

# Tri-Town Boys Club of York County, Inc.

## **BY-LAWS**

Modified in February 2016 by By-Laws Committee

First Reading on February 25, 2016 at the General Membership Meeting

Approved March 24, 2016 by a 2/3rds Majority vote at a General Membership  
Meeting

This revision shall supersede all previous versions.

## Index of Articles

Article I.	Branding.....	5
Section 1.01	Full Name.....	5
Section 1.02	Short Name .....	5
Section 1.03	Color .....	5
Section 1.04	Mascot.....	5
Article II.	PURPOSE.....	5
Section 2.01	Purpose of Organization .....	5
Section 2.02	Purpose of Executive Board of Officers and .....	5
	Directors.....	5
Article III.	MEMBERSHIP.....	6
Section 3.01	Membership .....	6
Section 3.02	Parents and Guardians.....	6
Section 3.03	Fees .....	6
Section 3.04	Refunds .....	6
Section 3.05	Exceptions.....	6
Article IV.	OFFICERS OF THE EXECUTIVE BOARD.....	6
Section 4.01	Number of Officers, Compensation.....	6
Section 4.02	Offices.....	6
Section 4.03	Qualifications for Elections .....	6
Section 4.04	Term.....	7
Section 4.05	Resignations.....	7
Section 4.06	Absences .....	7
Section 4.07	Vacancies .....	7
	(a) <i>Temporarily Filling Vacancies</i> .....	7
	(b) <i>Nominations for Vacant Positions</i> .....	7
	(c) <i>Term</i> .....	8
Section 4.08	Responsibilities of the Officers of the Executive .....	8
	Board.....	8
Section 4.09	External Relationships .....	8
Section 4.10	Immediate Decision Making.....	8
Section 4.11	Duties of the Officers.....	8
	(a) <i>President</i> .....	8
	(b) <i>Vice President</i> .....	9
	(c) <i>Secretary</i> .....	9
	(d) <i>Treasurer</i> .....	10
	(e) <i>Football Athletic Director</i> .....	10
	(f) <i>The Cheerleading Athletic Director</i> .....	11
Article V.	COMMITTEES.....	13
Section 5.01	Number of Officers, Compensation.....	13
Section 5.02	Standing Committee.....	13
Section 5.03	Qualifications .....	13
Section 5.04	Terms .....	13
Section 5.05	Resignations.....	13
Section 5.06	Absences .....	13
Section 5.07	Vacancies .....	14
	(a) <i>Temporarily Filling Vacancies</i> .....	14
	(b) <i>Nominations for Vacant Directorships</i> .....	14
	(c) <i>Term</i> .....	14

Section 5.08	Expulsion .....	14
Section 5.09	Responsibilities of the Directors of Standing .....	14
Committees	.....	14
	(a) <i>Equipment Director</i> .....	14
	(b) <i>Buildings and Ground Director</i> .....	15
	(c) <i>By-Laws Director</i> .....	15
	(d) <i>Membership Director</i> .....	15
	(e) <i>Ways and Means Director</i> .....	15
	(f) <i>Head Coaches</i> .....	16
	(g) <i>History and Publicity Director</i> .....	16
	(h) <i>Community Relations Coordinator</i> .....	16
	(i) <i>Snack Bar Director</i> .....	17
	(j) <i>Recreation Director</i> .....	17
Section 5.10	Affiliated Activities .....	17
Section 5.11	Ad hoc Committees.....	17
	(a) <i>Nomination Committee</i> .....	18
	(b) <i>Auditing Committee</i> .....	18
	(c) <i>Security Committee</i> .....	18
Section 5.12	End of Year Close Out Report.....	18
Article VI.	YEARLY ELECTIONS.....	18
Section 6.01	Nominations.....	18
	(a) <i>Nominations for Executive Board and Directors</i> .....	18
	(b) <i>Nominations for Head Coaches</i> .....	18
Section 6.02	Eligibility to Vote .....	19
Section 6.03	Voting Method.....	19
	(a) <i>Voting Method for Executive Board and Directors</i> .....	19
	(b) <i>Voting Method for Head Coaches</i> .....	19
Section 6.04	Tallying the Vote .....	19
	(a) <i>Secret Ballot Voting</i> .....	19
	(b) <i>Votes Resulting in a Tie</i> .....	20
Section 6.05	Results and Notification of Candidacy .....	20
Article VII.	GENERAL MEMBERSHIP MEETINGS.....	20
Section 7.01	General Membership Meetings.....	20
Section 7.02	Agendas.....	20
Section 7.03	Order of Business.....	20
Article VIII.	GENERAL MEMBERSHIP MEETING VOTING.....	20
Section 8.01	Quorum .....	20
Section 8.02	Unanimous Consent by Executive Board in Lieu of .....	20
Meeting	.....	21
Section 8.03	Passage of a Motion.....	21
Section 8.04	Special Voting.....	21
Section 8.05	Passage of an Amendment .....	21
Article IX.	CONFLICTS OF INTEREST.....	21
Section 9.01	Descriptions and Responsibility .....	21
Article X.	FISCAL YEAR.....	21
Section 10.01	Dates .....	21
Article XI.	DISSOLUTION .....	22
Section 11.01	Process .....	22
Article XII.	AUTHORITY .....	22

Section 12.01	Robert’s Rule of Order.....	22
Article XIII.	PARTICIPANT SAFETY AND WELFARE.....	22
Section 13.01	Background Checks .....	22
Section 13.02	Code of Conduct.....	22
Section 13.03	Security .....	23
Article XIV.	DISCIPLINARY ACTION.....	23
Section 14.01	Filing a Complaint .....	23
Section 14.02	Investigation of a Complaint.....	23
Section 14.03	Suspensions.....	23
Article XV.	PARTICIPANT REQUIREMENTS.....	23
Section 15.01	Participant Requirements Document .....	23
Article XVI.	AWARDS .....	24
Section 16.01	Awards Document .....	24
Article XVII.	PARENT AND PLAYER CODE OF CONDUCT .....	24
Section 17.01	Player Code of Conduct .....	24
Section 17.02	Parent Handbook.....	24
Article XVIII.	SPECIAL .....	24
Section 18.01	Honoring the Deceased.....	24
	(a) <i>Death of Participant</i> .....	24
	(b) <i>Death of Former Player</i> .....	24
Section 18.02	Retiring Jerseys.....	24
Article XIX.	SPONSORSHIP PROGRAM.....	25
Section 19.01	Qualifications for Sponsorships.....	25
Section 19.02	Amount of Sponsorships.....	25
Section 19.03	Announcement of Sponsorship Winners .....	25
Article XX.	INSURANCE.....	26
Section 20.01	General Rule .....	26
Article XXI.	INDEMNIFICATION.....	26
Section 21.01	General Rule .....	26
Section 21.02	Indemnifications .....	26
Section 21.03	Procedures.....	27
Section 21.04	Advancement of Expenses.....	27
Section 21.05	Continuing Right to Indemnification .....	27
Section 21.06	Other Rights.....	27
Article XXII.	AMENDMENTS .....	27
Section 22.01	The Executive Board Process .....	27
Article XXIII.	COPIES OF THE BY-LAWS.....	28
Section 23.01	Board and Directors .....	28
Article XXIV.	RATIFICATION.....	28
Section 24.01	Effective.....	28
Section 24.02	Adopted.....	28

By-Laws

Tri-Town Boys Club of York County, Inc.

