

**CONSTITUTION AND BY-LAWS OF  
GRAYSLAKE FOOTBALL AND CHEER ASSOCIATION  
As Modified September, 2011**

**ARTICLE I – Name And Location**

1. The organization is registered under the name of “Grayslake Football and Cheer Association”.
2. The organization shall be known as the “Grayslake Colts Football, Cheerleading, and Pom”
3. The address of the organization shall be: P.O. Box 137, Grayslake Illinois 60030
4. The electronic address of the organization shall be [www.grayslakecolts.org](http://www.grayslakecolts.org). Other domains associated with the organization include [www.grayslakecolts.com](http://www.grayslakecolts.com).

**ARTICLE II – The Purpose**

The Grayslake Football and Cheer Association is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

**ARTICLE III – The Mission**

The purpose and objective of the Organization shall be:

To organize, direct and sponsor an area-wide not for profit Football, Cheer, and Pom Program which shall participate and follow the rules of the leagues in which we compete. This program shall promote an interest and commitment to the game of football, cheer, and poms among athletes primarily within, but not limited to, the boundaries of the Grayslake High School District 127, the Village of Grayslake and/or the Grayslake Park District. The organization will support youth athletes by: providing guidance, coaching, assistance, counseling, uniforms, equipment and accessories that provide the utmost safety; instilling at all times a spirit of good sportsmanship; and carrying out our duties with honor and integrity.

All participation shall be non-partisan and non-sectarian.

**ARTICLE IV – Our Philosophy**

Our Philosophy is simple: **Athletes First Winning Second**

We will embody this philosophy by basing every decision we make, and every action we take, on what is first best for all of our individual athletes and second on what may improve our chances of winning.

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**ARTICLE V – Organizational Membership**

Membership falls into three categories: *Participants, Parents or Guardians, and Coaches*

A participant is any youth who meets the age requirements, is fully paid or otherwise registered, and is actively participating in football, cheerleading, or poms.

For Participants and Parents and Guardians membership begins when registration fees are paid in full and continues until the first day of registration for the next season. Participants, Parents, and Guardians are recognized as general members of the organization. Unless qualified by virtue of being parents or guardians of a participant, Coaches are granted membership from the time their selection is approved by the Board of Directors until the completion of the annual meeting at the end of that season.

A member in good standing is one who is qualified by fulfilling one or more of the following requirements: attends a minimum of four (4) board meetings per year as documented by signing the meeting register; is recognized as a rostered Colts Football, Cheerleading, Pom coach or team coordinator which cannot exceed five (5) per team; or is recognized as a Concession Coordinator as outlined in Article VIII (I).

General members hold no voting rights. Members in good standing have limited voting rights at the annual meeting as described in Article VI, Section B.

**ARTICLE VI – Meetings of Members**

*A. Governing Rules*

All meetings and activities of the organization shall be governed by Roberts Rules of Order except where they are in conflict with the established By-Laws and Policies defined in the Grayslake Colts Policy Manual. Proxy voting is not allowed.

*B. Annual Meetings*

The annual meeting of the membership of the Organization shall be held at the year end meeting in December for the purpose of electing officers and directors and for the transaction of other such business as may come before the meeting.

A member in good standing, as described in Article V, is entitled to vote for the new board of directors at the annual election meeting. Votes may be cast by secret written ballot or by verbal role call. The annual meeting will commence at 7:00 p.m. with an introduction of the candidates. Candidates for contested positions will be allowed 2 minutes to present his/her qualifications. The election will commence following the candidate presentations and voting will occur for 15 minutes. At the completion of 15 minutes, voting will be closed and the results will be tabulated and announced. Should a revote be required, as described in Article VII, it will occur immediately following the announcement of the election results. Only

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members in good standing who are present are eligible to participate in the revote and the polls will close immediately following the last ballot being cast for the revote. Voting qualifications also include the requirement that a quorum must be present for voting to take place and be binding.

*C. Monthly Meetings*

Monthly meetings are to be held on a set day and time as designated by the Board of Directors. In the absence of the President, the Treasurer shall preside over the meeting followed by the Secretary, Director of Football, and then the Director of Cheer and Pom.

Members may attend board meetings via phone. Members present, via phone or in person, may cast a vote.

*D. Special Meetings*

Special meetings of the general membership may be called by the President; or by any four members of the Board of Directors; or by written request of not less than 20% of the members in good standing of the Organization. Such written request by the membership shall be submitted over the signatures of the required number of members and the request shall set forth plainly the purpose for which such special meeting is requested.

*E. Meeting Location*

Meetings of the Board of Directors may be held in such a place as designated by the President. The annual meeting shall be held at such place as designated by the Board of Directors. Special meetings shall be held at such place as designated by the President or at such place as the written petition of the membership shall designate.

*F. Notice of Meetings*

Annual Meetings shall be held at a place designated by the Board of Directors without further notice than hereby provided in the bylaws. Written or printed notice of Special Meetings stating the place, the day, and the hour of the meeting, and the purpose for which the meeting is called, shall be delivered not less than 48 hours before the date of the meeting, either personally, via email, or posted on the organizations official web site by the President if such meeting is called by the President; the Board of Directors if such meeting is called by the Board Of Directors; or if by petition of the membership then by one or more persons petitioning or requesting such special meeting.

*G. Meeting Quorum*

Monthly Meeting – A quorum will be a simple majority of the Board of Directors.

Annual Meeting - A quorum will consist of a minimum of 12 members present who are in good standing.

Special Meeting – A quorum will consist of a minimum of six members in good standing.

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No business shall be transacted at any Annual or Special Meeting without a quorum being present at all times.

**ARTICLE VII – Management**

The management of the Organization shall be vested in a Board of Directors comprised of eighteen (18) members. The directors will be charged with the active management and direction of the Organization for the coming year under the guidelines contained within the Grayslake Colts Policy Manual, Bylaws, and Roberts Rule of Orders.

The Board of Directors shall be elected by the members in good standing at the Annual Meeting.

The Board of Directors shall meet as directed by the President in accordance with the by-laws of the organization.

The financials shall be audited on an annual basis. The Treasurer shall identify an auditor for board approval in advance of commencing the engagement.

No Board member or immediate family shall receive directly or indirectly any salary or compensation from the organization for services rendered unless specifically designated for within the bylaws.

