

Constitution and Bylaws  
of the  
North Tonawanda Athletic Association  
*-Revised January 2018-*

Article I-Organization

1. This Organization shall be known as the North Tonawanda Athletic Association Incorporated (NTAA)
2. This Association is primarily to encourage athletic endeavors to promote the physical, mental, and moral development of the boys and girls by providing the means through which the individual child shall receive education and instruction in Football and Cheerleading; that purpose of setting up such a program will get to develop a spirit of fair play, honest and fair competition and true sportsmanship with no discrimination toward race, creed, or color. The NTAA shall support the principle of sports for every interested eligible child.
3. This organization shall be governed by the sanctioned body (league) to which the organization belongs.
4. This organization being chartered as a non-profit organization. It is organized and operated exclusively for charitable purposes under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article II-Membership

1. This association consists of all adults of any registered youth; and also, any adult who desires to participate in the functions, promotions, and welfare of the NTAA organization. Each and every member shall participate in the workings and promotion of this organization to make it a success.
2. Any member may vote on organization business, to vote a member must have attended three (3) meetings within that calendar year, which is January 1<sup>st</sup> to December 31<sup>st</sup> (within 12 months for meetings in January-March).

Article III-Officers

1. The Government, Control, Regulation and Management of the NTAA shall be vested in the Board of directors.
2. The Board of Directors shall consist of the following elected officers:
  - a. President
  - b. Vice President
  - c. Recording/Corresponding Secretary
  - d. Treasurer
  - e. Equipment Manager
  - f. Cheerleading Coordinator

- g. Football Commissioner
  - h. Trustees
  - i. Refreshment Stand Coordinator
  - j. Lacrosse Liaison
    - i. Assistant Football Commissioner-appointed
    - ii. Cheerleading Co-Coordinator-appointed
2. The Football Commissioner and the Cheerleading Commissioner shall serve a two (2) year term. All other officers shall serve a one (1) year term. All elected positions shall run from January 1<sup>st</sup> to December 31<sup>st</sup> of said year.
  3. Any officers not performing his or her respective duties satisfactorily, for the good of the organization shall be removed from office by the President with a majority of the board of directors.
  4. It shall be the duty of elected officers to attend at least seven (7) of the eleven (11) monthly meetings. If unable to attend said officer must notify another board member at least 24 hours before said meeting.
  5. Should a vacancy occur in any office, the President or Acting President shall select an officer for the balance of the year with the approval of the Board of Directors.

#### Article IV-Elections

1. The annual elections of the organization shall be held at the regular November meeting.
2. Any member in good standing is eligible to run for a director's seat with a second from a member in good standing. These requests shall be taken by the Board of Directors at the October meeting, and finalized. There will be no nominations accepted after the October meeting. All elected and appointed Board of Director officers must complete the same background check as the coaches as outlined in Article IX.
3. All elections will be conducted via secret ballot with a simple majority to elect officers. In the case of a tie, the elected trustees will be asked to hold a secret ballot to break said tie. Counting of votes will take place at the time and place of election with the president appointing a person or persons to count the ballots. If there is but one for a given nomination the secretary shall cast one vote for the nominee and shall be elected.
4. The number of positions will be decided by the Board prior to the November meeting. It would be based on the number of trustees that were needed from the current year. This amount would need a majority vote from eligible members.
5. Notice of elections has to be posted by the September meeting.
6. Any eligible voter may cast an absentee ballot for a nominated person(s). It must be in writing, signed and submitted to the President or Vice President 6:00 PM on said election date.

#### Article V- Meetings

1. The regular membership meeting shall be held on the 2<sup>nd</sup> Tuesday of each month, with the exception of December, at 7:00 PM for January to July and 8:00 PM for August to November. Additional meetings may be scheduled by the President if required.
2. Ten (10) Members, of which five (5) are officers, constitute a quorum of this organization. No business shall transact at the regular membership meetings unless this quorum is attained.
3. The Board of Directors may hold a closed meeting after any monthly meeting or in addition to the regular monthly meeting at the request of any board member as deemed necessary and approved by the President.
4. Two-thirds (2/3) of the elected officers constitute a quorum at the closed Board of Directors meetings. No business shall transact unless the quorum is attained.

