Board of Directors for the Assistant Treasurers and Assistant Secretaries in general, shall perform such duties as shall be assigned to them by the Treasurer, Secretary, President, or the Board of Directors.

### **ARTICLE V – COMMITTEES**

#### **SECTION 1 – COMMITTEES OF DIRECTORS**

The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate one or more committees, each of which shall consist of one or more Directors, which committees, to the extent provided in said resolution, shall have and exercise the authority of the Board of Directors in the management of the Corporation; but the designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon it or him/her by law.

#### **SECTION 2 – OTHER COMMITTEES**

Other committees, not having or exercising the authority of the Board of Directors in the management of the Corporation may be designated by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be members of the Corporation, and the President of the Corporation shall appoint the members thereof. Any member thereof may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interest of the Corporation shall be served by their removal.

#### **SECTION 3 – TERM OF OFFICE**

Each member of a committee shall continue as such until the next annual meeting of the Board of Directors and until his/her successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

#### **SECTION 4 – CHAIRPERSON**

One member of each committee shall be appointed Chairperson by the President of the corporation.

#### **SECTION 5 – VACANCIES**

Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

#### **SECTION 6 – QUORUM**

Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

#### **SECTION 7 – RULES**

Each committee may adopt rules for its own government not inconsistent with these bylaws or with the rules adopted by the Board of Directors.

## **ARTICLE VI – ATHLETIC DIRECTOR**

### **SECTION 1 – ELECTION AND TERM OF OFFICE**

The President of the Board of Directors will act as the Athletic Director

### **SECTION 2 – PURPOSE**

The Athletic Director shall be responsible for managing the activities of the boys and girls participating in the program, and directing the efforts of the football coaches and managers, cheerleading coaches and managers, and other adult leaders in the program.

### **SECTION 3 – MEETINGS**

The Athletic Director shall ensure that the appropriate representatives attend all required league meetings. Responsible for calling meetings of football coaches and managers, cheerleading coaches and managers, as deemed necessary from time to time.

## **ARTICLE VII – BAC BOOSTER CLUB**

### **SECTION 1 – PURPOSE**

The purpose of the BAC Booster Club is to assist the Corporation in such duties as may be assigned from time to time by the President. Primary activities will be to organize fundraising activities, homecoming activities, scheduling parents/guardians to help run the concession stand, Bear Wear store, and Game day/ field duties, and to work with the appropriate committee chairperson. All fundraising activities must be approved by the BAC Board of Directors.

### **SECTION 2 – MEMBERS**

All Parents and/or Guardians of the boys and girls participating in the program are automatic BAC Booster Club members, friends, and supporters of the Corporation may also qualify as members.

### **SECTION 3 – OFFICERS**

Members of the BAC Booster Club may elect officers as deemed necessary or desirable to manage the affairs of the BAC Booster Club. The BAC Booster Club Chairperson shall be appointed annually by the President at the general meeting of the Board of Directors.

### **SECTION 4 – MEETINGS**

The Booster Club is responsible for calling meetings of the members as deemed necessary from time to time.

## **ARTICLE VIII – CONTRACTS, CHECKS, DEPOSITS, AND FUNDS**

### **SECTION 1 – CONTRACTS**

The Board of Directors may authorize any Officer or Officers, agent or agents of the Corporation, in addition to the Officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation and such authority may be general or confined to a specific instance.

### **SECTION 2 – CHECKS, DRAFTS, ETC.**

All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such Officer or Officers, agent or agents, of the Corporation and in such manner as shall from time to time be determined by a resolution of the Board of



Directors, such instruments shall be signed by the Treasurer or and Assistant Treasurer and countersigned by the President or Vice-President of the Corporation.

### **SECTION 3 – DEPOSITS**

All funds of the Corporation shall be promptly deposited to the credit of the Corporation in such banks, trusts companies, or other depositories as the Board of Directors may select.