On February 27, 2014, the Executive Board, by majority vote, voted to re-write the By-Laws.

On July 24, 2014, by 2/3 vote of those present at the General Membership meeting, the Executive Board of Officers does hereby accept these amended and restated By-Laws. The restated By-Laws correctly set forth the provisions of the By-Laws, that they have been duly adopted and supersede the original By-Laws and all amendments thereto.

**Article I. Branding**

Section 1.01 *Full Name*

The name of the organization shall be Tri-Town Boys Club of York County, Inc.

Section 1.02 *Short Name*

A permissible shortening of the full name for use in publicity releases and other situations where the full name is inappropriate or not necessary is Tri-Town Tornados, Tri-Town, TTT, or TTBC.

Section 1.03 *Color*

The organizational colors are blue and gold.

Section 1.04 *Mascot*

The organizational mascot is Tornados.

**Article II. PURPOSE**

Section 2.01 *Purpose of Organization*

This non-profit corporation is organized to promote, encourage, and teach youth in sports programs of all types and to conduct athletic activities consistent with demonstrating good sportsmanship, moral character, training, and discipline in our community and to do all things necessary to accomplish the forgoing on a non-discriminating basis.

Section 2.02 *Purpose of Executive Board of Officers and Directors*

The purpose of the Officers of the Executive Board and the Directors is to oversee the operations of the organization in such manner as will assure effective and ethical management of the organization. The board and directors shall act based on fundamental values, such as honesty, integrity, fairness, respect, trust, responsibility and accountability.

## Article III. MEMBERSHIP

### Section 3.01 *Membership*

Membership shall be composed of individuals involved in the physical, mental and moral well-being of the youth of this organization and who are in adherence with the objectives and By-Laws of this Organization.

### Section 3.02 *Parents and Guardians*

Both parents and guardians become members of the Tri-Town Boys Organization of York County, Inc. and are encouraged to actively participate during the year(s) their children are participating in the various programs.

### Section 3.03 *Fees*

Each youth participating in the program shall pay the registration fee to help offset the costs that the program incurs. This fee shall be set by the General Membership after a review and approval of the Budget for the year, which shall take place no later than the February Meeting. The projected budget should leave between a \$4000 and \$5000 balance in the account at the end of the year to cover insurance due before the season begins in the subsequent year. Once the registration fee is set by February and voted on, the fee cannot be changed or modified until the following year.

### Section 3.04 *Refunds*

No refunds of registration fees shall be allowed, unless the Executive Board approves it.

### Section 3.05 *Exceptions*

The Executive Board of Officers must approve exceptions to Section 3.03.

## Article IV. OFFICERS OF THE EXECUTIVE BOARD

### Section 4.01 *Number of Officers, Compensation*

There shall be 6 Executive Officers of the Board (herein referred to as "The Board" or "Officers"), and they shall serve without pay or other compensation. They shall serve as the executive authority of the organization.

### Section 4.02 *Offices*

The Executive Officers of the Board should consist of President, Vice-President, Secretary, Football Athletic Director, Cheerleading Athletic Director and Treasurer.

### Section 4.03 *Qualifications for Elections*

Candidates may be nominated for the Executive Board of Officers if they have served two (2) years as an Officer or Director and attended 80% of the scheduled meetings and/or have been recommended by the Executive Board. To be eligible for nomination, all candidates must submit a copy of the

required background clearances with their nomination/application, or as otherwise requested by the Executive Board. A returning director must have fulfilled all of his/her responsibilities the prior year, regardless of the position they had previously, as outlined herein or the Executive Board has the right to remove the person from the ballot. The Executive Board shall approve the candidates for President, Vice-President, Football Athletic Director, Cheerleading Athletic Director, Treasurer, and Secretary based upon the eligibility requirements that the candidate has served two (2) years as an Officer or Director and attended 80% of the scheduled meeting. In extenuating circumstances, the Executive Board has the right to approve or deny their candidacy based on the candidates performance as a member of the organization and other information that becomes available. A candidate who does not meet the eligibility requirements may not be on the ballot with a candidate who meets them; however they may run unopposed.

#### Section 4.04 *Term*

Executive Officers of the Board shall serve a ONE (1) year term. Elected Officers shall assume office January 1st and conclude office on December 31<sup>st</sup>. Directors may be removed from their office if found in violation of any part of the By-Laws.

#### Section 4.05 *Resignations*

Any Officer may resign his/her office at any time by written notice to the Executive Board by giving a hard copy to the President or Vice-President or by e-mail to the President with a CC to the rest of the Executive Board. Resignations cannot be taken verbally or via text message. Resignation shall take effect at the time of receipt or on some future date as identified in the letter.

#### Section 4.06 *Absences*

Any Executive Officer missing three (3) consecutive meetings, without due cause, or who has been greatly negligent of the duties defined herein or who is incapacitated may be removed from the Executive Board. To be counted as present for the meeting, the Director must be in attendance for at least 2/3rds of the meeting. Excused absences shall be granted if the Director contacts the Secretary prior to the start of the meeting and gives their report. Directors must attend all 3 required meetings unless excused by the Secretary prior to the start of the meeting. Secretary shall announce this at every meeting.

#### Section 4.07 *Vacancies*

(a) *Temporarily Filling Vacancies*

Vacancies shall be filled by the Executive Board, with the recommendation of the President.

(b) *Nominations for Vacant Positions*

Nominations for the position may be presented to the Secretary by the Executive Board members or Directors within

one (1) month of the announcement of the vacancy. These nominations shall be evaluated by the Executive Board based on the eligibility for nomination afore mentioned. A special meeting of the Executive Board should be called to vote on the vacant position. The Executive Board should appoint the replacement by majority vote.

