

South Windsor Panthers, Inc.

By-Laws

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Certification

By this notice, the Executive Board of the South Windsor Panthers, Inc. does hereby certify the following to be a true and correct copy of the Bylaws of this organization. The Executive Board reserves the right to modify, add or delete any portion thereof, and to adjust these Bylaws to conform to the Connecticut Youth Football and Cheerleading League (CTFYL) rules, changes or modifications.

Article I – Name and Location

The name of this organization shall be: South Windsor Panthers, Inc. and shall be located in the Town of South Windsor, Connecticut. This organization shall be known in an abbreviated manner as South Windsor Panthers, or SWP.

Article II – Mission

SW Panthers Inc. was established in 2001 to help provide the youth of South Windsor with the principles of good citizenship, sportsmanship, and knowledge in the competitive fundamentals of football and cheerleading. It is the purpose of the South Windsor Panthers organization to teach the participating youths conditioning, discipline and teamwork as it pertains to full-contact tackle football and cheerleading, and to develop among the participants a competitive attitude, which will be carried both on and off the field of play. We will also strive to challenge our youth to embrace competition and fully appreciate the joys of victory while at the same time learn and grow from our defeats.

Article II – Football Philosophy and Goals

SW Panthers Football Philosophy the South Windsor Panthers Program strives to provide all participants ages 7–14(not entering HS) with the opportunity to learn and compete in the game of football. It is the commitment of the program, board and the coaching staff to do everything possible to make sure every player becomes better in terms of their ability and understanding of the game of football. The Mighty Mites Team, C Team, B Team and A Team are considered separate groups and have slightly varying philosophies as follows:

A Team & B Team

On the A Team and B Team, while there is still a strong emphasis on skills and good sportsmanship, playing time and positions are determined on ability, effort, attendance and attitude. The goal of each game is to field the most competitive team possible which may not equate into equal playing time for all team members but every effort will be given to afford all players an opportunity to participate. This program prepares the players for high school football and the realities of competitive competition.

C Team & Mighty Mites Team

The C Team and Mighty Mites Team are designed to expose youth to the basics of football in a positive learning environment. The program emphasizes the basics of offense and defense with players participating on both sides of the ball. While scores will be known, we will not stress winning and losing but let the games serve as a learning environment. The focus is on continuous improvement throughout the season, having fun, learning about the game and giving 100%.

Coaches will abide by the CTYFL minimum play rule at all Team levels.

Football Program Goals:

Our primary goal is to build character, self-confidence, self-motivation, dedication, discipline, and teamwork.

Establish a process of identifying, selecting and training volunteer coaches, assistants and others that are committed to achieving SW Panthers mission and goals, while serving as role models in their conduct.

Make sure that each and every player receives the opportunity to maximize their individual potential.

Create effective processes which provide open communications with players, parents and volunteers.

Ensure all participants learn football fundamentals, as well as team play, good sportsmanship and fair play, in a manner that allows them to enjoy the game of football.

Provide equipment, facilities and instruction that are consistent with safe play.

To be a development program for South Windsor High School.

Help players develop a love and passion for the game.

Article III – Executive Board

A. Composition of Executive Board

1. The Executive Board is comprised of fifteen (15) positions which include: President, Vice President, CAO, Secretary, Treasurer, League Representative, Equipment Manager, Field Director, Cheerleading Coordinator, Cheerleading League Representative, Fundraising Coordinator, , , Apparel Coordinator, Concession Business , Concession/Volunteer Coordinator and Safety Coordinator.

2. Executive Board positions are for a two (2) year term; beginning January 1st and ending on December 31st of the following year. Odd years will be elections for the President, CAO, Secretary, League Representative, Cheerleading League Representative, Parent Liaison, Apparel Coordinator and Equipment Manager. Even years will be elections for all other positions. Treasurer will close the books as of December 31st, and submit all financial information to the accountant by the middle of January. All books will be turned over to the newly elected treasurer, directly from the accountant, before February 1st of the year following the elections.

