

BLACKHAWK LITTLE COUGARS, INC.

CONSTITUTION

AND

BY-LAWS

ADOPTED JUNE 10, 1987

AMENDED MAY 10, 1989

AMENDED OCTOBER 17, 1989

AMENDED SEPTEMBER 11, 1991

AMENDED JANUARY 4, 1995

AMENDED MARCH 1998

AMENDED MAY 2, 2000

AMENDED APRIL 2001

AMENDED APRIL 2002

AMENDED APRIL 2003

AMENDED APRIL 2004

AMENDED APRIL 2006

AMENDED APRIL 2007

AMENDED APRIL 2008

AMENDED APRIL 2009

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BY-LAWS
BLACKHAWK LITTLE COUGARS, INC.

ARTICLE I-NAME

The Organization shall be known as the “BLACKHAWK LITTLE COUGARS, INC.”

ARTICLE II-PURPOSE

SECTION 1.

That an organization be established for the purpose of assisting the youth of the Blackhawk School District to become citizens by encouraging and promoting football in the Blackhawk area.

SECTION 2.

To raise funds necessary to carry out the programs of the Organization.

SECTION 3.

To acquire and maintain all equipment, facilities, etc. to carry out such policies and programs.

ARTICLE III-POLICY

SECTION 1.

- A.** It shall be the policy of the Blackhawk Little Cougars, Inc. when the members approve affiliation with any national or local sports organization or associations to adopt any rules and regulations of said Organization and they are hereby incorporated herein by reference.
- B.** The Organization will be held solely responsible or liable as a whole and not any one individual member of the board or organization, should a litigation issue arise from any adult function or any activity.
- C.** Should the Blackhawk Little Cougar organization dissolve, all physical assets will be either sold or donated and the remaining checking and savings account balances will be donated to a charitable organization voted on by the eligible voting members of the organization at the time of dissolution.

D. Every family with a child in the Blackhawk Lil' Cougar Organization must complete, in full, all major fundraisers and must work a minimum of four (4) hours, per family, at home games and scrimmages when applicable during the current season in which their child is enrolled. Time will be assigned to concession stands, 50/50, set-up and tear down, clean-up, sticks, clock announcing, field decorating or any other necessary help offered by the organization (ie..facility repairs or improvements). Practice times do not count toward the four hours.

Failure to complete the above requirements by the specified date will result in the participant not being permitted to participate in games, will forfeit any and all awards, and will not be permitted to attend the end of the year banquet. Coaching and sponsorship are not considered to be part of this provision. Senior Midget Parents must complete all hours before Senior Night.

Any exception to this rule must be first approved by the full Blackhawk Lil' Cougar Organization executive board before any families of delinquent hours can be allowed to participate in games, attend the banquet or receive any such awards or gifts.

E. Any other matters not specifically covered in these By-Laws will be determined by the BLC Board, {3 Commissioners/Secretary/Treasurer}.

ARTICLE IV-MEMBERSHIP

SECTION 1.

Persons interested in the purpose of the Organization and willing to subscribe to its policies and principles shall be eligible for membership.

- A.** Definition of Members – Parents or guardians, coaches, sponsors, commissioners, officers, athletic directors, cheering/dance director or any other volunteer or participant.
- B.** Participants are ineligible to vote – minority age.
- C.** Members in good standing are eligible to vote.
- D.** Members in good standing are members who have attended five meetings in the previous twelve months from the date of the regular scheduled meetings and who have satisfactorily completed elected and appointed duties.

SECTION 2.

Any member found guilty of any of the following infractions may be suspended from membership, including elected and volunteer positions, and result in dismissal from the organization **for or by**:

- A. Violation of any provision of this constitution, by-laws, or rules of the Organization.
- B. Disturbing the peace and harmony of any meeting, game, event or a function of the organization.
- C. Slandering, libel, physical or mental abuse, physical contact or harm, willfully or wrongfully using abusive language or profanity toward:
 - 1. Any member of the Blackhawk Little Cougars Organization
 - 2. Any member of a Local, State, or Nationally affiliated Organization
 - 3. Referees
- D. Fraudulently receiving or appropriating any monies due the Organization.
- E. Using the name of the Organization for soliciting funds, advertising, etc. without the consent of the Organization.
- F. Deliberately interfering with any official of the Organization, in the discharge of his/her duties.
- G. At discretion of the commissioners.

SECTION 3.