#### Article VI-Duties of Officers

1. **President:** It shall be the duty of the President to preside at all meetings and shall be Chairman of the Board of Directors. He/she shall be the alternate signer on checks when needed. He/she must submit to the Treasurer a record of expenses incurred by him in the month preceding and must also report to the membership of his official activities for the preceding month. He shall consider any volunteers from the Board of Directors, if there are no volunteers then He shall appoint Chairmen of Committees. He/ She shall also perform all other duties as the Association may direct from time to time.
2. **Vice President:** He/she shall perform the duties of the President in case of the absence or resignation of that officer and shall discharge the duties of any vacant chair when called up to do so by the President.
3. **Recording/Corresponding Secretary:** It shall be the duty of the Secretary to keep a record of the proceedings of all meetings. The Secretary shall not lend any books, papers, documents belonging to the Association without the permission of the Board of Directors. The Secretary shall upon leaving office, transfer all books, papers, etc. which has been entrusted to His/her care, to His/ Her successor in office. All amendments to this constitution shall be recorded by the Secretary in a ledger set up for that purpose and submit a copy of same to the Chairman of the Constitution and Bylaw Committee for the printing and distribution to members. It shall be the duty of the Secretary to read all communications, conduct all correspondence for the NTAA, and keep the Board of Directors informed of all active correspondence. It shall be His/ Her duty to notify all members of special and regular meetings as to date, time and place.
4. **Treasurer:** It shall be the duty of the Treasurer to receive and/ or receipts in a book provided for that purpose. He/ She shall draw up all vouchers on the Treasury, sign and correct all transactions, monies, etc., concerning this organization The Treasurer must make sure all funds of the association are deposited within a reasonable time period in such or other establishment as the Association shall direct. The Treasurer shall make no payments except on an order sanctioned by the members, or Board of Directors, other than incidental expenses incurred by His/ Herself which may be taken from petty cash account not to exceed \$ 100.00 and receipt to be had for each item purchased and to be turned in at each monthly meeting. All other payments will be made by checks only. The Treasurer shall submit a written report of all transactions for the Association from the previous month at the regular monthly meeting. The

Treasurer will not lend any books, papers or financial documents belonging to the Association without the permission of the Board of Directors. The Treasurer may perform such other duties as the Association may direct. The Treasurer, upon leaving office, shall transfer all books, papers, etc., which have entrusted to Him/ Her, to His/ Her successor in office. He/ she shall also file a satisfactory bond with the organization, such bond to be paid by the organization.

5. **Board of Trustees:** It shall be the duties of the Trustees to work with the president in relation to league activities, meetings, and functions. They will be in charge of any activities as the Association may direct. The Trustees will be the audit committee with a Trustee in charge appointed by the President. All Trustees must be a Committee Chairman. As a Chairman of a Committee, He/ She shall submit a financial report of all transactions of said committee to the Treasurer to be added to the financial records and to the Secretary to be included in monthly minutes. As a Chairman of a Committee, He/ She shall be responsible for counting all monies collected for said committee on a nightly basis with another with another board member present and amount must be recorded and initialed in a ledger set up for that purpose. At least one Trustee will conduct an annual audit of Football equipment by December 31<sup>st</sup> with the Football Commissioner. At least one Trustee will conduct an annual audit of Cheerleader equipment with the Cheerleading Coordinator by January 31<sup>st</sup>.
6. **Football Commissioner:** He/ She will oversee and take an active part in all duties of his equipment managers. He shall assist in all registrations. He will be the NTAA Commissioner to the Football League, as such, he shall attend all monthly Football League meetings, and report to the Association of any and all League activities. If he is unable to attend any meetings, he shall notify a respective member to attend such meetings.
7. **Cheerleading Coordinator:** He/ She will appoint a Team Mom and coaches for each Cheerleading Team and shall have disciplinary authority over said team. She shall oversee and take an active part in all duties of her Team Moms and coaches. She shall assist in all registration and find needs of the teams in respect to the need of equipment. She shall solicit bids for necessary equipment and present them to the Board of Directors. It shall be the duty of the Cheerleading Coordinator and Team Moms at the end of the season to inspect and reject any equipment not fit for further use as well as keeping organized record of all equipment.
8. **Refreshment Stand Coordinator:** It shall be the Duty of the Stand Coordinator to inspect inventory and organize all aspects of the Refreshment stand including but not limited to shopping for goods, maintaining a clean working environment, completing a regular deposit of funds along with the Treasurer, staff the Stand to be open and available on practice days, game days and during special events. The Stand coordinator is responsible to chair committees to maintain Stand equipment and complete through cleaning along with seasonal opening and closing of the Refreshment Stand. The Stand coordinator will report at the monthly meetings the current Stand status and financial reports.
9. **Board of Directors:** The Board of Directors shall consist of the President, Vice-President, Recording/Corresponding Secretary, Treasurer, Football Commissioner, Cheerleading Commissioner, Trustees, and Refreshment Stand Coordinator. All of the preceding have one vote. The Board of Directors will approve all appointments made by the President, Football Commissioner, and Cheerleading Coordinator.