3. Executive Board members absent from four out of twelve (4 of 12) Executive Board meetings, including special meetings, shall be considered for removal from the Executive Board. A vote of a least two-thirds of the remaining Executive Board members shall be required to remove the member from the Executive Board.

4. One (1) person cannot hold two (2) positions on the Executive Board.

5. If there are not enough people to fill the fifteen (15) () Executive Board positions in any given year, the top six (6) Executive Board positions have to be filled. The top five positions are: President, Vice President, CAO, Secretary, Treasurer, and League Representative. All other Executive Board positions, if they cannot be filled, will be taken care of by the top five (5) Executive Board members, but each Executive Board member will still only have one (1) vote each.

6. Any Executive Board member can also be a coach.

7. Any Executive Board member who is expelled from the Executive Board shall not ever be able to return as an Executive Board member.

8. The President must have at least to (2) consecutive years of involvement as an Executive Board Member. .

B. Functions/Responsibilities of Executive Board

1. Rules/Regulations of the playing program of South Windsor Youth Panthers to include:
 - a. Coach's conduct
 - b. Player eligibility
 - c. Player/cheerleader conduct
 - d. Grievance arbitration
 - e. Uphold the rules prescribed by the league in which the SWP participate
 - f. Expenditure of funds
2. A two-thirds majority of the Executive Board shall be required for the following:
 - a. Expenditure of funds, exceeding five hundred dollars (\$500.00) if not already included in approved budget
 - b. Selection of fundraising events and lead coordinator of said event
 - c. Trophy/award costs for players/cheerleaders
 - d. Publicity and advertising for registrations and other activities
 - e. Determination of registration fees
 - f. Removal of an Executive Board member or coach associated with the South Windsor Panthers organization
3. All Executive Board members will be elected at the November meeting to serve for a term of two (2) years unless appointed during off years. The newly elected Executive Board members will assume their positions as the first item of business at the January meeting.
4. The Executive Board members shall be nominated/elected based on their character, adherence to organizational objectives, and ability to perform their required duties.
5. Any Executive Board member demonstrating conduct deemed to be unfitting of an Executive Board member as determined by his/her fellow Executive Board members, or who causes the program to suffer in the public eye, shall be removed from office by a two-third vote of the Executive Board members and eligible association voters present at the meeting where the unbecoming behavior is presented. The removed individual shall be notified in writing.
6. Any Executive Board member with a position that requires a key shall receive only that key. The President shall designate an alternate who shall receive a copy of all keys necessary by the organization.

Article IV – Meetings

1. Regular meetings shall be held on a day of the month to be agreed upon by the board on or before the January meeting. The board shall meet at least once a month in January, February, March, April, May, June, July, August, September, October, and November. Meetings may be attended in person, by teleconference or electronically. The November meeting is designated as the “Annual Meeting.”

2. Meetings will be presided over by the President. In his/her absence, the Vice President will assume the duties. In the event both officers are not present, the CAO will preside.

3. Special meetings may be called by the President or by a two-third majority of all members of the Executive Board.

4. In all matters not covered by the bylaws of the league, Robert’s Rule of Order shall govern.

5. A quorum shall consist of half, plus one, of all Executive Board members, and must exist at a board meeting in order to conduct business.

6. Voting:

a. Voting shall be restricted to members of the Executive Board and member participants who have attended in its entirety three (3) out of the prior four (4) meetings (the “Non-Executive Board Members”). Voters are requested to physically be present at the Board meeting unless the President grants special permissions for remote voting at his or her discretion. b. Each Executive Board Member shall have one (1) vote. Each Non Executive Board Member shall have one unless there are more than three (3), the most at large votes is three (3).