(c) *Term*

These vacancies shall be filled only to next election.

Section 4.08 *Responsibilities of the Officers of the Executive Board*

The Executive Board shall be responsible for the management of the Organization and shall adopt policies for the Organization. The officers of the organization should ensure that all disclosures made by the organization regarding its assets, activities, liabilities, and results of operations are accurate and complete, and include all material information. Financial and other information should fairly reflect the condition of the organization, and be presented in a manner that promotes rather than obscures understanding.

Section 4.09 *External Relationships*

Officers shall develop a liaison with other Organizations similar in purpose and nature.

Section 4.10 *Immediate Decision Making*

In the event an immediate decision needs to be made that isn't already identified under a duty of an Executive Officer or a Director and the decision doesn't involve the safety and welfare of others, the Officers of the Executive Board shall have at least one other Executive Board member or League Representative present and must reach out to as many Officers of the Executive Board as possible, get feedback, and make an interim decision. Following the decision, all Officers of the Executive Board must be contacted and informed of the interim decision and a final decision shall be determined by majority vote. If necessary, the Executive Board shall present the situation and decision to the General Membership at the next meeting for feedback. The Executive Board has the right to revisit their decision and revote based upon feedback from the General Membership.

Section 4.11 *Duties of the Officers*

(a) *President*

The President shall be the Presiding Officer at meetings of the Board. The President shall not have a vote in Executive Board decisions unless a tie breaking vote is necessary. The President shall appoint Special Committees, is a member of all Standing Committees, and is the Executive Officer of the Organization. Although the President presides over meetings, her/his responsibility is to ensure that all members of the



General Membership have a chance to discuss decisions and allow Executive Officers and Directors the freedom of expression and freedom to manage their responsibilities without interference unless there is just cause to intervene. Also, s/he should strongly uphold a Democratic process. That is, s/he should encourage discussion, participation, and opinions of others. The President shall establish or discontinue special committees as conditions warrant. The President shall see all books, reports and certificates are properly kept or filed, if the law requires. Along with the Treasurer, the President also has the authority to sign checks. The President along with the Cheer AD and Football AD, shall insure all awards, trophies, medals, and jackets are ordered and received prior to the end of year banquet based on attendance logs received from coaches, membership lists received from the Insurance and Membership Director, Treasurer and verification from the Ways and Means Director and the Treasurer that athletes are paid in full for all fundraising money. The President is responsible for distributing keys to all Tri-Town buildings. The President shall store the original Greg Paules trophy award for safe keeping and is responsible for coordination of engraving and presentation of the award at the annual awards banquet. The President shall represent the Organization before the public, either personally or through delegates. The President shall work directly with Dover Township and other authorities as the organization's main liaison. The President shall also perform all other functions usually attributed to this office.

*(b) Vice President*

The Vice President shall serve as the President in his/her absence and shall perform the functions of the office of President. The Vice President should assist the President in making sure that each of the Standing Committees and Ad hoc Committees are progressing forward with their responsibilities and bring any concerns to the President. This requires that the Vice President reach out to the Directors of the Standing Committees, attend Committee meetings on occasion, or help out where needed throughout the year. In the event that a Directorship becomes vacant, the Vice President should assume minimal responsibility of that position until the position is filled. In the event that a position is vacated while the Vice-President is filling in for President, then the Vice-President should appoint another officer to fill in for the vacant Directorship until it can be filled. In addition, the Vice President is responsible for monitoring the Organization's website to ensure that it is being maintained in accordance with the Board's decisions. At the end of the year, the Vice President is responsible for the collection end of year close out reports, as defined per section 5.12.

*(c) Secretary*

The secretary should always have at every meeting a memorandum of the order of business (agenda) for the use of the presiding officer, showing everything that is to come before the meeting. The Secretary shall keep accurate minutes of meetings of the Board and the General Membership meetings.

The General Membership Meeting minutes are to be distributed to all Executive Board members prior to the next General Membership meeting. Minutes are also to be posted on the website for the general membership to view. At the subsequent General Membership Meeting, those present shall approve the minutes as distributed or as read. In addition, the Secretary shall be the custodian of all records that pertain to the functions of the Organization. These records should be secured in a safe location on Tri-Town premises, so they may be given to the Secretary's successor or be accessed by the President, in the event they are needed. The Secretary should keep a copy of the Administrative Schedules on hand at all times to refer to them, in the event it is necessary. That is, the Secretary should have document retention policies that do not result in the destruction of documents that may be relevant to an actual or anticipated legal proceeding or governmental investigation. The Secretary shall keep a copy of the By-Laws at hand to interpret them in the event that the By-Laws Director is not present. Each December, the Secretary shall forward end of year close out reports to each respective incoming Director.

*(d) Treasurer*

The Treasurer shall receive and have custody of all money, bonds, notes and other funds and securities of the Organization, and shall deposit them in such bank or trust company as designated by the Board and shall keep an accurate record of the same. The Treasurer is empowered to sign all checks and shall pay such bills and obligations that are approved by the Board. The Treasurer shall render a complete accounting of all receipts and disbursements of the Organization at regularly scheduled meetings of the Board. At expiration of the Treasurer's term, s/he shall deliver all money and property of the Organization to the successor or to the President. The Treasurer is responsible for supervising the maintenance of insurance on all members (i.e. players, coaches, Directors, Officers) according the League Requirements. If the League has no requirements, then insurance should still be obtained based on decisions of the Executive Board. S/he is also responsible for maintaining insurance on equipment and grounds. The Treasurer should re-confirm the concession stand register reports when received. The person is responsible for having the funds on hand to pay referees and EMTs. They should also have funds on hand to support the concession stand and the TTT Store, if change is needed. The Treasurer should collect on any returned checks / payments and resolve any monetary issues with the bank.

*(e) Football Athletic Director*

The Football Athletic Director (AD) shall promote sportsmanship; develop character and good moral conduct among the Football Coaches; Participants; and Spectators in keeping with the Organization's By-Laws. The Football Athletic Director shall present to the Board, for their approval, a recommend staffing for Head Coaches at the February meeting and Assistant Coaches at the March meeting. The Football Athletic Director shall be responsible for Coaches attending special meetings. The Football Athletic Director shall

supervise and report the results of the Coaches' election referred to in Section 9 hereto. The Football Athletic Director is required to represent TTBC at League Meetings, however s/he must designate a replacement if s/he is unable to make the meeting. . At the end of the games, this director should report that day's game results to the Association Secretary or their designee. No purchases should be made outside the budget guidelines without prior approval from the Executive Board. If time permits, the General Membership should be included in the decision to expand the budget. The Football Athletic Director, along with the President, should ensure that all awards, trophies, metals and jackets are ordered and received prior to the End of the Year Banquet based on attendance logs received from the Coaches, membership lists received from the Insurance and Membership Directors, and verification from the Ways and Means Director and Treasurer that athletes are paid in full for all fund-raising money. Finally, the Football Athletic Director is also responsible for a Security Sub-Committee, which should make decisions regarding security that not only follow the League's guidelines, but also are in the best interest of Tri-Town members and Tri-Town property. Essentially, this committee shall ensure that there is noticeable security at all Tri-Town events.