**Nomination Process**

The President will be charged with putting together a nomination slate for the Board of Directors elections held at the Annual meeting, giving consideration but not limited to, the current director. A special committee may be used to accomplish this. The goal is to provide a list of at least one person for each position and present the slate at the October monthly meeting.

The November monthly meeting will be open for floor nominations, which will be added to the slate of October names. Candidates can only run for one position. Should a candidate be nominated for more than one position, he/she must select the position for which he/she will run before the slate is finalized at the November meeting. Nominations will be closed after the November meeting. No write-in candidates will be allowed on the December ballot. Should the November slate be finalized with open positions, the board will actively seek to find a candidate to fill the open position so that a full ballot can be presented at the December election.

To ensure proper transition of activities from the outgoing board, outgoing board members will meet with the candidate elect for knowledge transfer sessions between the November and December board meetings. In situations of contested positions, the outgoing board member will meet together with all candidates for the position so that all candidates are prepared to take over. If a position is contested, no files will be transferred until the election is complete.

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All candidates must sign a conflict of interest statement in advance of the annual election.

**Winning an Election**

The Board of Directors positions will be decided by a majority vote of the voting members present. Election Rule: if a position has multiple nominations and no one person gets a majority vote, then a revote will occur between the top two candidates who received the most votes.

An exception to this rule applies to the positions of Assistant Directors of Football and Assistant Directors of Cheer and Pom, where the winners will be decided by the top vote getters.

If an irregularity in the election process is detected within 48 hours of the annual meeting, a special meeting will be called for the purpose of a revote. Notice for the special meeting will be provided to all members in good standing. Election results, as announced, will stand when irregularities are not detected within 48 hours of the annual meeting.

**Vacancy**

See Article XVII

**Removal**

A board member shall be removed from office by a two-thirds (2/3) majority vote of the Board of Directors.

**ARTICLE VIII – Duties of Officers**

*A. President*

The President shall supervise the executive affairs of the Organization and shall preside at all general meetings of the Organization and Board of Directors. He/She shall sign with the Treasurer, or other proper officer of the Organization authorized by the Board of Directors, all contracts or other instruments which the Board of Directors has authorized to be executed. In addition the President, along with the Treasurer, is responsible for accounting for the Organization's financial expenditures and income. The President is also responsible for organization and leadership of the annual awards presentations, representation of the Organization at all Grayslake Sports Association meetings, and in general shall perform all duties incidental to the office of the President, and such other duties as may be prescribed by the Board of Directors from time to time. The President shall not be a coach (head or assistant).

*B. Secretary*

The Secretary shall keep the minutes of the meetings of the members and the meetings of the Board of Directors in one or more books provided for that purpose. Copies of each Board of Directors meeting minutes will be distributed to the members of the Board of Directors and attending membership within 15 days after the Monthly meeting or within 5 days of a special

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meeting. An original meeting notes binder will be maintained by the Secretary on an ongoing basis which can be reviewed by the Organization membership. The original meeting minute's binder must be maintained and passed on to the incoming Secretary.

The Secretary shall provide for the service of notice in accordance with the provisions of these by-laws or as required by law. The Secretary shall be the custodian of the corporate records and perform all duties incidental to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors. The Secretary shall not be a head coach.

*C. Treasurer*

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Organization and shall receive and give receipt for monies and deposit all such monies in the name of the Organization or other depositories as directed by the Board of Directors. The Treasurer shall be responsible for filing appropriate State and Federal taxes, providing and presenting accurate income/expense statements on a monthly basis, and coordinating the external audit of the general ledger of the Organization at the discretion of the Board of Directors. The Treasurer will coordinate with the purchasing agent(s) for all materials and supplies required for projects, publicity and concession stands. The Treasurer will follow basic accounting practices outlined in the attached purchase policy. The Treasurer shall also assist the President in the normal operation of the Organization and be responsible for all Organizational income and expenditures. The Treasurer shall also be responsible for the maintenance and licensing of all vehicles belonging to the Organization. The annual financial report will be posted on the organization's web site.

*D. Director of Football*

The Director of Football shall execute the objectives of the Board of Directors with respect to football operations for the Organization. The Director of Football shall be responsible for obtaining coaches for approval by the Board of Directors, coach's certification, equipment distribution/collection, field preparation, player distribution, Field Marshall duties and general coordination of football issues and concerns. The Director shall arrange coaches meetings (Head Coach, Team Coach, with High School coaches) as needed for training, player camps, and chalk talks. The Director shall assist the President in normal operations of the Organization. The Director shall also ensure the acquisition and application for use of space required for the Organization to execute its games and practices. In addition the Director shall act as the purchasing agent for football and coordinate the purchasing activities with the President and Treasurer. The Director of Football shall not be a coach (head or assistant).

*E. Assistant Directors of Football – Shall Consist Of Five Positions (5)*

The Assistant Directors of Football shall execute the objectives of the Board of Directors with respect to football operations for the Organization. The Assistant Directors of Football will be responsible for the coordination of activities for a given level, or practice area, as designated by the Director of Football or the Board of Directors. The Assistant Directors of Football shall assist the Director of Football in the normal operations of the football portion of the organization. The Assistant Directors of Football shall not be head coaches.

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*F. Director of Team Coordinators – Reports to Director of Football*

The Director of Team Coordinators shall assist the Director of Football with communications between the Board of Directors and the Team Coordinators. The Director of Team Coordinators shall be responsible for communicating to the Team Coordinators their assigned duties and information regarding events and rules, and shall be responsible for maintaining the email addresses of all Team Coordinators. The Director shall communicate all Team Coordinators concerns to the Director of Football, shall assist the Director of Football in setting up the pre-season parent meetings, and shall facilitate the background check process for Team Coordinators. The Director shall help coordinate the issuance and return of player equipment. The Director shall also assemble the Team Coordinator books, shall coordinate homecoming weekend and shall assist with the post season Awards ceremony. The Director of Team Coordinators shall not be a coach (head or assistant).