(1) Vote unless there are more than three (3) Non Executive Board Members eligible to vote on a specific matter. Under these circumstances, the maximum number of votes that the non-Executive Board Members shall have is three (3). The votes shall be made by one Non Executive Board Member has shall be cast in favor of the issue decided by a majority of the Non-Executive Board Members eligible to vote. If there is a tie then the Non-Executive Board Member who has attended the most meetings in the prior twelve (12) months shall break the tie and all votes shall be voted according to said persons vote. Examples to illustrate this Section are as follows: (i) Five (5) Non Executive Board Members are eligible to vote on a particular matter. Three (3) are in favor of the motion and two (2) are against the motion. The result is all three (3) votes that the Non-Executive Board Members have are voted in favor of the motion. (ii) Six (6) Non Executive Board Members are eligible to vote on a particular matter. Three (3) are in favor of the motion and three (3) are against the motion. The Non-Executive Board Member who has attended the most meetings in the prior twelve (12) months shall cast the deciding vote and all three (3) votes by the Non-Executive Board Members shall be voted in accordance with the deciding vote.

c. In the event of a tie, the President's vote shall determine pass or fail of a motion. However, if the President is not at the meeting, then the motion will be voted on at the next meeting. If the motion can't wait until the next meeting, the Vice President will call the President the following day for his/her vote.

Article V – Duties of Officers

1. The President shall:

- a. Conduct the affairs of the South Windsor Panthers and execute the policies established by the Board of Directors;
- b. Conduct all meetings according to the By-laws of the SWP program;
- c. Appoint all committees;
- d. Be an ex-officio member of all committees.
- e. Communicate to the Board of Directors such matters that are appropriate and make suggestions to promote the welfare of the SWP.
- f. Be responsible for the conduct of the SWP and insure conformity to the policies, principles, rules and regulations of the CTYFL. .
- g. Investigate complaints, irregularities and conditions detrimental to SWP and report thereon to the Board as circumstances warrant.
- h. Prepare and submit an annual budget to the Board of Directors
- i. Create a Head Coaching interview panel consisting of two (2) permanent board members plus two (2) nominated board members recommended by the president. The two nominated board members or non-executive board members will be voted on by the Executive Board. The president may make a motion to assign a Board Member(s) the task of assuring consistency during practices and games at all levels.
- j. Be the primary interface between parents and the Executive Board, prevue of both the president and Vice President.
- k. The President or Vice President may use discretion to ask Non Executive Board members to leave the room or to not attend meetings when addressing sensitive league matters.

2. The Vice President Shall:

- a. Administrate the Executive Board in the absence of the President;
- b. Be a representative for the organization and league for committees when necessary.
- c. Be an ex-officio member of all committees; and

d. Prepare all football paperwork and submit to the league and ensure that the head coach of each level has a file on hand at all times with

copies of all registrations and rule forms with parents' signatures.

3. CAO

a. Prepare all football paperwork and submit to the league and ensure that the head coach of each level has a file on hand at all times with copies of registration and rule forms with parents signatures. Electronic copies are acceptable.

b. Make sure all teams are in compliance with both the league and the town in regards to but not limited to registration, helmet reconditioning, insurance certificates.

c. Work with the Concessions/Volunteer Coordinator to ensure volunteer spots are filled.

d. Communicator to the teams and the families on important information such as but not limited to, Weigh Ins, Fundraisers, Equipment Pick Up and Returns, Registration, Field Closures, Jamboree.

e. Keep records and follow up on account payables/receivables for both registration and operating costs.

f. Make all Executive Board Members aware of the monthly/special meetings prior to the meeting. May also fall under the prevue of the President and Vice President.

g. Be responsible for distributing the mailings and notifications of registration, upkeep of the web and other notifications.

h. Will keep all By-law changes and will report such changes to the Board. This prevue may fall under the VP or CAO.

4. The Secretary shall:

a. Record and distribute minutes of the monthly meeting to all attending such meeting;

b. Distribute minutes prior to the next monthly meeting;

c. Hold a file on all businesses and their phone numbers for fundraising committees;

d. Be custodian of South Windsor Panthers official records.

5. The Treasurer shall:

a. Be responsible for the timely depositing and distribution of all funds;

b. Be required to make a monthly accounting to the Executive Board, (including copies of monthly bank statements);

c. Submit an annual statement at the January meeting.

6. The League Representative shall:

a. Attend all league/Conference meetings and report back information to the South Windsor Panthers Executive Board;

b. Bring to the League/Conference all correspondence, dues, payments insurance premiums, town registration forms, player restrictions, etc.

c. Act in the capacity of spokesperson between South Windsor Panthers football and the league/Conference.

d. Be responsible for reporting scores and information to local papers.

