

**Panther Sports Club
By-Laws**

Article I – Name

Section 1 The name of this organization shall be PANTHER SPORTS CLUB, and is hereby organized to promote the goals and objectives as outlined in Article II.

Article II – Goals and Objectives

The goals and objectives of this organization shall be:

Section 1 The primary objective is the promotion and development of sport activities for girls. This shall be accomplished by:

- A. Providing opportunities for girls to participate in supervised sport programs
- B. Organizing sport activities designed to be instructional in nature.
- C. Promoting good sportsmanship in all areas of team competition.

Article III – Governance

Section 1 The Panther Sports Club shall be under the direction of the elected Executive Board of Directors.

Section 2 The Executive Board of Directors shall consist of the following officers: President, Vice-President, Treasurer, Secretary, Marketing Director, Fundraising Coordinator , and Facilities Coordinator/BAC Representative.

Section 3 Each Panther Sports Club sanctioned sport shall have a Sport Commissioner appointed by the Executive Board. Each Sport Commissioner shall serve as a member of the overall Board of Directors and have one vote as defined in Article IX, Section 1

Section 4 A quorum shall consist of four (4) of the total number of Board members.

Section 5 With the exception of the President, each Board of Directors member in good standing shall have one (1) vote as defined in Article IX, Section 1. The President shall cast one vote only in the event of a Board of Directors vote resulting in a tie.

Article IV – Officers

Section 1 A Board member or Sport Commissioner shall attend at least 75% of the scheduled monthly meetings during a calendar year, which shall be defined as October 1st through September 30th, with exceptions being made only by Presidential approval. Failure to comply with this attendance requirement may result in removal from the Board.

Section 2 The President shall schedule, create an agenda for, and chair the Executive Board meetings. The President shall attend the BAC meetings when the Facilities Coordinator is unable. The President shall plan for the future needs of the Panther Sports Club. The President shall oversee the By-laws and General Rules and suggest or initiate change when necessary.

- Section 3** The Vice President shall serve as “President Elect” and assist the President in all areas of responsibility and shall assume duties of the President in the absence of the President. The Vice President shall be responsible for reviewing and recommending all new athletic program opportunities presented to Panther Sports Club. The Vice President shall provide whatever support necessary to the Commissioners of each sport. The Vice President shall be responsible for keeping insurance policies current.
- Section 4** The Secretary shall record, keep and dispense minutes of all proceedings of Panther Sports Club meetings. The Secretary shall be responsible for incorporating all changed, deleted, modified or updated Articles and Sections into the official written Panther Sports Club By-Laws, Rules and Ground Rules.
- Section 5** The Treasurer shall record and make known to the Executive Board of Directors all financial transactions concerning Panther Sports Club. The Treasurer shall prepare and submit a financial report as part of the monthly meeting of the Executive Board of Directors. The Treasurer shall prepare and submit to the Executive Board of Directors, a summary financial report for each sport monthly. The Treasurer will provide whatever support necessary to the commissioner of each sport.
- Section 6** The Marketing Director shall be responsible for the content and updating of the Panther Sports Club website(s) and social media pages. The Marketing Director shall provide whatever support necessary to the commissioner of each sport. The Marketing Director shall be responsible for issuing press releases, advertisements, and public statements regarding, and pertaining to, Panther Sports Club.
- Section 7** The Fundraising Coordinator shall be responsible for the communication required for donations and sponsorships. This will include, but is not limited to, requests, follow-ups, and thank yous. This coordinator shall also be responsible for record keeping that is required by law or by Panther Sports Club. This will include, but is not limited to, receipts, emails, balance sheets, and income statements. The Fundraising coordinator will assist the Marketing Director and commissioner of each sport in the area of fundraising, donations, and sponsorships.
- Section 8** The Facilities Coordinator shall be responsible for establishing and maintaining a satisfactory working relationship with Bolingbrook Park District and Valley View School District. The Facilities Coordinator shall negotiate the use of park and school facilities for all sports. The Facilities Coordinator shall be responsible for scheduling the times and locations of all meetings of the Panther Sports Club Executive Board of Directors. The Facilities Coordinator shall provide whatever support necessary to the commissioner of each sport. The Facilities coordinator shall represent Panther Sports Club on the Bolingbrook Athletic Council (BAC).
- Section 9** Sport Commissioners shall be responsible for all aspects of the sport they direct. Sport Commissioners shall attend meetings of the Executive Board of Directors. Sport Commissioners shall provide a list of committee members and coaches to the Executive Board. Commissioners shall get approval from The Executive Board for all changes to ages, uniforms, paperwork, and rules.