*G. Director of Cheer and Pom*

The Director of Cheer and Pom shall execute the objectives of the Board of Directors with respect to cheer and pom operations for the Organization. The Director of Cheer and Pom shall be responsible for obtaining coaches for approval by the Board of Directors, coach's certification, and acquisition of junior coaches. The Director shall be responsible for acquiring and arranging practice facilities and coordinating the distribution and collection of uniforms. The Director shall arrange coaches meetings (Head Coach, Team Coach, with High School coaches) as needed for training and cheer/pom camps. The Director shall also ensure the acquisition and application for use of space required for the Organization to execute its practices and competitions. In addition the Director shall act as the purchasing agent for cheer and pom and coordinate the purchasing activities with the President & Treasurer. The Director of Cheer and Pom shall not be a coach (head or assistant).

*H. Assistant Directors Of Cheer and Pom – Shall Consist Of Four Positions (4)*

The Assistant Directors of Cheer and Pom shall execute the objectives of the Board of Directors with respect to cheer and pom operations for the Organization. The Assistant Directors of Cheer and Pom shall be responsible for the coordination of activities for a given level, or practice area, as designated by the Director of Cheer and Pom or the Board of Directors. The Assistant Directors of Cheer and Pom shall assist the Director of Cheer and Pom in the normal operations of the cheer and pom portion of the organization. The Assistant Directors of Cheer and Pom shall not be head coaches.

*I. Director of Fundraising*

The Director of Fundraising shall execute the objectives of the Board of Directors with respect to revenue producing projects such as fundraising events, concessions and wearables. The Director shall implement and lead committees and volunteers who will sell Colts wearables and concessions at the Organization's home games and special events. The Director shall work closely with the President and Treasurer to help meet the long term financial goals of the organization. The Director of Fundraising shall not head coach.

The Director of Fundraising will identify for board approval up to four Concession and

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Wearable Coordinators. Concession and Wearable Coordinators shall aid the Director of Fundraising in the operations of all concession activities. The Coordinators shall share all voting rights and privileges afforded to Head Coaches as outlined in Article V. Each concessions and wearables coordinator is eligible for one athletic scholarship.

*J. Assistant Director of Fundraising*

The Assistant Director of Fundraising shall execute the objectives of the Board of Directors with respect to revenue producing projects such as fund raising events, concessions, and wearables. The Assistant Director of Fundraising shall be responsible for the coordination of activities as directed by the Director of Fundraising or the Board of Directors. The Assistant Director shall assist the Director of Fundraising in the normal operations of the Fundraising portion of the organization. The Assistant Director of Fundraising shall not be a head coach.

*K. Director of Public Relations and Special Events*

The Director of Public Relations shall be responsible for delivering registration and informational materials, distributing recruiting materials and special event literature and preparing any publicity needed by the Organization. The Director shall coordinate the activities of the annual registration of the Organization and shall be in charge of a Special Events committee who will assist with events throughout the year. The Director shall be responsible for attaining and sustaining appropriate sponsorships to help meet the short term financial goals of the organization. The Director shall assist the President in normal operations of the Organization.

*L. Director of Internet and Communication*

The Director of Internet and Communication shall be responsible for the organizations website, electronic communications, and maintaining athletic information electronically. The Director shall assist the President in normal operations of the Organization.

*M. Standing Committees*

The President, with the approval of the majority of the Board of Directors, shall appoint from time to time any committees which may be necessary to assist the officers or otherwise carry out the purposes of the Organization.

a. Finance Committee

The Finance Committee shall consist of the President, the Treasurer, the Director of Football, the Director of Cheer and Pom, the Director of Fundraising, and the Assistant Director of Football responsible for equipment. This group shall be responsible for developing the program enhancement budget for presentation to the full board for approval at the February meeting. This group shall also monitor the long range financial plan by identifying program and funding needs. The Finance Committee will post the full board at least once yearly as to the status of the plan and recommend corrective action as required to ensure the organization can achieve its future responsibilities consistent with Articles III and IV.

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b. Ethics Committee

The Ethics Committee shall be a seven member panel comprised of the President, the Director of Football, the Director of Cheer and Pom, an Assistant Director of Football or Cheer and Pom, a Football Coach, a Cheer or Pom Coach, and an independent third party. This committee shall convene to handle disciplinary proceedings for violations of the Coaches Code of Conduct depicted in Appendix C following the process as outlined in Appendix D and E. In addition, this committee will handle issues that may arise with Parents and/or Athletes.

c. Scholarship Committee

The Scholarship Committee shall consist of the President, the Director of Football, and the Director of Cheer and Pom. This committee shall convene to review scholarship requests submitted as part of the registration process. Following the review, all applicants will be contacted to communicate the status of their request. A list of all approved Scholarships will be provided to the Treasurer. The President will maintain Scholarship paperwork.

d. Bylaws Committee

Each year the Bylaws Committee will meet to review the bylaws and present in Q1. The Bylaws Committee is comprised of volunteers from the Board of Directors.

e. Audit Committee

The Audit Committee shall consist of volunteers from the Board of Directors. The Treasurer is ineligible to participate on this committee. The Audit Committee will be formed as needed. An external audit will be required if revenues of the organization exceed the guidelines of the Attorney General as detailed in 225 ILCS 460/4. For reference those limits were \$300,000 in 2010 and \$250,000 in 2011. If revenues are under the guidelines, an agreed upon procedures audit will be conducted in the even year for odd year financials. The Audit Committee will determine the agreed upon procedures which will be documented in the Operating Procedures Manual. At the discretion of the President or Board of Directors, an internal audit may be completed in conjunction with the external audit in order to perform a more detailed, complete review of the organizations financials.

**ARTICLE IX – Checks, Drafts, Etc.**

Any action by the officers or membership of the Organization to disburse funds not then on deposit in the treasury of the Organization shall be unlawful, void and of no effect, and the officers or members attempting or disbursing such funds shall be held personally liable for such obligations as incurred which would constitute a deficit in the treasury of the Organization.

All checks, drafts or other orders for payment, or any notes or other evidence of indebtedness issued in the name of the Organization shall be dual signed by the Treasurer and the

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President or other proper officer of the Organization authorized by the Board of Directors. Only one member per family (immediate or extended) is authorized to have access to funds as either an authorized signer or a credit card holder.

Credit Cards will be issued one each to Fund Raising, Football, and Cheer/Pom. The card will be issued to either the Director or a designated Assistant Director for that program for the sole purpose of procuring incidentals for those programs. Only Board Members are authorized to have a Colts Credit Card.