The Blackhawk Little Cougars and the Chippewa Indians youth football organizations have the following addendum added to their by-laws effective March 1, 1999. This addendum cannot be terminated or revised from each organization's by-laws unless the Athletic Director and Commissioners of the Blackhawk Little Cougars and the President of the Chippewa Indians agree to do so in writing together. This policy will be in effect as long as both organizations participate in the same youth football league. A person is considered playing for your organization if the following criteria are met for membership:

MEMBERSHIP

1. Once a “participating member” gets a laminated identification card issued by the league (signed by the youth league president), and dresses for one regular season game that is scheduled by the league, or practices with a team anytime between the first and last game of the league scheduled season, that person is considered a player of that football organization.

TRANSFER

2. Any player cannot transfer to another football organization in the same school district unless the player sits out one complete football season. Complete is defined as no practices, no games.

3. If a player has improperly transferred, and is discovered before the first league scheduled game by either organization, that player will be considered ineligible to practice and play immediately, and must sit out the regular season. The player can officially transfer the next year.

If a player has improperly transferred, and it is discovered during or after the first league scheduled game by either organization, that player will be considered ineligible to practice and play immediately, and must sit out one complete season next year to officially transfer.

Each organization must submit all of their football team rosters to the other organization on or before the date of league weigh in/identification card days for review of membership.

SIGNATURES & TITLES

BLACKHAWK LITTLE COUGARS

CHIPPEWA INDIANS

ARTICLE V-MEETINGS

SECTION 1.

The regular meeting shall be the second Wednesday of each month at a place designated by the Commissioners.

- A. The Chairperson or a majority of the Commissioners shall have the power to call a special meeting.
- B. Any special meeting of the officers that is held for business or for the purpose of decision-making must consist of at least two Commissioners and one other officer.
- C. A special meeting must be held upon the presentation of a petition of at least five (5) members in good standing with a statement of purpose for such meeting.
- D. A quorum of the Organization shall consist of a total of five members in good standing; two Commissioners and one other officer must be present. A quorum must be present at a regularly scheduled or emergency or special meeting according to Article V.
- E. Meetings shall be conducted in accordance with Robert's Rules of Order.

ARTICLE VI-OFFICERS

SECTION 1.

The activities of the Organization shall be directed by the Commissioners, consisting of three members who shall be chosen in the following manner:

A. ELECTION OF COMMISSIONERS

1. One commissioner shall be elected each December for a three-year term to begin in January.
2. The commissioners shall meet regularly once a month and at other times as the Chairperson may direct.
3. The commissioner who is in the third year of his term shall be designated the "Chairperson."
4. Any commissioner who misses three consecutive meetings, without good reason (i.e. death in the family, illness, work, out of country) shall be automatically removed from office.
5. Any unexpired terms of commissioners and/or officers shall be filled by election at the next regularly-scheduled meeting.

B. OTHER OFFICERS:

1. Secretary to be elected for a two-year term in even-numbered years and take office in January.
2. Treasurer to be elected for a two-year term in odd-numbered years and take office in January.

ARTICLE VII-DUTIES OF OFFICERS

SECTION 1.

The duties of the various officers shall be as follows:

A. The Chairperson shall preside at all meetings of the Blackhawk Little Cougars, Inc. Giving preference to a volunteer list, the Chairperson shall name the following standing committees:

1. The first-year Commissioner shall be responsible for: Audit Committee, By-Laws, Banquet, Chinese Auction, Transportation, and Telephone Committees.
2. The second-year Commissioner shall be responsible for: Ways and Means, Nominating, Publicity, Concession Stand, and Bowl Committees.
3. The third-year Commissioner shall be responsible for: Program Booklet, Field and Equipment, Awards, and Insurance.

B. The Chairperson shall have the power to appoint such special committees from time to time, as he/she and/or commissioners deem necessary. The Chairperson and the Commissioners shall have the power to appoint such officers and committees as may be required.

SECTION 2.

The Secretary shall keep the minutes and correspondence of the Organization. He/she will keep such records as the Chairperson and/or Commissioners may direct from time to time, and shall handle all official correspondence as directed by the Commissioners. The Secretary shall also handle membership and keep all attendance records.

SECTION 3.

The Treasurer shall keep the financial records of the Organization and shall have custody of any and all financial books, documents, and records. He/she receive and keep a record of all receipts and income, giving him/her receipts therefore, and shall pay out all disbursements under authority granted by Article X, keeping a record thereof. The Treasurer shall present an accurate monthly report to the membership each regular meeting and shall present any and all records to the Audit Committee for review yearly in December or early January. It shall be the responsibility of the Treasurer to keep the Bank Signature Card current. Each check shall bear the signature of the Treasurer and at least one Commissioner. A written annual financial statement must be presented each year at the regular February meeting. The Organization shall be bonded with the amount of the bond set at 15 percent (15%) above the annual transactions. All purchases must be made by purchase order only, excluding concession stand. Each year a CPA will assist in conducting for the purpose of certifying that all accounts, records and cash expenditures are balanced true and accounted for.