Article V – Elections

- Section 1 The Executive Board of Directors shall be elected from and by the members of the Panther Sports Club organization as defined in Article XI, Section 1.
- Section 2 All members of the Executive Board of Directors, as defined in Article IV, Sections 2-8 shall serve terms consisting of two consecutive years, commencing on October 1 in the year of their election.
- Section 3 The President, Secretary, and Fundraising Coordinator shall be elected in years of uneven numbers, e.g. 2017, 2019, etc.
- Section 4 The Vice-President, Treasurer, Marketing Director, and Facilities Coordinator shall be elected in years of even numbers, e.g. 2018, 2020, etc.
- Section 5 Nominations for the positions available should be presented at the July meeting, however may be made from the floor in the August meeting. Positions will be voted upon at the August meeting. Elected officials shall assume their duties at the regular Panther Board meeting in October. Vacated terms shall be filled by appointment by the governing Board, on an interim basis, until the August elections regardless of when the term expires. If the vacated term is not up for re-election, the August election shall be for said officer to complete the remainder of the vacated term.
- Section 6 Any Board Member seeking to run for another position on the Board, whose current position has not expired (i.e. Vice-President, who is elected in even number years, running for the position of President which is elected in uneven number years) shall be required to resign their current position prior to the election to allow other interested parties to run for that office.
- Section 7 The Executive Board of Directors shall appoint Sport Commissioners. Each Sport Commissioner shall be reviewed at the first Board meeting following the completion of the sport's season and, at the Board's discretion, re-appointed for the next season. Basketball shall be reviewed in April. Volleyball shall be reviewed in January. Softball shall be reviewed in August. The Executive Board of Directors shall appoint Sport Commissioners when a vacancy occurs.

Article VI – Committees

- Section 1 The President may recommend to the Board standing committees and may name the chairperson of each such committee.
- Section 2 The President may create ad hoc committees as necessary and may appoint members and chairpersons of each.
- Section 3 Sport commissioners shall create administrative committees. Sport Commissioners shall recommend committee members to the Executive Board of Directors for approval. Sport Commissioners shall submit lists of coaches to the Executive Board of Directors for approval.

Article VII – Amendments

- Section 1 Panther Sports Club By-Laws may be amended by an affirmative vote of four or more members of the Board of Directors. Proposed changes to Panther Sports Club By-Laws may be submitted by any Board of Directors member and must be submitted in writing.

Proposed changes to Panther Sports Club By-Laws must be submitted to all Board of Directors members at least 10 days prior to a vote.

Article VIII – Meetings

Section 1 The Board of Directors shall meet in official session one time each month at the direction of the President.

Article IX – Parliamentary Procedure

Section 1 Robert’s Rule of Order, revised, shall be the authority on all questions of procedure not in conflict with these by-laws.

Article X – Enactment

Section 1 These by-laws and any amendments thereof shall take effect upon their ratification by 2/3 vote of the Board Members.

Article XI – Board Membership

Section 1 A member of the Panther Sports Club Board is defined as an adult, over 18, who has a fully registered child in the program, or is a Board recognized volunteer in the program. The individual must be in good standing with Panther Sports Club (no probation or suspension from Panther Sports Club).