### **SECTION 4 – GIFTS**

The Board of Directors may accept on behalf of the Corporation any contribution, gift, request, or device for the general purpose or for any special purpose of the Corporation.

## **ARTICLE IX – BOOKS AND RECORDS**

The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board of Directors and Committees, having any of the authority of the Board of Directors, and shall keep at the registered or principle office, a record giving names and addresses of the Directors. All books and records of the Corporation may be inspected by any Board of Directors, or his/her agent, or attorney for any proper purpose at any reasonable time.

## **ARTICLE X – FISCAL YEAR**

The fiscal year of the Corporation shall begin on February 1<sup>st</sup> and end on January 31<sup>st</sup>, to coincide with IRS filings and apparent ruling on our Corporation.

## **ARTICLE XI – SEAL**

The Board of Directors shall provide a Corporate Seal and shall have inscribed thereon the name of the Corporation and the words, “Corporate Seal, Illinois”.

## **ARTICLE XII – WAIVER OF NOTICE**

Whenever any notice whatever is required to be given under the provision of the General Not-For Profit Act of Illinois or under the provisions of the articles of incorporation or the bylaws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether equivalent to the giving of such notice.

## **ARTICLE XIII – AMENDMENTS TO BYLAWS**

These bylaws may be altered, amended, or repelled and new bylaws may be adopted by a majority of the general membership present at the general March meeting; before adoptions, altered, amended, or repelled bylaws must be read at a minimum of two (2) consecutive general meetings.

## **ARTICLE XIV – GENERAL MANAGER**

### **SECTION 1 – ELECTION AND TERM OF OFFICE**

The general manager shall be appointed annually by the President at the general annual meeting of the Board of Directors.

### **SECTION 2 – GENERAL POWERS**

To work with managers and coaches in the organization of each individual team for registration, collection of rosters, fund raising, financial records, statistics, and other required help for coaches, under the direction and approval of the Board of Directors. He/she is also responsible for calling meetings of team managers deemed necessary from time to time.

## **ARTICLE XV – CHEERLEADING**

### **SECTION 1 – ELECTION AND TERM OF OFFICE**

The Vice President of Cheer shall be elected annually by the Board of Directors at the annual December general meeting of the Board of Directors.

### **SECTION 2 – GENERAL POWERS**

The Vice President of Cheer shall manage the affairs of the cheerleading program under general direction and approval of the Board of Directors, with assistance from the Athletic Director as requested. The Vice President of Cheer shall be responsible for managing the activities of the girls participating in the program and directing the efforts of the cheerleaders and coaches through meetings or any method of communication she/he deems necessary to accomplish the desired results. The Vice President of Cheer shall appoint girls, managers, and coaches to each squad. Any parent or guardian, girl, manager, or coach not performing within the guidelines of the Corporation will be addressed by the Board of Directors and the President of the Corporation.

### **SECTION 3– CLINICS**

The Corporation may absorb the cost not to exceed \$25.00 for the attendance of one (1) clinic per year.

### **SECTION 4– COMPETITIONS**

The Corporation may absorb the cost of attending two (3) competitions per year.

## **ARTICLE XVI – FOOTBALL COACHES**

### **SECTION 1 – HEAD COACHES**

Head Coaches must be a minimum of twenty-one (21) years of age. It is mandatory that all Head Coaches attend a minimum of two (2) general meetings per year, preferably July, August, September, October, and/or November. Head Coaches recommended by the Coaches Coordinator must be approved by a majority vote of the Board of Directors.

### **SECTION 2 – ASSISTANT COACHES**

Assistant Coaches must be a minimum of eighteen (18) years of age. It is mandatory that all Assistant Coaches attend a minimum of one (1) general meeting, preferably July, August, September, October, and/or November. Assistant Coaches must be recommended by the Head Coach to the Coach Coordinator and approved by a majority vote of the Board of Directors.