7. The Equipment Manager shall:

a. Be responsible for the purchase/receipt of equipment from vendors;

b. Be required to report on the inventory of equipment on hand, including condition of said equipment at all monthly meetings, or as requested;

c. Keep a written record of distribution of all equipment, signed by parent/guardian.

d. Be responsible for coordination with the Head Coach to ensure end of season collection of all equipment;

e. Not make any purchases greater than five hundred (\$500.00) dollars without prior approval of the Executive Board if not already included in approved budget;

f. Make sure the scales are certified in August

8. The Field Manager shall:

a. Make sure the field(s) and related equipment are taken care of and ready for usage and be the primary interface with appropriate town of South Windsor officials to ensure timely field readiness. This includes pulling field permits and field procurements.

9. The Cheerleading Coordinator shall:

- a. Resolve any problems between coaches, coaches & players; coaches & parents, and coaches & Executive Board if necessary. If the problem cannot be resolved, the Cheerleading Coordinator must bring the problem to the Executive Board;
- b. File and have on hand at all times, a copy of all registration and rule forms with parent/guardian signatures – Electronic copies are acceptable; and
- c. Be responsible for trophies at the end of the season for all cheerleaders.

10. The Cheerleading League Representative shall:

- a. Be a representative for the organization to the League/Conference for committees when necessary; and
- b. Act as Equipment Manager on behalf of the cheerleading squads, (i.e. inventory, condition, necessary purchases, distribution, and return of all uniforms).

11. The Fundraising Coordinator shall:

- a. Be responsible for formulating a series of Board approved fundraisers to be scheduled throughout the year and
- b. Shall chair a Fundraising Committee of an adequate number of members to bring about a successful fundraising campaign

12. The Apparel Coordinator shall:

- a. Be responsible for the organizing, purchasing and selling of SWP merchandise
- b. Be responsible for ordering all team merchandise.(i.e. t-shirts)
- c. Be responsible for an accurate record of all expenditures and income from apparel.

13. The Concession Business Coordinator shall:

- a. Be responsible for ordering all food at a reasonable price and maintain an accurate inventory of such goods.
- b. Be responsible for concession operations at all home games.
- c. Be responsible for an accurate record of all expenditures and income from concessions.
- d. Be responsible for the maintenance, cleaning, and proper operation of all concession stand cooking equipment.

14. Concessions Volunteer Coordinator

- a. Will be responsible for hiring and coordinating paid concession stand workers.
- b. Will work hand-in-hand with the teams and the team parents to ensure a smooth line of communication to parents concerning working at all home games and that the volunteer spots are filled at each level.
- c. Will track the families on all teams that meet or did not meet the volunteer requirement for the year and report to the board at the November meeting.

15. Safety Coordinator

- a. Will take all league mandatory classes and tests in regards to safety/heads up training.
- b. Will ensure all coaches on all levels have completed the necessary heads up/safety training and or tests prior to the start of the season.
- c. Will ensure all teams are following the correct safety protocols such as but not limited to watching teams practice and on game days.

Article VI – Team Organization

1. The South Windsor Panthers may consist of A, B, C, and D, with cheerleading squads following the same format, under the name “Panthers.”
2. The team colors are maroon and gold.

Article VII – Boys and Girls Participation

1. Qualifications for players/cheerleaders will comply with the League/Conference in which the South Windsor Panthers participate.
2. Any player/cheerleader not complying with the qualifications, rules, Code of Conduct or guidelines will be susceptible to removal from the South Windsor Panthers organization.

Article VIII – Coaching Staff

1. Coaches must demonstrate a positive attitude when dealing with their players. Sportsmanship must be demonstrated at all times.
2. All coaches are subject to the Coaches Code of Conduct at all times.