The Board of Directors shall approve the Organizations yearly program budget, set forth by the Treasurer, at the January meeting and the program enhancement budget, set forth by the Finance Committee, at the February meeting. The Board of Directors shall approve all non-budgeted expenditures which may occur during the year.

**ARTICLE X – Gifts**

The Board of Directors, by a majority vote, may accept on the behalf of the Organization any cash contributions, gifts, bequest or device for general purpose or for any special purpose of the Organization.

**ARTICLE XI – Coaching Staff Structure**

- A. All coaches shall be recruited, selected or otherwise chosen by the Directors of Football and Cheer and Pom for presentation to the Board of Directors for approval.
- B. All Coaches must sign and follow the Code of Ethics.
- C. All Coaches must be approved by a majority vote of the Board of Directors.
- D. Before a coach, assistant or full time parent volunteer can take the field, either in practice or in a game situation they must meet the certification level required of both the Grayslake Park District and the league in which we participate.
- E. Background investigations shall be conducted on all coaches, assistants and team coordinators each year. All coaches must be deemed eligible to coach under the rules of the Grayslake Park District and the league in which we participate.
- F. Football, Cheer, and Pom Coaching candidates shall be reviewed based on the following:
  - a. **Experience** – A Head Coach must have one year of coaching experience.
  - b. **Leadership** – A coach must embody the ideals of the organization as outlined in Articles III & IV. All coaches are obligated to support the organization in the enforcement of rules and regulations and shall report violations and irregularities to the board. A Head Coach is responsible for the actions of his/her assistant coaches.
  - c. **Time Commitment** – A coach must have the necessary time to commit to the meetings, practices and games.

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- d. **Knowledge of Football** – The Head Coach should be able to teach the basic strategies and techniques to the players as well as coaches in way that is easily understood and is within the parameters of the Organization.
  - e. **Communications** – A coach must be able to communicate effectively with players, parents, officials and other coaches. Head Coaches are responsible for leading the coaching staff; he/she must solicit input from his/her assistant coaches and incorporate that feedback to develop a plan of action for practices and games.
  - f. **Motivation** – A coach must have the ability to motivate players and other coaches toward positive goals that go beyond the game.
  - g. **Coordination** – A coach must have the ability to coordinate with equipment personnel, concessions, facilities and the Board of Directors to achieve the best possible results for the team and the Organization.
- G. The Directors of Football & Cheer and Pom will be responsible to establish a qualified slate of candidates for each coaching position. Each coach selection shall be submitted to the Board of Directors for final approval by majority vote of the Board of Directors. In the event the Board disapproves of a coach selection it shall be the responsibility of the President and Directors of Football and Cheer and Pom (respectively) to select an alternate candidate for the position. Such alternate candidate(s) will then be submitted to the Board for approval by majority vote. In the event that there are multiple candidates for a limited number of head coaching positions, the Director and Assistant Directors of Football or Cheer respectively will discuss the candidates. If there is unanimous agreement as to which individual should be assigned to the position of head coach, then that candidate will be presented to the Board of Directors for approval. If there is not agreement and a compromise cannot be reached with the candidates, then each candidate will present himself to the Board of Directors with a 2 minute presentation on his/her qualifications. At the conclusion the Board of Directors will select the candidate they feel best embodies the qualifications outlined above with a secret ballot. The candidate with the most votes by the Board of Directors shall be named a head coach for the position for which he/she was petitioning. The Directors of Football and Cheer and Pom are not allowed to coach.

**ARTICLE XII – Fiscal Year**

The fiscal year of the Organization shall begin on the 1<sup>st</sup> day of January in each year and end on the thirty-first day of December the following year.

**ARTICLE XIII – Amendments**

These by-laws may be amended at any monthly meeting as described in this document and by the same procedures described in this document. On an annual basis, the by-laws will be reviewed by committee with any required revisions brought to the board for adoption with a 2/3 vote.

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**ARTICLE XIV - Dissolution**

In the event of termination, all assets and holdings of the Organization shall be given to the Grayslake Park District Foundation or other 501(c)(3) organization as directed by a vote of the Board of Directors standing at the time of dissolution.

**ARTICLE XV – Books and Records**

The Organization shall follow the Record Retention and Destruction Policy. In addition the Secretary shall keep a correct and complete record of account and minutes of all proceedings of its meetings and the Treasurer shall keep correct and complete books.

**ARTICLE XVI – Indemnification**

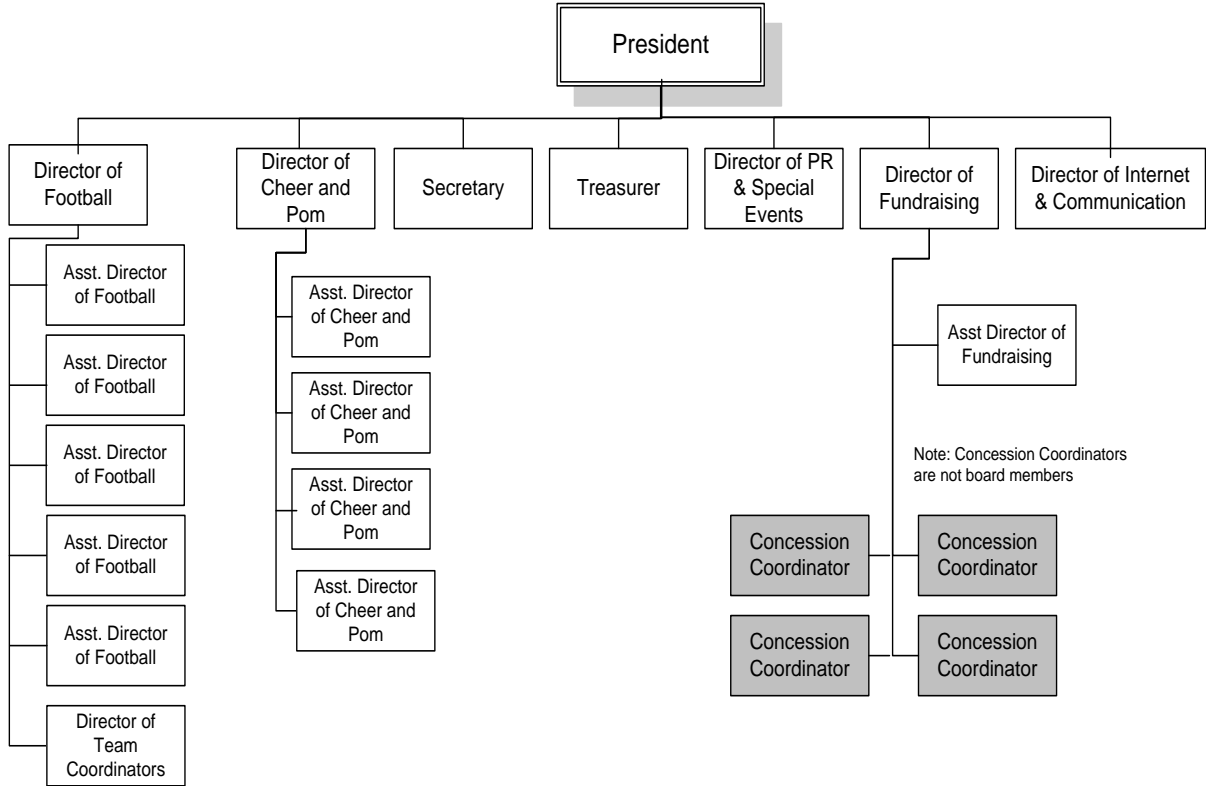
The organization shall indemnify and hold harmless any and all current and former Officers and Directors of the Organization and Program Entities or any person who may have served at its request as an Officer or Director, against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which they are made parties by reason of being or having been Officers or Directors of the Organization or a Program Entity, except in relation to matters as to which any such Officer or Director or person shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duty.