## 10. Equipment Manager

1. It shall be the Duty of the General Manager to inspect inventory and organize all Football and Cheerleading equipment. He/ She shall work with Head Coaches and Team Managers to determine the equipment needs for each team. He/ She shall solicit bids for the necessary equipment and present them to the Football Commissioner and Cheerleading Coordinator by February's regular meeting.

### Article VII-Standing Committee

1. **Constitution and Bylaws:** Chairman to be elected officer, if no one volunteers then the President shall appoint someone with the approval of the Board of Directors. The Committee is to consist of all Trustees. This committee is to revise and update the constitution and Bylaws.
2. **Field, Building and Announcement Booth:** Chairman to be an elected officer (trustee), if no one volunteers then the President shall appoint someone with the approval of the Board of Directors. This committee is to be in charge of maintenance of the playing field and adjacent buildings. This committee is to be in charge of the maintenance of the playing field, building and the announcement booth. . He/ She shall ensure that all building are maintained and kept in an orderly and safe fashion. They shall solicit bids for the upkeep of said building and field. This committee will be responsible for ensuring that the playing field, building and announcing booth are ready for game day activities to include: set up, take down, and policing of all trash.
3. **Financial Audit:** Chairman to be appointed by President. Audit Committee consists of all Trustees.
4. **Registration:** Chairman to be an elected officer, if no one volunteers the president shall appoint someone to be in charge of all aspects of registration: publicity, scheduling, forms, etc.
5. **General Fund Raising & All other Committees:** For each fund raising activity that is not a standing Committee, there will be a Trustee in charge. Trustee in charge of said Committee is responsible for all monies deposited and logged in ledger on a daily basis. Financial reports to be read at next monthly meeting.
6. **Equipment audit:** The Equipment Audit Committee will consist of at least one Trustee. Trustees will conduct an annual audit with Football Commissioner by December 31<sup>st</sup> and all Cheerleader equipment with Cheerleading Coordinator by January 31<sup>st</sup>.

### Article VIII- Cheer Team Mom/Dad

1. The Team Managers shall be adults interested in the organization and without reserve to the basic athletic endeavors as set forth by this constitution. Team Moms will be appointed by the Cheerleading Coordinator, with the approval of the Board of Directors, after said volunteers have been cleared through a background check by an agency chosen by the Board of Directors.
2. When the position of a Team Mom becomes vacant, the Cheerleading Coordinator will appoint a replacement with approval of the Board of Directors.
3. Duties of Team Moms
  - Team Mom responsibilities are not limited to the duties below, additional duties may apply as deemed necessary by the Cheer Coordinator and/or the Board of Directors.

- Team Moms shall oversee the coaches of their team.
- Team Moms shall attend all practices and games and if unable, they will contact the Cheer Coordinator.
- Uphold all organizational rules at games and practices.
- Assist in distribution of uniform at beginning of season and return of uniform at the end of the season.
- Report any problems to the Cheerleading Coordinator to be resolved in respect to teams.
- It shall be the duty of the Cheerleading Coordinator and Team Moms at the end of the season to inspect and reject any equipment not fit for further use.
- The position of Team Mom shall not carry a vote at the Board of Directors meeting (unless 3 meeting requirement has been met) or unless the Cheerleading Coordinator cannot attend. In that case, the Cheerleading Coordinator will designate the Team Mom to vote for Him/ Her.
- Team Moms shall distribute or communicate any organizational business to their respective team.
- It shall be the duty of the Team Mom to make certain that all uniforms fit. In the event a child cannot be fitted properly, He/ She will notify the Cheerleading Coordinator.