### **SECTION 3 – CLINICS**

The Bloomingdale Athletic Club may absorb the cost not to exceed \$25.00 for the attendance of one (1) clinic per year.

### **SECTION 4 – CERTIFICATION**

All Coaches must be certified in accordance with the Bloomingdale Park District and Bill George Youth Football League requirements.

### **SECTION 5 – CONDUCT COMPLAINTS**

Coaching conduct complaints will be handled the same as all other grievances as outlined in Article XVIII. Due to the nature of Coaches' leadership roles, conduct complaints must be investigated in a timely manner.

## **ARTICLE XVII – POLICE BACKGROUND CHECK**

All Board of Directors, Coaches, and Managers must complete a police background check. The Bloomingdale Athletic Club will absorb this cost.

## **ARTICLE XVIII – DISCIPLINARY PROCEDURES**

### **SECTION 1 – DUE PROCESS**

The President or any Vice President of the Corporation may suspend any member of the BAC if it is believed immediate action is required for the safety and or well being of the corporation is at stake. Due process is essential for all conduct complaints, grievances, and disciplinary actions. All people participating in, or at, any function of the Corporation are subject to this Article. All issues should try to be resolved at the lowest possible level. When this is not possible or is not to the satisfaction of the party or parties involved, the complaint has recourse as described in this Article.

### **SECTION 2 – GRIEVANCE COMMITTEE**

The Grievance committee will be the President, Vice-President or Vice-Presidents, Secretary, and Treasurer. The grievance committee is responsible for investigating all grievances and conduct complaints.

### **SECTION 3 – GRIEVANCE PROCEDURE**

Any grievance or conduct complaint (charge) must be submitted in writing to any member of the Grievance committee. The member receiving the charge will notify all other Grievance committee members of the nature of the charge. The charge will be assigned to one (1) or more Grievance committee members to investigate. The initial investigation must start within three (3) days after the charge has been submitted. The assigned committee must submit a report of their findings to the Grievance committee within five (5) days of the start of the investigation. The report must include a recommendation of whether disciplinary action should be taken. Within two (2) days the Grievance committee will determine if disciplinary proceedings are necessary. If they are necessary, the Grievance committee will call a special meeting of the Board of Directors within four (4) days.

### **SECTION 4 – DISCIPLINARY PROCESS**

The Grievance committee (BAC Executive Board) may temporarily or suspend anyone from participating in the Corporation with a majority vote, until the Board of Directors may convene to execute the disciplinary process. Suspensions of this type should occur only for the most severe charges. The Board of Directors will listen to the charge or charges, allow witnesses to speak, and allow the parties being charged to defend themselves. The Executive Board of Directors then, with a majority vote will drop the charges, suspend, or expel the individuals involved.

### **SECTION 5 – SUSPENSIONS**

Any person or persons suspended may not participate or observe any Corporation function or function including the Corporation, until the suspension has been fully served, and the person or persons have been reinstated in the Corporation by petition of the person or persons. Petition from person or persons must be in writing and given to any member of the Grievance committee after suspension has been served, which then with a majority vote of the Board of Directors the person or persons will be reinstated or denied.

### **SECTION 6 – APPEAL PROCESS**

The recipient of any disciplinary action has the right to an appeal. The appeal must be submitted in writing within three (3) days of the Board of Directors decision. The appeal must be submitted to any member of the Grievance committee. The Grievance committee must forward the appeal to the Board of Directors within two (2) days. After forwarding the appeal, the Grievance committee must call for a vote to uphold the disciplinary action. The vote may be taken by phone or in person. Both the President and the Secretary must witness the vote. If the situation warrants, the Grievance committee may call a special meeting of the Board of Directors to discuss the appeal and to call a vote to uphold the disciplinary action.

Chris Helms

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President

Frank Bucaro

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Vice-President of Football

Denise Miranda

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Vice-President of Cheer

Tracey Caravelo

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Secretary