3. Qualifications for coaches will comply with the League/Conference in which the South Windsor Panthers participate.
4. Costs for clinics will be paid for by the SWP organization, as long as said coaches are involved as a coach or Executive Board member.
5. If a coach's ability or performance is deemed detrimental to SWP, he/she may be disciplined, including removal, at any time by a two-thirds vote of the Executive Board present at the meeting when said ability or performance is brought to question.
6. A special meeting must be held prior to the removal of a coach at which time the Executive Board and the involved coach(es) must attend. Failure by a coach to attend the special meeting will be grounds for immediate removal.

Article IX – Registration

1. The Executive Board, at the January meeting for the current year's registration will determine the registration fee.
2. The Executive Board sets the date of registration.
3. All registration forms must be filled out completely with a copy of the player's/cheerleader's birth certificate, doctor's note, and any other documents required by the league, before a child will be able to participate in any function with the SWP, including practice, games or scrimmages.
4. Full refunds will be given until the first day of practice. For each week or part of a week that a player or cheerleader participates \$50 will be deducted from the refund amount.

Article X – Playing Schedule and Tournaments/Play-offs

1. League/Conference in which the SWP participates will regulate the schedule of regular season games and post-season games.
2. All open dates and post-season (other than play-off and championship) games shall be at the discretion of the Executive Board.

Article XI – Provision for Insurance

Medical insurance may be carried through the League/Conference in which the South Windsor Panthers participates. See League/Conference by-Laws for the coverage limits and deductible on a yearly basis.

Article XII – Financial Policy

1. The Executive Board shall be responsible for the funds of the South Windsor Panthers Program.
2. It shall be the Executive Board policy to place all funds in a checking and/or savings account for payment of debts before and after the playing season.
3. All checks shall require the President's, Vice President and/or Treasurer's signature
4. No check exceeding five hundred (\$500.00) shall be made without the prior approval of the Executive Board present and voting at the meeting where the request is made unless such expenditure is included in approved budget. Emergency expenditures may be authorized by two (2) officers among the President, Vice President, and Treasurer of up to five hundred (\$500.00) dollars. Emergency expenditures must subsequently be noted at the next meeting of the Executive Board.
5. All contributions and/or solicitations shall be for the sole benefit of the South Windsor Panthers organization as a whole. A committee will direct all solicitation of funds with a chairperson appointed by the President and approved by the Executive Board specifically for each drive or event. All funds are to be presented and accounted for to the Executive Board at the completion of the committee's tenure. Failure to account for and present all funds to the Executive Board could result in criminal charges.
6. No part of the funds or assets of the South Windsor Panthers shall be distributed to its members or Executive Board except as in accordance with the Non-Profit Corporation Law of the State of Connecticut.
7. There shall be NO fundraising for a specific purpose or event without prior approval of a majority of the Executive Board. Any unauthorized fundraising will be brought before the Executive Board and WILL result in immediate expulsion from the South Windsor Panthers Organization.

Article XIII – Amending the By-Laws

The By-Laws may be amended at any meeting or Special Meeting. A two-thirds majority of the Executive Board will pass the amendment.

Article XIV – Hardship

Any child whose parent cannot meet part, or all, of the registration fee may be considered for a hardship case. All applicants' names will be presented to the President for approval.

Article XV – Miscellaneous

1. Any incentives given out to a youth for fundraising shall be given as an award or savings bond; not cash.

2. No participant of the South Windsor Panthers will be permitted to consume alcoholic beverages and/or use illegal substances during any and all South Windsor Panther practices or games. Any breach is cause for immediate dismissal.

Article XVI – Complaint Procedures

The following procedure will be the complaint resolution process:

Any issue a parent/guardian has with the South Windsor Panthers organization will be addressed first with the head football/cheerleading coach of the team their son/daughter plays on . If no resolution is agreed to, then the next step will be to address the issue with the President or VP. The final step will be to address the issue with the Executive Board. The Executive Board will address the issue at the next board meeting, unless the board members feel the issue needs immediate attention.

The purpose of this process is to resolve the issues as quickly as possible. Since the head coaches are available several times a week at practices, many of the issues can be resolved immediately. The Executive Board only meets once a month, which means an issue, could go unresolved for up to a month. We believe the sooner a problem is addressed and resolved, the better it is for everyone involved.