#### Article IX-Coaches

1. Head Coaches will be appointed by the Football Commissioner, Lacrosse Liaison and the Cheerleading Coordinator, with the approval of the Board of Directors, after said coaches have been cleared through a background check by an agency chosen by the Board of Directors.
2. Head coaches will appoint their own Assistant Coaches, after said coaches have been cleared through a background check by an agency chosen by the Board of Directors. Football Head coaches will have full authority over their teams in regard to practices, games, curfew, etc. with the approval of the Board of Directors.
3. Each Football Coach will be responsible for his team's equipment and may appoint an Equipment Manager for his team.
4. A Head Coach or Cheer Team Mom will bring any conflicts with a parent or child that may occur to the attention of the Football Commissioner, Lacrosse Liaison and/or the Cheerleading Coordinator. If the conflict cannot be resolved within a reasonable amount of time it shall be presented to the Board of Directors.

#### Article X- Amending this Constitution

1. This constitution may be amended by Two-Thirds (2/3) Yes vote of all members present at a regular meeting, after such amendment has been tabled and read at the two (2) previous meetings. Such amendments shall be submitted to the Recording Secretary, in writing, and shall bear the name of the sponsor and co-sponsor before being voted on. Bylaw and constitutional Committee shall meet prior to February's meeting to update and make necessary changes and to be presented to board at regular February meeting.
2. Any proposed change or addition to the constitution made outside of the constitution Committee must be submitted to the Recording Secretary in writing and shall bear the name of

the sponsor and co-sponsor and shall be submitted to the association at the February meeting. After the constitutional and bylaw Committee presents constitution at February meeting it may be amended by any member in good standing. This would require a Two-Thirds (2/3) Yes vote of all eligible members present at the regular previous two (2). Such amendments shall be submitted to the recording secretary in writing, and shall bear the name of the sponsor and co-sponsor before being voted on.

#### Article XI-Interpretation Clause

1. In the event there is any conflict as to the meaning or interpretation of any article, section, subsection, paragraph, sentence, clause, phrase, word or words said meaning or interpretation shall be determined by the Board of Directors.

#### Article XII- Awards

1. Any gift or trophies for Boys, Girls, Parents or Coaches shall be approved by the Board of Directors.
2. The Board of Directors shall allocate funds for group or individual team banquet at the end of each season.
3. Awards will be determined by mutual agreement of all Head Coaches with the final approval of the Football Commissioner and Cheer Coordinator.

#### Article XIII- Cheerleaders

1. The NTAA will sponsor Football Cheerleaders numbering no less than five (5) girls per team and no more than equipment permits.

#### Article XIV-Conduct

1. No alcoholic beverages/ drugs will be consumed at Football Games or Practices.
2. Any Person(s) affiliated with this Association who are under the influence of alcohol/ drugs during games or practices will be asked to leave the premises.
3. Players, cheerleaders, coaches, Board of Directors, parents, spectators and anyone attending any NTAA event at the home field or at any other location where an Association or League event is being held is responsible to abide by all rules as outlined in the League and/or NTAA Code of Conduct. Any and all complaints will be reviewed. In order for a complaint to be considered, the complaining party shall report to any board member who is in good standing as soon as possible. A review and investigation will be conducted by a committee established by the President which will include, at the minimum, an interview with the party who is making the complaint as well as the offender and any witnesses of the incident. The committee shall make a report to the board. Anyone found in violation of the League or NTAA Code of Conduct as interpreted by the Board of Directors will be subject to immediate discipline action provided there is a 2/3 majority vote by the board. The disciplinary actions will be determined as outlined in the current code of conduct. The NTAA Board of Directors have the final say on interpretations of the rules and all disciplinary actions.

#### Article XV-Dissolution Clause

1. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the 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 so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation 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.