*(f) The Cheerleading Athletic Director*

The Cheerleading Athletic Director shall promote sportsmanship; develop character and good moral conduct among Cheerleading Coaches, participants, and spectators in keeping with the organization's By-Laws. The Cheerleading Athletic Director shall present to the Executive Board, for their approval a recommended staffing for head coaches at the February General Membership Meeting and assistant coaches at the March General Membership Meeting. The Cheerleading Athletic Director shall be responsible for coaches attending special meetings. The Cheerleading Athletic Director shall manage and coordinate all Cheerleading Varsity and Junior Varsity squad programs during tryouts and through the football season. The Cheerleading Athletic Director shall submit to the Executive Board for approval, the format for cheerleading tryouts and judging of the cheerleaders. The Cheerleading Athletic Director organizes the tryouts, secures judges, and assists with the tally of the results. The Cheerleading Athletic Director also secures student helpers prior to Tryouts and manages them through the end of the season. The Cheerleading Athletic Director is responsible for coordinating the sizing of all cheerleaders and ensuring there are enough uniforms. The Cheerleading Athletic Director, with the approval of the Executive Board, is responsible for ordering uniforms; ordering mocks; choosing shoe design; and scheduling fittings. No purchases should be made outside the budget guidelines without prior approval from the Executive Board. If time permits, the General Membership should be included in the decision to expand the budget. The Cheerleading Athletic Director shall be responsible for approving the competitions for the Varsity and Junior Varsity, if applicable. The Cheerleading Athletic Director, along with the President, shall ensure that all awards, trophies, medals, and jackets are ordered and received prior to the end of year banquet based on attendance logs received from coaches, membership

lists received from the Insurance and Membership Director, and Treasurer and verification from the Ways and means Director that athletes are paid in full for all fundraising money.

## Article V. COMMITTEES

### Section 5.01 *Number of Officers, Compensation*

There shall be 10 Directors of Standing Committees who shall serve without pay or other compensation.

### Section 5.02 *Standing Committee*

The Standing Committees shall be as follows: Equipment, Building & Grounds, By-Laws, Membership, Ways & Means, Community Relations, Head Coaches (Smurfs, Rinks, Ponies, Midgets), History & Publicity, Snack Bar and Recreations.

### Section 5.03 *Qualifications*

No member shall be nominated as a Director unless the individual has shown a sincere interest in the organization or has been approved by the Executive Board. A returning Director must have fulfilled all of his/her responsibilities the prior year, regardless of the position they had previously, as outlined herein or the Executive Board has the right to remove the person from the ballot. To be eligible for nomination, all candidates must provide a copy of the required background clearances with their application/nomination, or as otherwise requested by the Executive Board

### Section 5.04 *Terms*

Directors shall serve a ONE (1) year term and assume office January 1st and conclude office on December 31<sup>st</sup>. All with the exception of Head Coaches, who serve in their office from March 1st through the end of February the following year. Directors may be removed from their office if found in violation of any part of the By-Laws.

### Section 5.05 *Resignations*

Any Director may resign his/her office at any time by written notice to the Executive Board by giving a hard copy to the President or Vice-President or by e-mail to the President with a CC to the rest of the Executive Board. Resignations cannot be taken verbally or via text message. Resignation shall take effect at the time of receipt or on some future date as identified in the letter. A Resignation may be withdrawn before the proposed resignation has been presented at the General Membership Meeting or before a replacement has been assigned. Once it has been presented to the General Membership it may not be withdrawn without the consent of the Executive Board. If a replacement has been assigned, the resignation may not be withdrawn.

### Section 5.06 *Absences*

Any Director missing three (3) consecutive meetings, without due cause, or who has been greatly negligent of the duties defined herein, or who is incapacitated may be removed from their Directorship. To be counted as present for the meeting, the Director must be in attendance for at least 2/3rds of the meeting. Excused absences shall be granted if the Director contacts the Secretary prior to the start of the meeting and gives their report. Directors must attend all 3 required

meetings unless excused by the Secretary prior to the start of the meeting.

## Section 5.07 *Vacancies*

### (a) *Temporarily Filling Vacancies*

Vacancies shall be filled by the Executive Board, with the recommendation of the President.

### (b) *Nominations for Vacant Directorships*

Nominations for the position may be presented to the Secretary by the Executive Board members or Directors within one (1) month of the announcement of the vacancy. These nominations shall be evaluated by the Executive Board based on the eligibility for nomination afore mentioned. A special meeting of the Executive Board should be called to vote on the vacant position. The Executive Board should appoint the replacement by majority vote. With the exception of Head Coaches who shall be appointed by the Executive Board in a timely fashion if the vacancy occurs during regular season and by the application process if the vacancy occurs during the off-season.

### (c) *Term*

These vacancies shall be filled only to next election.

## Section 5.08 *Expulsion*

Any Director may be removed from office for cause by a majority vote of the Executive Board at a regular or special meeting, provided that written notice of the intention to consider removal of a Director has been included in the notice of the meeting. No Director shall be removed without having the opportunity to be heard at such meeting, but no formal hearing procedure need to be followed.

## Section 5.09 *Responsibilities of the Directors of Standing Committees*

### (a) *Equipment Director*

The Equipment Director shall maintain all equipment to the highest of standards and to keep accurate records of condition and storage of the equipment. This director, working in coordination with the Coaches, shall issue equipment at the beginning of the season. Accurate records should be kept of the specific equipment that is loaned to each athlete. These records should be kept on the premises. Coaches may sign-out additional equipment during games and practices for the players, but would be held accountable for that equipment. This Director is responsible for ensuring that all equipment is returned at the end of the season and for getting in contact with players who do not return their loaned equipment. This Director should send out helmets to be reconditioned each year. This Director should review expiration dates on equipment, as well as, check all equipment for wear and tear. Any issues should be brought to the attention of the Athletic Director. This Director shall make recommendations to the Athletic Director for the purchase of athletic equipment.