**ARTICLE XVII – Board Structure**

The management of this organization is comprised of (19) Board Members. In the event of the death, extended illness, or resignation of a board member, the remaining board will fill the position with an interim board member from the Organization membership at the next monthly board meeting. This position will then be filled during the next annual election of officers.

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**APPENDIX A**

**Organizational Purchase Policy**

- A. All purchases of goods and services must be approved by the Board of Directors either through the annual budget process or at board meeting for exception items not included in the budget.
- B. Purchases of goods and services shall be made only by a member of the Board of Directors of the Organization or by a representative of the board that has been duly authorized to make purchases on the Organization's behalf.
- C. Board members who incur expenses while conducting business on behalf of the organization will be reimbursed provided appropriate documentation is provided to support the expense.
- D. No purchases and/or commitments to purchase shall be made if there are not sufficient funds in the treasury to cover such purchases.
- E. Major equipment, uniforms and supplies required by the organization must be bid to at least three (3) qualified bidders unless approved by the Board of Directors PRIOR to the bid being given. A copy of all such bids must be presented to the Treasurer. A major purchase is defined as an amount of \$5,000 or greater.
- F. Given the nature of running concessions, immediate need and shelf life, purchasing of concessions consumables are not subject to the three bid requirement. However all expenditures on behalf of concessions requires Board approval.
- G. Items not budgeted for, items falling under the budget category of "Future Program Enhancements" or items that exceed their budgeted amount by 25% will require Board approval prior to purchasing.

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**APPENDIX B**

**Grievance Process**

Although the Grayslake Football and Cheerleading Association prides itself on providing a safe and fun environment for all children who participate in the game of football, cheer and poms, issues do arise that the organization needs to be made aware of. In order to better track issues and complaints, all grievances must be filed using the Grievance Form located on the organizations website.

We encourage our membership to work together to resolve issues among themselves before submitting a Grievance Form. Grievance Forms should only be completed for those situations when a satisfactory resolution is not possible between the parties on their own, where the complaint warrants action against a particular person, or when an issue has been resolved but it is important for the organization to be aware of the situation.

This process has been established to ensure an efficient and effective process for all members to communicate issues, complaints, or grievances and to obtain resolution. Grievances, issues, or complaints can be reported by parents, coaches, or spectators.

The Grievance Process is not intended to deal with team assignment, coach assignment, or tryout process issues.

To file a complaint, complete the Grievance Report Form located on the organizations website and submit it via e-mail to [president@grayslakecolts.org](mailto:president@grayslakecolts.org) or via regular mail to the attention of the President at P.O. Box 137, Grayslake IL 60030.

Upon the receipt of a complaint the President shall determine how to handle the issue including identifying situations where the Ethics Committee should convene to hear testimony related to the issue. In situations where the complaint is passed along to the Ethics Committee, the process outlined in Appendix D will apply.

For all Grievance Reports filed, the President shall respond to the complainant within a reasonable time.

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**APPENDIX C**

**Coaches Rules of Conduct and Penalties**

The following is a list of rule violations and the consequences that will be incurred by the coach(es) involved based on the severity of the situation. Penalties will be assessed at the discretion of the President and Director of Football or Cheer and Pom unless the situation is deemed to require Ethics Committee review. Should an Ethics Committee be warranted the process described in Appendix D and E will be followed.

- 1.) Coaches suspected of being under the influence or using illegal drugs and /or alcohol on or near the practice fields or game fields during Colts events.  
Minimum: Will be suspended from coaching for a minimum of one year  
Maximum: Will be banned from coaching for life.
- 2.) Coaches who engage in physical violence towards a player, a referee, a league representative, a Colts board member, a parent, a fan, or another coach.  
Minimum: Will be banned from coaching for life.
- 3.) Coaches who verbally abuse athletes.  
Minimum: Will be suspended from coaching for 1 week.  
Maximum: Will be suspended from coaching for 1 year.
- 4.) Coaches flagged for un-sportsmanship like conduct penalties.  
Minimum: Will be suspended from coaching for 1 week.  
Maximum: Will be suspended from coaching for the season.
- 5.) Coaches attempting to run off a weaker player through neglect, verbal abuse, etc...  
Minimum: Will be banned from coaching for life.
- 6.) Coaches using inappropriate language.  
Minimum: Will be suspended from coaching for 1 week.  
Maximum: Will be suspended for the remainder of the season.
- 7.) Coaches abandoning their position.  
Minimum: Will be suspended from coaching for the remainder of the season  
Maximum: Will be banned from coaching for life.
- 8.) Coaches who do not adhere to the Colt's coaches code of ethics.  
Minimum: Will be suspended from coaching for 1 week.  
Maximum: Will be banned from coaching for life.