ARTICLE VIII – ATHLETIC DIRECTORS AND CHEERING DIRECTORS

SECTION 1.

A. Athletic Director and Cheering/Dance Director shall be declared open each December of that year at the regular meeting. All candidates must submit an application to chairperson (third year commissioner) by December meeting to be voted on by members in good standing in December of the same year for a term of two years. Athletic Director and Cheering Director will be elected each December in staggered two-year terms. Athletic Director in odd years and Cheering/Dance Director in even years. (must have Act 34 clearance no older than five years)

1. Applicant must not have been found guilty of violations of:
 - a. Article IV-Section 2
 - b. Act 34 / 151

SECTION 2.

A. The responsibilities of the **Athletic Director** are as follows:

1. The Athletic Director or his appointed representative is required to attend monthly regular meetings. He shall act as official representative at all league meetings with which this Organization is affiliated and make monthly reports to the Organization concerning such meetings.

2. Oversee all head and assistant coaches and participants.
3. Must attend all practices and games or appoint a representative.
4. Must be present at all registrations.
5. Will be responsible for the following areas of information:
 - a. Insurance Forms
 - b. Transportation Times
 - c. Schedules
 - d. Rosters
 - e. Have a copy of NSFL (League) By-Laws and be able to supply a copy to each Head Coach.
 - f. Supply coaches with copies of Little Cougar By-Laws
6. The Athletic Director will nominate an Assistant Athletic Director to be voted on by the members in good standing.

B. The responsibilities of the **Cheering Director** are as follows:

1. The Cheering Director or her appointed representative is required to attend monthly booster meetings. She shall act as official representative at any league meetings with which this Organization is affiliated, as required, and make monthly reports to the Organization concerning such meetings.
2. Oversee all head and assistant sponsors, instructors and participants.
3. Cheering Director must attend all practices and games or appoint a representative. Appointed representative **MUST** be either the Assistant Cheering Director or a Head Sponsor
4. Must be present at registration
5. Will be responsible for the following areas of information:
 - a. Insurance Forms.
 - b. Transportation Times
 - c. Schedules
 - d. Rosters
 - e. Having a copy of the NSFL (League) By-Laws and Little Cougar By-Laws.

6. Organizing tryouts and making sure said tryouts are fair. At least two Commissioners of the organization will be present at cheerleading tryouts to support the Cheering Director. The Commissioner will not have any involvement or communications with the candidates or judges. This will merely be a presence in case any questions or issues arise.
7. Responsible for acquiring instructors.
8. Nominate an Assistant Cheering Director, to be voted on by the members in good Standing.
9. Any and all policies and rules and procedures pertaining to cheer/dance/drill and selection of instructors inclusive of tryouts, camps, competitions, and regular season participation must be approved by the BLC Board.

ARTICLE IX - HEAD COACHES, SPONSORS, ASSISTANTS & RULES

SECTION 1.

- A.** Anyone with contact with players must have Act 34 Clearance and Criminal Record background Checks and they cannot be more than five (5) years old.
- B.** All positions for Head Coaches shall be declared open each December. All candidates must submit applications to the Athletic Director by the January meeting. All previous Head coaches may retain their position for 2 consecutive seasons and may re-apply thereafter, provided all applicants for Head Coaches or Assistants must:
 - C.**
 1. Not have been found guilty of a violation of :
 - a. Article IV-Section 2
 - b. Act 34 / 151
 2. Have received a majority vote of approval by the Committee to Appoint Head Coaches
- D.** The Committee to Appoint Head coaches consists of three Commissioners and one Athletic Director. If a tie exists, members in good standing will vote to break the tie. Beginning December 2000 all coach positions will be declared open and subject to revised By-Laws and selected at the regular April meeting. Assistant Coaches will be selected by their respective Head Coaches for each team and the Athletic Director.
- E.** All Head coaches/assistant coaches will be judged on:
 1. Good, clean relationship with participants, parents/guardians.
 2. Coach and/or sponsors abilities and knowledge of the game.

F. All Head Coaches who coach in the Blackhawk Li'l Cougar Organization shall be required to attend a total of five (5) meetings, (do not have to be consecutive), in a one (1) year period. (Season to season, not calendar year). The only excuses would be death in the family, work, (Can be asked to show an hourly slip or some proof of work if there is a question), or a doctors excuse. If a total of five (5) meetings are not attended, they will not be permitted to coach the following season.