Finally, this Director is responsible for securing the Equipment Trailer. This Director shall also instruct all football parents how to appropriately dress a football player at the beginning of each season.

*(b) Buildings and Ground Director*

The Building and Grounds Director shall be responsible for the preparation of the playing fields for practices and games. This Director shall be responsible for the cleaning of the fields and grounds after the games. This Director shall be responsible for the maintaining the equipment associated with buildings and grounds and maintaining the buildings themselves. This Director should work with the Treasurer to order portable potties for the season; secure the delivery of dumpsters on site; and have dumpsters emptied regularly. At the end of the season, this director is responsible for ensuring that all buildings were secured by their respective Directors.

*(c) By-Laws Director*

The By-Laws Director shall be responsible for reviewing and understanding the By-Laws and its attached schedules. If needed, this Director should make recommendations to the Board in order to keep them up-to-date and investigate any areas of concern that pertain to the operation of the organization. Thus, this Director shall be responsible for preparing and presenting Amendments to the Board for review. If changes are approved according to Article XXII- Section 1, this Director shall then prepare the final revisions for distribution to any member of the organization that requests them. This director is also responsible for working with the Secretary to maintain the Standing Rules Schedules, Code of Conduct and Parent's Handbook. The By-Laws Director should keep a copy of the By-Laws on hand and ensure the organization is following the By-Laws to the best of its ability. This Director should be able to interpret the By-Laws if the need should present itself. If this Director feels any Article or Section of the By-Laws has been violated, they should immediately bring it to the attention of the President, so the President can address it.

*(d) Membership Director*

The Membership Director shall be responsible for the annual registration for players and cheerleaders. This Director shall keep accurate records of all youth in the program. This Director shall work closely with the Athletic Director, Cheerleading Coordinator and Coaches. This Director shall also be responsible for ensuring that all registration paperwork is collected and prepared according to League requirements for their annual inspection This includes a list of all players in jersey number or alphabetical order, legal name, date of birth, physician's affidavit of eligibility to play football, evidence of jurisdiction, and any other required documentation (i.e., USA Football Waiver, photo release, etc). This director is also responsible for creating and issuing roster cards for each squad in August.

*(e) Ways and Means Director*

The Ways and Means Director shall be responsible for presenting

to the General Membership for approval any and all means of raising funds for the fiscal year. This Director shall be the Administrator of all fund-raising events. At the beginning of the season this Director shall receive start up money for the Tri-Town Store from the Treasurer, which shall be returned at the end of the season. A record of all funds and proceeds should be submitted to the Treasurer at the completion of each fundraiser. In addition, the Ways & Means Director is responsible for inventorying all merchandise belonging to the Tri-Town organization and coordinating the sale of said merchandise at all home football games. The Ways & Means Director is responsible for keeping valid records and ensuring that all members have participated in the required and elective fundraisers and that they have paid all monies due to the organization. This money, once collected, should be turned over to the Treasurer and a copy of the records, showing athletes who haven't paid should be turned over to the Athletic Director. Collections of the monies due for fundraisers should continue until the end of the term.

*(f) Head Coaches*

The Head Coaches (Smurfs, Rinks, Ponies, and Midgets) shall serve as Directors. Head Football Coaches shall have a current certification by the National Youth Sports Coaches Association (NYSCA) or USA Youth Football. Head Cheerleading Coaches must be certified by National Cheerleading Association (NCA). These Directors shall act as direct liaison between Coaches and the Athletic Director and or Cheerleading Athletic Director; coordinate athletic functions with the Athletic Director and the other involved parties. These Directors shall be nominated per section 6.01(b). No Coach may serve as Head Coach unless s/he has served in a previous year as Coach or Assistant Coach, or unless approved by Executive Board. Head Coaches shall take office in March and serve until the following February. All Head Coaches are responsible for making sure that all assistant coaches have taken and received their certifications. Completion of the course should be reported to the applicable Athletic Director.

*(g) History and Publicity Director*

The History and Publicity Director shall be responsible for ensuring there is an announcer for all home football games; contacting the media regarding scores of home football games; and publicizing all events of the organization, as required (i.e. flyer for sign-ups). The History and Publicity Director shall also be responsible for overseeing and/or maintaining the Organization's website; however, the Vice-President is responsible for monitoring the website and ensuring that it is being maintained in accordance with the decisions of the Executive Board.

*(h) Community Relations Coordinator*

The Community Relations Coordinator shall be responsible for securing sponsors for Tri-Town Boys Club, identifying available advertising space and including coordination of receipt and installation of advertising billboards. S/he shall communicate with existing sponsors to determine continued level of support as well as to identify new sponsors. S/he shall work with the Buildings and Grounds Director for installation of sponsor



billboards. S/he shall work with the History and Publicity Director and Secretary or other officers of the Executive Board for advertisement of eligible sponsors on all formal communications sent electronically or in printed form from Tri-Town Boys Club. Other related duties may be assigned, as determined by the Executive Board.

(i) *Snack Bar Director*

The Snack Bar Director shall be responsible for setting up and operating the Snack Bar. This Director shall order all products to be sold. All menu and/or price changes must be reviewed and approved by the Executive Board prior to implementation. S/he shall receive money from the Treasurer, as needed, to run the Snack Bar. This can be in the form of start-up money and/or seeking money out of the snack bar account from the Treasurer. This Director is also responsible for overseeing that the register is balanced at the end of the night, that the register reports are run, and then turning over the reports and money to the Treasurer. This Director shall be responsible for securing help at the Snack Bar for games and practices, along with providing a supply of Gatorade for the athletes during the games. The Snack Bar shall be open a minimum of three (3) days per week during regular season practices as well as open for all home games.

(j) *Recreation Director*

The Recreation Director shall be responsible for organizing recreational activities and planning various events involving the community and/or members of Tri-Town throughout the year. This director shall recommend to, discuss with, and seek the approval of the Board for all events throughout the year. This includes, but is not limited to, the following: activities during home games; Home Coming Day activities; the Home Coming Ceremony; the Graduating Midget Ceremony; Parades; and the end of the year Awards Banquet. The Recreation Director should work with the Treasurer to sign all contracts and provide proof of insurance, if needed. After the completion of each event, this director should complete a brief Project Review, which details the event, so it can be fairly evaluated by the board and possibly replicated or improved in subsequent years. In addition to planning events and organizing activities, the Recreation Director is also responsible for finding volunteers to assist with events and volunteers to help in the snack bar. S/He shall also be responsible for scheduling individual and team photos (including a rain/make-up date).