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**APPENDIX D**

**Coaches Disciplinary Hearing Process**

Any coach who has been accused of violating one or more of the rules outlined in Appendix C will be indefinitely suspended until the punishment is assessed. A disciplinary hearing will be held when either a grievance is filed that the President deems warrants an Ethic Committee Review, a penalty assessed by the Director of Football or Cheer and Pom is challenged by the impacted coach, or the Director of Football or Cheer and Pom defer a situation to the disciplinary hearing.

The hearing will be scheduled within 48 hours of the incident or receipt of the complaint, at a time depicted by either the Director of Football/Cheer and Pom or the President of the Organization. Once a time and date has been set, all involved parties will be notified via phone or email of the time, date, and location of the hearing. Once the hearing has been scheduled it will not be rescheduled, unless authorized by the President.

Individuals that fail to appear for their hearing will forfeit their right to defend themselves, or in the case of the plaintiff the allegations will be dropped. Situations involving physical or mental abuse shall not be dropped for any reason.

Hearings will be conducted in closed session. The hearing shall include the Colts Ethics Committee, the individual coach involved, and the person or party lodging the complaint.

The president of the Organization will explain the purpose and process of the hearing to those involved and will take formal notes of all proceedings.

Witnesses for and against may be called in on an individual basis to give testimony relevant to the hearing. The number of witnesses may be limited by the Ethics Committee.

The Ethics Committee may dismiss any witness whose testimony is irrelevant to the immediate issue or who attacks the integrity of a member of the Board.

After all testimony is presented, the Ethics Committee will meet in closed session and will decide on the appropriate disciplinary action to be taken. The President will provide a written decision to the involved parties. A verbal decision may be given at the hearing; however, it will be affirmed in writing within 48 hours.

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**APPENDIX E**

**Coaches Disciplinary Appeal Process**

A disciplinary appeal is the means by which a coach may appeal their punishment as invoked by the Ethics Committee.

Any coach desiring to have a disciplinary appeal hearing may do so by submitting a written request to the President of the Board of Directors. The request must be made in writing, include the new information and witnesses that will be brought to the appeal hearing, and must be submitted within 7 days after the disciplinary hearing.

The President will set the time, date, and location of the appeals hearing. The person requesting the appeals hearing will be notified by phone or email of the time, date, and location.

Once the hearing date has been set and all parties notified the hearing will not be rescheduled unless authorized by the President.

If an individual fails to appear for his/her hearing the disciplinary action to be taken against that individual will become effective immediately and can not be re-appealed.

The Appeal hearing will be conducted in a closed session. The hearing will include the Ethics Committee and the coach being disciplined.

The President will explain the purpose and process of the hearing to those involved.

The committee members will be allowed to take informal notes.

Witnesses for and against may be called on an individual basis to give relevant testimony to the hearing so long as they are providing new information not previously shared at the disciplinary hearing. The names of witnesses to be presented along with a brief description of the information they will present must be included in the appeal request submitted to the President.

The President may limit the number of witnesses.

The President may dismiss any witness who does not have new information to share, whose testimony is irrelevant to the immediate issue, or who attacks the integrity of the board.

After all testimony is presented, the President will provide a written decision to the appealing party following the hearing. The President's decision is final and cannot be further appealed. A verbal decision may be given at the hearing; however, it will be affirmed in writing.

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The above Constitution and By Laws have been formally confirmed and adopted by the Grayslake Colts Football and Cheerleading Association on this day September 14, 2011 during a regularly scheduled meeting of the Board of Directors as represented by the signatures of the duly elected Board of Directors in office at this time.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Director of Football

\_\_\_\_\_  
Director of Cheer and Pom

\_\_\_\_\_  
Assistant Director Football

\_\_\_\_\_  
Assistant Director Cheer and Pom

\_\_\_\_\_  
Assistant Director Football

\_\_\_\_\_  
Assistant Director Cheer and Pom

\_\_\_\_\_  
Assistant Director Football

\_\_\_\_\_  
Assistant Director Cheer and Pom

\_\_\_\_\_  
Assistant Director Football

\_\_\_\_\_  
Assistant Director Cheer and Pom

\_\_\_\_\_  
Assistant Director Football

\_\_\_\_\_  
Director of Team Coordinators

\_\_\_\_\_  
Director of Fundraising

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Assistant Director of Fundraising

\_\_\_\_\_  
Director of Internet and Communication

\_\_\_\_\_  
Director Public Relations and Special Events

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Revision History

<b>Approval Date</b>	<b>Description of Change</b>
11/2006	Article VII – Amend board of director composition from 15 to 16.
11/2006	Article VIII – Add Director of Team Coordinators.
2/8/2007	Article I – Add electronic address.
2/8/2007	Article III – Add not for profit and member of TCYFL.
2/8/2007	Article V – Add Concession Coordinators as members in good standing.
2/8/2007	Article VI, Section A – Add proxy voting not allowed. Members may attend board meetings via phone. Members present, via phone or in person, may cast a vote.
2/8/2007	Article VI, Section B – Changed Annual Meeting to December.
2/8/2007	Article VI, Section F – Added e-mail and website posting as options for communicating meeting notices.
2/8/2007	Article VII – Changed board composition from 15 to 16.
2/8/2007	Article VII – Added statement that board members shall not receive compensation for services rendered unless specifically allowed within the bylaws.
2/8/2007	Article VII – Modified nomination process: changed presentation of slate of candidates from November to October, floor nominations from December to November, and elections from January to December.
2/8/2007	Article VII – Updated vacancy to refer to Article XV instead of XVI.
2/8/2007	Article VIII, Section B – Amend Secretary duties to include having minutes distributed within 10 days of monthly meeting and 5 days of special meetings and removed reference to posting minutes on the website.
2/8/2007	Article VIII, Section F – Add duties for Director of Team Coordinators.
2/8/2007	Article VIII, Section G – Add cheer and pom reference. Update duties to include acquisition of Junior Coaches and coordination of distribution and collection of uniforms.
2/8/2007	Article VIII, Section I – Amend Director of Fundraising duties to include leading the wearables and concessions programs and indicate that the position works closely with President and Treasurer to achieve long term financial goals.
2/8/2007	Article VIII, Section K – Amend Director of Equipment duties to indicate that the position is required to be available during practices and games to repair and replace equipment and to indicate that the position shall not be a Head Coach.
2/8/2007	Article VIII, Section I – Amend Director of IT to include electronic communications.
2/8/2007	Article VIII, Section M – Added Finance Committee and Ethics Committee.
2/8/2007	Article IX – Added program budget approval at January meeting and enhancement budget approval at February meeting. Clarified that the board approves all non-budgeted expenditures.
2/8/2007	Article XI, Section D – Changed “league” to TCYFL.
2/8/2007	Article XI, Section E – Added that coaches must be in good standing with Grayslake Park District. Removed statement that background investigations will be conducted by Grayslake Park District or their designee.
2/8/2007	Article XI, Section F (a) – Clarified experience as coaching experience.
2/8/2007	Article XI, Section F (b) – Deleted “Head” from reference to indicate that all coaches must embody the ideals of the organization. Added that coaches must enforce rules