Article XII – Removal from Office

Section 1 Removal from office of a Board Member will be based on either non-performance of duties, as outlined in Article IV, non-attendance of scheduled meetings are required by these Articles, or actions which are deemed as detrimental to Panther Sports Club. The removal from office of a Board Member will require a written complaint from a Board member to the President outlining the basis for removal. Said complaint may be provided anonymously. The affected Board member shall be given the opportunity to provide a written response to the complaint. The decision to remove said Board member shall require a 2/3 vote of the remaining Board Members.

Article XIII – Financial

Section 1 Panther Sports Club will have a yearly financial review done by an outside accounting firm.

Section 2 Panther Sports Club will complete a yearly tax return as required by law for non-profit organizations.

Section 3 All expenditures must be budgeted and approved by the Board.

Section 4 All purchases over \$200, outside of individual sport budgets, must be preapproved by the Purchaser and Treasurer.

Article XIV – Dissolution

Section 1 Panther Sports Club shall use its funds only to accomplish the objectives and purposes specified in these by-laws and no part of said funds shall be distributed to members of the Panther Sports Club. In the event of dissolution of the Panther Sports Club, whether voluntary or involuntary, or through operation of law, none of the property, assets, or proceeds of the Panther Sports Club shall be distributed to any member of the Panther Sports Club. In the event of dissolution, after payment of the debts of the Panther Sports Club, all remaining property and assets shall be transferred to the Bolingbrook Athletic Council (B.A.C.) or in its absence, to the Bolingbrook Park District.

Article XV – Hearing and Appeal Procedures

Panther Sports Club strongly recognizes its obligation and commitments to providing and maintaining a safe, healthy, and fun environment for all. To this end, Panther Sports Club has adopted a Code of Conduct and various rules and regulations. However, to the extent that any person's conduct violates the same, or is otherwise detrimental to a safe, healthy and fun environment, it must be understood that any manager, coach, parent, spectator, official, participant or any other person may be removed, suspended, probationed, or banned by Panther Sports Club.

The Bolingbrook Athletic Council (B.A.C.) encompasses volunteer youth organizations. It serves as an advisory board in matters of youth sports. Council meetings are generally held the first Tuesday of the month. The B.A.C. is independent of and not part of the Bolingbrook Park District.

The following procedures are intended to provide a fair and timely opportunity for individuals to respond to any request for formal disciplinary action and to appeal any adverse ruling.

- A. The Panther Sports Club Board of Directors shall have the authority to suspend, banish, discharge, or otherwise discipline any manager, coach, parent, spectator, participant, or any other person whose conduct is or has been considered to be detrimental to the best interests of Panther Sports Club or who has violated any portion of Panther Sports Club's adopted Code of Conduct, rules, regulations or by-laws.
- B. The individual Sports Commissioner and /or the Panther Sports Club President shall, upon evidence of misconduct of any person, notify the person of such alleged misconduct and a hearing will be timely held before an executive session of the Board of Directors for consideration of appropriate action. When a player is involved the coach/manager may appear in the capacity of an advisor to the player, and when the player is a minor, the player's parents or guardian shall be advised of and invited to attend such a meeting.
- C. The Sport's Commissioner shall have the power to temporarily suspend, discharge, or discipline any manager, coach, parent, spectator, participant, or any other person temporarily for conduct listed, but not limited to that listed in Section F below.
- D. In the review of such matters the Board will initially review any submitted signed written statements from witnesses, the person(s) making the allegations, and the person who the accusations were made against. These people will be informed of the date and time of the hearing, and be invited to attend the Board hearing to speak to the issue. Such a hearing may be held at the next regular scheduled Board meeting following the incident or at a special meeting to be convened by the Board, whichever will sufficiently expedite the process. No person will be permitted to speak to the issue unless a signed written statement is received by the Board President no later than 48 hours before the hearing, unless otherwise agreed to by the Board President. Unsigned statements will be disregarded and the person will not be permitted to speak at the hearing.

E. The Board of Directors will review the matter, maintaining its impartiality and will vote to determine the appropriate disciplinary action. In these matters the Board will meet as a Committee of the Whole, and no individual Board member will act alone in passing judgment. If a Board member feels he/she cannot be impartial in judging an incident, he/she may decide or may be asked by his/her other Board members to remove him/herself from a vote in such proceedings. Any disciplinary action will require 2/3 vote of the remaining Board members in attendance.