#### Section 5.10 *Affiliated Activities*

The presiding responsible Coordinators of affiliated activities shall strive to remain in direct communication with the Executive Board regarding all schedules and activities. These individuals shall attend all General Membership meetings or send a delegate to report on this information to the general membership. These affiliates shall be financially independent from regular season Tri-Town Boys Club.

#### Section 5.11 *Ad hoc Committees*

*(a) Nomination Committee*

The President shall appoint members of the Nomination Committee by the September General Membership Meeting. This committee is responsible for interacting with members and discussing the positions available on the Executive Board of Officers and Directorship Positions. This committee shall present at least ONE (1) nominee for each elective position at the October General Membership Meeting. Finally, this Committee shall ensure that elections are conducted as stated in the By-Laws.

*(b) Auditing Committee*

The President should appoint members of the Auditing Committee at the January General Membership Meeting. This committee should consist of at least 1 Executive Board Member. At least 1 general member, but preferably 2 members, are responsible for auditing the Treasurer's books every January, July and December.

*(c) Security Committee.*

The Athletic Director should appoint a Security Committee by the July General Membership Meeting. This committee is responsible for ensuring that there is visible security at every home game, according to the requirements of the League and the desire of Tri-Town.

Section 5.12 *End of Year Close Out Reports.*

All Directors shall submit a close out report to the Vice-President at the end of the year. This report should include a review of the Director's accomplishments and tasks for that year, best practices, future action items, a list of contacts (where applicable) and recommendations for the following year. It shall also include any papers or other documentation received during the year and not yet turned over to the Board. The Vice-President shall collect all reports and forward them to the Secretary. The Secretary shall distribute the reports to the incoming Directors in December.

## **Article VI. YEARLY ELECTIONS**

Section 6.01 *Nominations*

*(a) Nominations for Executive Board and Directors*

At the October meeting, the Nominating Committee shall present the candidates for nominations for Officers of the Executive Board and Directorships, with the exception of the Head Coaches. These nominations shall be reviewed by the current Executive Board and approved by them based on the qualifications listed in 5.09(f). The President is responsible for confirming the nominations of each Directorship prior to the start of the November Meeting. Nominees shall be presented and voted upon at the November General Membership meeting.

*(b) Nominations for Head Coaches*

Head coach applications shall be submitted to the Athletic Director and Cheer Athletic Director for presentation to the Executive Board prior to the February General Membership meeting. When two (2) or more applications apply for a football Head Coach position, any applicant that has a son/daughter on the team shall be deemed ineligible. The Executive Board shall

screen candidates based on the aforementioned qualifications. If a candidate is deemed ineligible, s/he will be notified by the Athletic Director/Cheer Athletic Director prior to the February General Membership meeting. The Executive Board shall meet with qualified candidates individually for an interview process, giving both the board and the candidate an opportunity to discuss goals, expectations, and performance. All meetings shall be completed prior to the February General Membership meeting. Eligible candidates shall have an opportunity to present themselves to the general membership prior to voting at the February General Membership meeting. Candidates shall be presented and voted upon at the February General Membership meeting by members who are eligible to vote per section 6.02.

#### Section 6.02 *Eligibility to Vote*

To be eligible to vote on Executive Board and Directors (to include head coaches), any member of the Organization, Officer, or Director must attend a minimum of six (6) of the scheduled ELEVEN (11) General Membership meetings for the year. All three (3) mandatory meetings (February, May, August) must be attended as well as three (3) others throughout the year. An individual may be excused from one of the three (3) required meetings by contacting the Organization's Secretary prior to the date of the meeting for illness, work conflicts, or other extenuating circumstances. In this instance, that individual must still attend the minimum six (6) meetings throughout the year.

#### Section 6.03 *Voting Method*

##### *(a) Voting Method for Executive Board and Directors*

At the November meeting, the Executive Board and members who are eligible to vote per section 6.02 shall vote by secret ballot for one (1) candidate for each Officer and Directorship.

##### *(b) Voting Method for Head Coaches*

At the February meeting, the Executive Board and members who are eligible to vote per section 6.02 shall vote by secret ballot for one (1) candidate for each Head Coach position.

#### Section 6.04 *Tallying the Vote*

##### *(a) Secret Ballot Voting*

The President should elect tellers who are not nominees. Ballots are distributed by giving one ballot to each eligible voter and afterwards they will be collected by tellers.

Any ballot that contains more than one vote for any given office or is illegible will be discarded for only that Office or Directorship; all other Offices and Directorships will still be tallied. Then, the final tally will be conducted. The tally will be from majority vote including those ballots where the voter abstained from voting for any given position.

After tallying the vote, the tellers report the number of valid votes to the presiding officer. The presiding officer takes the report,

reviews it, and then declares who is elected. The ballots are placed in a sealed envelope along with a copy of the tellers report and given to the Secretary, who should keep it until it is certain that the assembly will not order a recount which is within its power to do by a majority vote. If no one is elected, the position will remain vacant.

*(b) Votes Resulting in a Tie*

Votes resulting in a tie shall be resolved according to section 8.03 (b).

**Section 6.05 *Results and Notification of Candidacy***

All candidates shall accept their nomination prior to the elections. Therefore, an election shall take effect immediately if the candidate is present or not. After the election has taken effect and the Officer or Director has learned the fact, it is too late to reconsider the vote on the election. The only exception will be if the majority of those present feel that the ballot was misleading, in which case a re-vote of the applicable Offices or Directorships will take place.

**Article VII. GENERAL MEMBERSHIP MEETINGS**

**Section 7.01 *General Membership Meetings.***

The General Membership Meetings shall be held on the fourth Thursday of the month (January through June at 7:00 PM and July through November at 8:00 PM) at a place previously announced. No meeting will be held in December. General Membership Meetings shall be scheduled by the Executive Board and announced on the Organization's Website.

**Section 7.02 *Agendas***

Agendas shall either be sent in advance or provided to members at the start of the meeting by the Secretary.

**Section 7.03 *Order of Business***

- 1) Approval of the Minutes from the previous meeting
- 2) Presentations by Guest Speakers
- 3) Reports of Boards and Standing Committees
- 4) Reports of Special (Select) Committees
- 5) Old Business
- 6) New Business
- 7) Good of Tri-Town

**Article VIII. GENERAL MEMBERSHIP MEETING VOTING**

**Section 8.01 *Quorum***

- A Quorum must be present for voting to occur
- 1) A majority of the Executive Board of Officers constitutes a quorum. Thus, THREE (3) Officers and at least SIX (6) Directors must be present to have a quorum.
  - 2) In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.