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	and regulations of the organization and must communicate violations to the board. Added that Head Coaches are responsible for the actions of their Assistant Coaches.
2/8/2007	Article XI, Section F (c) - Modified to indicate all coaches must be able to meet time commitment rather than just Head Coaches.
2/8/2007	Article XI, Section F (e) – Added that the Head Coach must lead the coaching staff and must solicit input and incorporate that feedback to develop a plan of action for practices and games.
2/8/2007	Article XVI – Added Indemnification information.
2/8/2007	Article XVII – Changed from XVI. Changed title to Board Structure from Succession Planning. Changed board composition from 15 to 16. Updated Organizational Chart to reflect Director of Team Coordinator reporting to the Director of Football.
2/8/2007	Added Appendix B – Process for filing Grievances.
2/8/2007	Added Appendix C – Coaches Rules of Conduct and Penalties.
2/8/2007	Added Appendix D –Coaches Disciplinary Hearing Process.
2/8/2007	Added Appendix E – Coaches Disciplinary Appeal Process.
2/8/2007	Added Director of Team Coordinators to signature page.
10/11/2007	Article VII – Changed board composition from 16 to 18.
10/11/2007	Article VIII, Section E – Modify from 3 Assistant Directors of Football to 5.
10/11/2007	Article VIII, Section H – Modify from 3 Assistant Directors of Cheer to 4.
10/11/2007	Article VIII, Section K – Eliminate Director of Equipment position.
10/11/2007	Article VIII, Section K – Renumber Director of IT from Section L to Section K and rename position to Director of Internet and Communication.
10/11/2007	Article VIII, Section L – Renumber Standing Committees from Section M to Section L.
10/11/2007	Article VIII, Section L (a) – Modify Finance Committee to indicate Assistant Director of Football responsible for equipment rather than Director of Equipment.
10/11/2007	Article XVII – Changed board composition from 16 to 18. Changed org structure to reflect 2 additional Assistant Directors of Football and 1 additional Assistant Director of Cheer. Changed Director of IT to Director of Internet and Communications. Eliminated Director of Equipment position.
10/11/2007	Added 2 Assistant Directors of Football and 1 Assistant Director of Cheer to signature page. Removed Director of Equipment from signature page.
3/12/2009	Article I – Eliminate other domain of <a href="http://www.grayslakecolts.info">www.grayslakecolts.info</a> .
3/12/2009	Article III – Modify Article III title from “The Purpose” to “The Mission”.
3/12/2009	Article III – Eliminate reference to TCYFL (Tri County Youth Football League) and replace with ‘the league in which we compete’.
3/12/2009	Article V – Add membership categories (participant, parents or guardians, and coaches) and description of membership requirements for each category.
3/12/2009	Article V – Clarified that attendance at board meetings is identified by signature in the meeting register.
3/12/2009	Article V – Removed Organizational Voting Policy section; added that general members have no voting rights and referenced that voting rights for members in good standing is described in Article VI, Section B.
3/12/2009	Article VI, Section A – Removed reference to board meetings from governing rules (moved to Section C).
3/12/2009	Article VI, Section B – Added the procedure to be followed for the election at the annual meeting.
3/12/2009	Article VI, Section C – Clarified that members may attend monthly meetings via phone

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	and are eligible to vote over the phone.
3/12/2009	Article VI, Section F – Modified notice for special meetings from ‘shall be delivered not less than 14 days or more than 28 days’ to occur ‘not less than 48 hours’ before the meeting.
3/12/2009	Article VI, Section G – Modified quorum to be a simple majority by removing conflicting requirement of a simple majority plus one.
3/12/2009	Article VI, Section G – Clarified that members must be present to be included in the quorum.
3/12/2009	Article VII – Modified to indicate that the Board of Directors is elected by members in good standing rather than the membership at large.
3/12/2009	Article VII – Added requirement that the financials be audited annually with the auditor presented by the Treasurer and approved by the Board prior to the audit.
3/12/2009	Article VII – Added requirement that all candidates for the board must sign a conflict of interest statement in advance of the annual election.
3/12/2009	Article VII – Clarified that the Board is decided by majority vote by eliminating conflicting requirement of 50% plus 1 rule.
3/12/2009	Article VII – Added procedure to be followed in the event of an irregularity in the election process.
3/12/2009	Article VIII, Section C – Modified wording regarding the external audit.
3/12/2009	Article VIII, Section C – Removed restriction that the Treasurer cannot be a head coach.
3/12/2009	Article VIII, Section F – Remove stipulation that Team Coordinator books contain rosters and player birth certificates.
3/12/2009	Article VIII, Section G – Change games and practices to practices and competition.
3/12/2009	Article VIII, Section J – Clarify that the Director of Fund Raising will identify up to 4 coordinators for board approval eliminating reference to a Saturday and Sunday coordinator.
3/12/2009	Article VIII, Section L – Add Scholarship Committee.
3/12/2009	Article VIII, Section L – Add Bylaws Committee.
3/12/2009	Article VIII, Section L – Add Audit Committee.
3/12/2009	Article IV – Amend to dual signed documents from countersigned and eliminate the dollar value threshold.
3/12/2009	Article XI, Section D – Amend to remove reference to the TCYFL. Clarify that coaches must meet certification of the league in which we compete.
3/12/2009	Article XI, Section E – Amend to remove reference to the TCYFL. Clarify that coaches must be eligible to coach under the rules of the Park District and the league in which we compete.
3/12/2009	Article XI, Section G – Modify to indicate that head coach selection will come to the Board of Directors only if the Director and Assistant Directors cannot come to unanimous agreement.
3/12/2009	Article XIII – Amend to indicate bylaws can be modified only at monthly meetings and not at annual or special meetings.
3/12/2009	Article XIV – Clarify that assets will go to the Grayslake Park District Foundation rather than the Grayslake Park District.
3/12/2009	Article XVII – Amend to indicate that vacant positions will be filled at the next monthly board meeting rather than at a special meeting.
3/12/2009	Article XVII – Modify to remove Saturday/Sunday reference from org chart.
3/12/2009	Appendix A, Section C – Renumber to section D.