F. Disciplinary action may be given for, but is not limited to, the following:

- Use of obscene or foul language
- Physical violence or threat of same
- Verbal abuse, harassment or other offensive behavior
- Flagrant fouls
- Unsportsmanlike conduct
- Repeated rule violations
- Inciting poor behavior
- Damage to equipment, supplies or facilities
- Code of Conduct/Ethics violations
- Not adhering to By-laws

Disciplinary action may include, but is not limited to:

- Probation – a warning letter will be written to the offender notifying him/her of the infraction and what steps should be taken to avoid a repeat violation.
- Suspension – a letter will be written to the offender notifying him/her of a suspension from games and/or activities for a specified period of time.
- Banishment – a letter will be written to the offender notifying him/her that he/she will be prohibited from participating in any and all Panther Sports Club activities. Banishment will minimally be for the remainder of the season, but may extend to subsequent seasons under extraordinary circumstances.

G. Notwithstanding Panther Sports Club's option to use progressive discipline, the Board is not required to do so and may in its sole discretion, forgo lesser forms of discipline at any time and proceed with the most severe form of discipline.

H. Appeal process to the Bolingbrook Athletic Council

- The decision to suspend or banish can not be appealed; only the method of arriving at the decision can be appealed.
- The BAC President will set up a hearing panel consisting of all BAC Representatives and Executive Board.
- Any person suspended or banished may appeal Panther Sports Club's decision to the BAC in writing. Written notice for appeal must be forwarded to the BAC within 14 days of receipt of written notice of suspension or banishment. The BAC will not consider appeals forwarded beyond said time requirements.
- In review of such matters, the panel will initially review any submitted signed, written statements from witnesses, the person making the allegations, and the person whom the accusations were made against. These people will be informed of the date and time of a hearing, and be invited to attend the panel hearing to speak to the issue. Such a meeting may be held at the next council

meeting following the incident or a special meeting convened by the council President. No person will be permitted to speak to the issue unless a signed, written statement is received by the BAC not later than 48 hours before the hearing, unless otherwise agreed to by the BAC. Unsigned statements will be disregarded and the person will not be permitted to speak at the hearing.

- The panel will review the matter, maintaining its impartiality and will vote to determine the methods of arriving at the suspension or banishment. No individual panel member will act alone in passing judgment. If a panel member feels he/she cannot be impartial in judging an incident, he/she may decide, or may be asked by his/her other panel members, to remove him/herself from a vote in such proceedings. Any action from the panel will require a 2/3 vote of the panel members.
- The decision of the BAC panel is final.

Article XVI – Fundraising and Sponsorship Reporting

Panther Sports Club continues to recognize the need to provide our sports at a reasonable cost. This grows increasingly difficult with the price of apparel, gear and support equipment constantly on the rise. In order to offset these costs, the individual sports and teams may generate funds through fundraising. The following protocol shall be followed:

Fundraising must be approved by the Board in advance of the event. The presentation to the Board shall include the naming of a custodian for the event that also must be Board approved. The custodian is the person that will be responsible to collect the funds and at the conclusion of the event, turn those funds over to the Treasurer, Vice President or President of Panthers within seven days. A fundraising proposal sheet shall be used to capture the event from proposal to completion as well as the use of the funds to be raised. Failure to comply with this protocol could result in a disciplinary hearing.

Sponsorship funds must be approved by the Board prior to acceptance by Panthers. Acceptance is defined as the transfer of the check to the Treasurer for deposit. All sponsorship funds are required to be submitted in the form of a check or money order made payable to Panther Sports Club. Transactions not meeting these criteria will be returned to the sponsor by the custodian. The Board shall review the source of the funds at a regular meeting. The custodian shall present the Sponsorship Funds Report to the Board. The review will encompass and note the integrity and community affiliation of the source. Sources deemed to not be in good standing or of less than favorable status in the eyes of the Board shall be courteously rejected.