**Section 8.02 *Unanimous Consent by Executive Board in Lieu of***

### *Meeting*

Any action, which may be taken at a meeting of the Executive Board, may be taken without a meeting, if consent or consents in writing setting forth the action so taken shall be sent by all Executive Officers via e-mail or mail and sent to the Secretary.

### Section 8.03 *Passage of a Motion*

Any member present at a General Membership Meeting shall have one (1) vote each upon any motion before the General Membership Meeting, except for yearly elections of Executive Officers and Directors. No individual shall represent more than one (1) association. The President has the same rights and privileges as all other members have, including the right to make motions, speak in debate and to vote on all questions. However, the impartiality required of the presiding officer of an assembly (especially a large one) precludes exercising the right to make motions or debate while presiding, and also requires refraining from voting except (i) when the vote is by ballot, or (ii) when needed to break a tie. After a discussion, a passage of a motion requires a simple majority.

### Section 8.04 *Special Voting*

All board members, directors, and attendees at the Organization meetings may request a secret ballot vote on any topic of which they feel would receive the fairest vote in a non-judgmental or private method.

### Section 8.05 *Passage of an Amendment*

Proposed amendments must be submitted to the Secretary to be sent out to the Executive Board for review. The By-Laws may be amended, to the extent not prohibited by law. The Executive Board may adopt amendments to the By-Laws by a TWO-THIRDS (2/3) majority vote of those present at the General Membership Meeting. Amendments must be introduced at the preceding meeting for the "FIRST (1<sup>st</sup>) Reading."

## **Article IX. CONFLICTS OF INTEREST**

### Section 9.01 *Descriptions and Responsibility*

The Pennsylvania Nonprofit Corporation Law, 15 Pa.C.S. §5101 et seq. does not require a "Conflicts of Interest Policy," though it is advisable in the event the Internal Revenue Service inquires about such policy. Thus, any member of the Executive Board or any Director who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the General Membership, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, may offer to the Executive Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

## **Article X. FISCAL YEAR**

### Section 10.01 *Dates*

The Fiscal Year of the Organization shall be from January 1<sup>st</sup> to and including December 31<sup>st</sup>.

## **Article XI. DISSOLUTION**

### Section 11.01 *Process*

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **Article XII. AUTHORITY**

### Section 12.01 *Robert's Rule of Order*

Robert's Rule of Order (revised) shall be the parliamentary authority for the Organization on all questions not covered by the By-Laws and such standing rules as the Executive Board may adopt.

## **Article XIII. PARTICIPANT SAFETY AND WELFARE**

### Section 13.01 *Background Checks*

All volunteers shall obtain the appropriate clearances, as required by the League (YCYFA). Clearances must be clear or satisfactory in order for the member of the Board, Director, or Coaching Staff to be eligible for their position. Satisfactory volunteer clearances, to include completion of mandated reporter training, shall be submitted to the League for review and approval. League-approved volunteers shall receive a volunteer badge issued by the League. This badge is required for sideline access. In addition to the required clearances, Team Parents must have a signed code of conduct and a signed Indemnification clause that releases TTBC of any misconduct on their part as they are not covered by TTBC insurance. All results shall be kept on file by the Secretary and held in full confidence. Anyone volunteering after that has until the first game of the season. The Child Line verification date on file must be less than 60 months old. The Executive Board reserves the right to request a copy of current/updated clearances from any Officer or Director (sooner than the 60 month validity period), as deemed necessary by the Executive Board.

### Section 13.02 *Code of Conducts*

All Executive Officers, Directors, Coaches, Assistant Coaches, Junior Coaches, and Team Parents must have a current signed Code of Conduct on file with the Secretary.

### Section 13.03 *Security*

It is the responsibility of the Security Sub-Committee and the Athletic Director to ensure that noticeable security is present at all events.

## Article XIV. **DISCIPLINARY ACTION**

### Section 14.01 *Filing a Complaint*

If a member in good standing desires to file or express a complaint they should follow the appropriate chain of command, which is Head coach / Acting head coach, applicable Athletic Director, Officers of the Executive Board. In the event that the complaint is with an Executive Officer, it should be expressed directly to the President. Any complaints against the President should be directed to the Vice-President.

### Section 14.02 *Investigation of a Complaint*

Any complaint (Football or Cheerleading) presented should be verified for facts and true validity. There should be a minimum of two people present for discussion of complaint. It should then be determined if the complaint is one of a personal nature, parental opinion or that truly involves the athlete's well-being. Appropriate action should be taken. Any complaint that has gone through the proper chain of command and it reaches the Executive Board, the Executive Board should investigate the action. If the action is found to be an "intentional" violation of the "Code of Conduct" that has or would result in physical harm or breach of personal beliefs, the Executive Board must then present this in the form of a written warning. If anyone who receives three of these warnings in a season the Executive Board shall take immediate action to discuss the dismissal of that person.

### Section 14.03 *Suspensions*

Any coach, referee, spectator, player or other person may be suspended immediately, pending investigation, if found guilty being under the influence of drugs or alcohol while on the playing or practice fields, using abusive language, striking any person, bringing public embarrassment to TTT or to the League, or being in the possession of any type of weapon on the premises.

## Article XV. **PARTICIPANT REQUIREMENTS**

### Section 15.01 *Participant Requirements Document*

Participant Requirements shall be given as set forth in the Standing Rules Schedule A titled "Participant Requirements and Responsibilities," as it exists in its current form, or altered hereafter by the By-Laws Director or by the Executive Board. The Standing Rules Schedule A should be reviewed after the March General Membership meeting of each year and be presented at the April Meeting for approval. This should follow the League's By-Law changes. A copy of the Standing Rules Schedule A should be included in the Parent Handbook.

## Article XVI.     **AWARDS**

### Section 16.01 *Awards Document*

Awards shall be given as set forth in Standing Rules Schedule B titled "Awards," as it exists in its current form, or altered hereafter by the By-Laws Director or by the Executive Board. The Standing Rules Schedule B should be reviewed by February of each year and be presented at the March Meeting for approval. A copy of the Standing Rules Schedule B should be included in the Parent Handbook.

## Article XVII.    **PARENT AND PLAYER CODE OF CONDUCT**

### Section 17.01 *Player Code of Conduct*

The Parent and Player Code of Conduct and other important information regarding the season shall be given as set forth in the Standing Rules Document A titled Participant Requirements and Responsibilities as it exists in its current form, or altered hereafter by the By-Laws Director or by the Board.