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3/12/2009	Appendix A, Section C – Add clarification that board members will be reimbursed for expenses incurred provided appropriate documentation is provided.
3/12/2009	Appendix A, Section D – Renumber to section E.
3/12/2009	Appendix A, Section E – Renumber to section F.
3/12/2009	Appendix A, Section F – Renumber to section G.
3/12/2009	Appendix D – Clarify that situations involving physical or mental abuse will not be dropped for any reason.
3/12/2009	Appendix E – Amend to eliminate reference to working days.
3/12/2009	Signature Page – Amend Director of IT to Director of Internet and Communication.
3/10/2010	Article VI, Section A – Modified to add that the organization is covered by Roberts Rules of Order except when they conflict with the Policy Manual and the Bylaws.
3/10/2010	Article VII – Clarified that the organization follows the guidelines set forth in the Policy Manual, the Bylaws, and Roberts Rules of Order.
3/10/2010	Article VII – Clarified that candidates can only run for one position.
3/10/2010	Article VII – Clarified that write in candidates are not allowed during the December election (documenting what has been past practice).
3/10/2010	Article VII – Clarified handling of positions for which a complete slate of candidates is not obtained at the November meeting (documenting what has been past practice).
3/10/2010	Article VII – Added procedure for transition or responsibilities from old to new board members.
3/10/2010	Article VIII, Section L (b) – Added that the Ethics committee would also handle Parent and Athlete issues.
3/10/2010	Article XV – Amend to indicate that the organization follows the Record Retention and Destruction policy
3/10/2010	Article XV – Amend to indicate that the Treasurer is responsible to keep correct and complete books.
3/16/2011	Article I – Amend to indicate that the organization is registered under the name “Grayslake Football and Cheer Association”.
3/16/2011	Article I – Amend to clarify the name under which the organization is known.
3/16/2011	Article III – Modify cheerleading to reflect cheer and pom.
3/16/2011	Article VI, Section B – Amend time the poll is open for voting at the annual meeting from 30 minutes to 15 minutes.
3/16/2011	Article VI, Section B – Clarify that the polls will close immediately following the last vote being cast in the case of a revote.
3/16/2011	Article VI, Section C – Modify cheerleading to reflect cheer and pom.
3/16/2011	Article VII – Modify cheerleading to reflect cheer and pom.
3/16/2011	Article VIII, Section B – Modify Secretary to increase time allowed for distribution of minutes from 10 days to 15 days.
3/16/2011	Article VIII, Section F – Clarify that Director of Team Coordinators coordinates the background check process for Team Coordinators.
3/16/2011	Article VIII, Section G – Modify Director of Cheerleading to reflect cheer and pom.
3/16/2011	Article VIII, Section H – Modify Assistant Director of Cheerleading to reflect cheer and pom.
3/16/2011	Article VIII, Section I – Modify Director of Fundraising to remove the responsibility for attaining and sustaining appropriate sponsors; this responsibility was assigned to the Director of Public Relations and Special Events.
3/16/2011	Article VIII, Section J – Add Assistant Director of Fundraising.
3/16/2011	Article VIII, Section J – Renumber to Section K, remove responsibility of Director of

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	Public Relations for establishing a relationship with the Park District, and add responsibility to attain and sustain appropriate sponsors.
3/16/2011	Article VIII, Section K – Renumber to Section L, clarify that the Director of Internet and Communication is responsible for maintaining electronic athletic files, and add responsibility for assisting the President in the operations of the organization.
3/16/2011	Article VIII, Section L – Renumber to Section M.
3/16/2011	Article VIII, Section M – Renumber to Section N and modify cheerleading to reflect cheer and pom.
3/16/2011	Article VIII, Section M – Modify Audit Committee to reflect external audits performed consistent with the guidelines of the Attorney General as detailed in 225 ILCS 460/4 and add requirement for internal audit every even year auditing odd year financials using agreed upon procedures documented in the operating policy manual.
3/16/2011	Article IX – Clarify that authorized signers can be determined by the Board, add that only one member of a family (immediate or extended) can be authorized to sign or hold a credit card, and permit the use of credit cards for three positions (Fundraising, Football, and Cheer/Pom) to purchase incidentals.
3/16/2011	Article XI – Modify cheerleading to reflect cheer and pom.
3/16/2011	Article XVII – Amend board of director composition from 18 to 19 to reflect the addition of the Assistant Director of Fundraising.
3/16/2011	Appendix A – Clarify that Board approval for the purchase of goods or services is done through the annual budget process or through board meetings for exception items.
3/16/2011	Appendix B – Modify cheerleading to reflect cheer and pom.
3/16/2011	Appendix C – Modify to indicate penalties for rule violations can be assessed by the President and Director of Football or Cheer/Pom unless the situation requires an Ethics Committee review.
3/16/2011	Appendix D – Modify to indicate the coaches will be suspended until punishment has been assessed. Clarify that a disciplinary hearing will be held in the following three situations: when a grievance is filed that the President deems warrants an Ethics Committee Review, when a penalty assessed is challenged by an impacted coach, or when a situation is deferred to the Ethics Committee. Modify cheerleading to reflect cheer and pom.
9/14/2011	Add new Article II indicating the purpose of the organization as required to meet the organizational test for 501(c)(3). Renumber remainder of the Articles due to the insertion of a new Article II.