### Section 17.02 *Parent Handbook*

The Parent Handbook should be reviewed and modified each year by the By-Laws Director under the direction of the Executive Board. At a minimum, the handbook will contain the letter from the President, contact information for all Directors and Coaches, Standing Rules A and B, and the Player Code of Conduct. The Parent Handbook should be reviewed by June of each year be presented at the July Meeting for approval. It will be distributed by the Secretary at the Mandatory Parents Meeting at the beginning of the season. Any participant whose parent does not receive the parent handbook at the Mandatory Parent meeting will not be allowed to participate in subsequent practices and games until the parent signs-off that they have received the handbook. This will be tracked by the Secretary and enforced by the ADs.

## Article XVIII.   **SPECIAL**

### Section 18.01 *Honoring the Deceased*

#### (a) *Death of Participant*

In the event of an active participant in the Tri-Town Program passes away while still in the program, the most recent jersey shall be retired in his/her honor.

#### (b) *Death of Former Player*

In the event of the death of a former player not participating in the Tri-Town Organization but still playing amateur, pre-collegiate football, special honors will be decided by the Executive Board.

### Section 18.02 *Retiring Jerseys*

These players' jersey numbers are retired as follows: 17 (Greg Paules), 10 (Bobby Fenstermacher), and 35 (Seth Hevner).



## Article XIX.      **SPONSORSHIP PROGRAM**

### Section 19.01 *Qualifications for Sponsorships*

Any player/cheerleader who has served at least FOUR (4) consecutive years in Tri-Town will be qualified for a one-time per player/cheerleader sponsorship to be used for post-high school education. Applications need to be submitted during the applicant's junior year of high school. The qualification status will remain good until the participant's senior year of high school.

### Section 19.02 *Amount of Sponsorships*

There is \$500.00/year limit to be divided by qualified participants that have submitted their written request by the September meeting.

### Section 19.03 *Announcement of Sponsorship Winners*

The approved participants and the dollar amounts for that year shall be announced at the yearly awards banquet.

## Article XX. **INSURANCE**

### Section 20.01 *General Rule*

Organizations should periodically assess the need for insurance coverage in light of the nature and extent of the organization's activities and its financial capacity. A decision to forego general liability insurance coverage or Directors and Officers Liability Insurance coverage shall be determined at the General Membership meeting and should receive a majority vote. Insurance shall be maintained by the Organization in accordance with the League's requirements. In the event that the League removes the requirements, the Organization shall maintain insurance until the general rule for insurance can be re-evaluated and amended.

## Article XXI. **INDEMNIFICATION**

### Section 21.01 *General Rule*

A Director shall not be personally liable for monetary damages as Director for any action taken, or any failure to take action, unless:

(a) the Director has breached or failed to perform the duties of Director in accordance with the standard of conduct contained in Section 5712 of the Act and any amendments and successors acts thereto; and

b) the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness; provided, however, the foregoing provision shall not apply to:

c) the responsibility or liability of a Director pursuant to any criminal statute or

(d) the liability of a Director for the payment of taxes pursuant to local, state or federal law.

### Section 21.02 *Indemnifications*

The Corporation shall indemnify any officer or Director who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, (and whether or not by, or in the right of, the Corporation) by reason of the fact that such person is or was a representative of the Corporation, against expense (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred in connection with such action or proceeding if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Corporation, and with respect to any criminal proceeding, had no reason to believe such conduct was illegal, provided, however, that no person shall be entitled to indemnification pursuant to this Article in any instance in which the action or failure to take action giving rise to the claim for indemnification is determined by a court to have constituted willful misconduct or recklessness; and provided, further, however, in instances of a claim by or in the right of the Corporation, indemnification shall not be made under this

section in respect to any claim, issue or matter as to which the person has been adjudged to be liable to the Corporation unless and only to the extent that the court of common pleas of the judicial district embracing the county in which the registered office of the Corporation is located or the court in which the action was brought determines upon application that, despite the adjudication of liability but in view of all circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses that the court of common pleas or other court shall deem proper.

#### Section 21.03 *Procedures*

Unless ordered by a court, any indemnification under Section 21.2 or otherwise permitted by law shall be made by the Corporation only as authorized in the specific case upon a determination that indemnification is proper in the circumstances because he or she has met the applicable standard of conduct set forth under that section. Such determination shall be made by a majority vote of the General Membership consisting of those who are not parties to the action or proceeding;

- 1) if such quorum is not obtainable or if obtainable and a majority vote of a quorum of disinterested Directors so directs, by independent legal counsel in a written opinion;  
or
- 2) by the members.

#### Section 21.04 *Advancement of Expenses*

Expenses incurred by a person entitled to indemnification pursuant to this Article or otherwise permitted by law in defending a civil or criminal action, suit or proceeding, may be paid by the Corporation in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or on behalf of such person to repay the amount so advanced if it shall ultimately be determined that such person is not entitled to be indemnified by the Corporation.

#### Section 21.05 *Continuing Right to Indemnification*

The indemnification and advancement of expenses provided pursuant to the Article shall continue as to any person who has ceased to be an Officer or Director of the Corporation and shall inure to the benefit of the heirs, executors and administrators of such person.

#### Section 21.06 *Other Rights*

This Article shall not be exclusive of any other right which the Corporation may have to indemnify any person as a matter of law.

## Article XXII. **AMENDMENTS**

#### Section 22.01 *The Executive Board Process*

The By-Laws of the Corporation may be amended by a **two-thirds (2/3)** vote of those members present at any General Membership meeting after notice of such purpose has been given and a

"first reading" has taken place during the preceding meeting.

**Article XXIII. COPIES OF THE BY-LAWS**

Section 23.01 *Board and Directors*

Hard copies of the By-Laws shall be provided to the President, Vice-President, Athletic Directors, Treasurer, and Secretary. A copy of the By-Laws shall be available for review by the general membership at the concession stand and a copy shall be provided on the TTT website for review.

**Article XXIV. RATIFICATION**

Section 24.01 *Effective*

These By-Laws shall become effective when ratified by a 2/3 vote of the General Membership in attendance at a designated meeting.

Section 24.02 *Adopted*

These By-Laws were adopted by the General Membership on the 24<sup>th</sup> day of March 2016.

Witnessed by:

Signed:

\_\_\_\_\_  
President, Pete Wehler

\_\_\_\_\_  
Vice-President, Scott Bartram

\_\_\_\_\_  
By-Laws Director, Vacant

\_\_\_\_\_  
Secretary, Terry Gilman

\_\_\_\_\_  
Treasurer, Susan Cunningham

\_\_\_\_\_  
Football Athletic Director, Malcom Jones

\_\_\_\_\_  
Cheerleading Athletic Director,  
Jennifer Bartram