G. Any head coach must notify the Athletic Director, and at least two of the three Commissioners of any absence from a scheduled game or scrimmage at least one week in advance of their absence. It is the responsibility of the coach to make a replacement, and the Blackhawk Li'l Cougar Organization aware of such replacement at least one week prior to such game or scrimmage.

It will be the Blackhawk Li'l Cougar Organization executive board decision to accept or appoint their own replacement of the coach at that time.

Any non-compliance will result in a review before the Blackhawk Li'l Cougar Organization executive board for review as a head coach.

SECTION 2

All Cheering Sponsor positions shall be declared open each April and selected by committee to appoint Sponsors in May of that year after tryouts. Committee to select sponsor/instructors shall consist of Cheering Director and 3 commissioners.

A. All applicants for Sponsor or instructors must:

1. Not have been found guilty of a violation of:

a. Article IV-Section II

b. Act 34 / 157

2. Received a majority vote of committee to appoint sponsor instructors.

B. Sponsor/Instructors will be judged by:

1. Good, clean relationship with parents/guardians

2. Sponsors' abilities and knowledge of cheering

SECTION 3.

RULES

A. COACHES/SPONSORS:

1. Teach football/cheering as well as sportsmanship;

2. Provide a healthy, successful atmosphere for children to grow and learn;

3. Instill discipline, vital for teamwork and life;

4. Build self-esteem and pride within participants; no demeaning.

5. Set an example for participants and others to learn from;
(including language, attitude, and consistency).
6. Coaches/Sponsors are in charge of participation of participants at games.

B. PARTICIPANTS

1. Follow team/squad rules.
 - a. Respect other participants, coaches and sponsors; no obscenities, foul mouth, back talk
 - b. Disrespect will not be tolerated;
 - c. Display good sportsmanship on and off the field.
2. Remember that you represent yourselves, your family, your team and OUR ORGANIZATION.
3. Respect your equipment and uniforms.
4. Grade levels for cheerleaders:
 - a. Grades 1-2 Twerps
 - b. Grades 3-4 Termites
 - c. Grades 5-6 Mighty Mites
 - d. Grades 7-8 Midgets
5. A uniform deposit is required from each Cheerleader for \$80 and Dance Team Member for \$40 before receiving a uniform. The deposit will be returned after the uniform is returned in satisfactory condition
6. If a member of the Cheerleading Squad or the Dance Team has (5) consecutive years on the same squad/team preceding her senior midget year; she will not be required to try out for her final year as a senior midget. The (5) preceding years must be spent on the same squad/team and are not inter-changeable from one squad/team to the other.

C. PARENTS

1. No obscenities, keep comments positive;
2. No parents on practice field at any time;
3. If you need to talk to coach/sponsors, please wait until practice is over. Constructive criticism only, and please no personal attacks;
4. Please let coaches and/or sponsors teach;
 - a. Coaches/ sponsors must have control of their teams at all time. This means discipline.
 - b. Try to remember that coaches/sponsors have to sometimes raise their voices at their participants; not necessarily at “your” child but at their team/squad.
 - c. Remember that nobody is perfect (including coaches/sponsors and parents).
5. Coaches need support from all parents.
6. Please set an example for our kids through your actions and comments.
7. **REMEMBER THAT EVERYONE IN OUR ORGANIZATION IS A VOLUNTEER.**

ARTICLE X – FUND RAISING

SECTION 1.

All fund raising projects must keep:

- A. All records in duplicate.
- B. Original copy to be kept by the Committee and duplicate to be turned in to the Secretary at each monthly meeting.
- C. Must give a report at each monthly meeting.
- D. Must have initial reports stating starting quantities and/or costs.
- E. All subsequent reports to include all names of persons and quantities received.
- F. Final report to include all monies collected and all quantities outstanding.
- G. Must keep these reports for future reference and make them available to any and all members of the Organization.

ARTICLE XI-COMMITTEES

SECTION 1.

A. FIELD AND EQUIPMENT COMMITTEE:

This Committee shall consist of one Commissioner, Athletic Director, Cheering Director, and Field and Equipment Managers. It shall be the duty of this Committee to purchase, inventory, and maintain any and all sports equipment needs for the year. The Chairperson shall present a report of the Committee to the membership for approval at the regular meeting. All equipment and competitive bids must be approved by the members in good standing before purchase. The Committee has the authority to purchase any emergency equipment and supplies without prior approval of the members in good standing. All invoices must be reviewed and approved by the Chairperson before submission to the members in good standing for approval of payment.

B. AUDIT COMMITTEE:

Each January, the Commissioners shall audit the books of the Treasurer and present a report to the regular membership in February.

C. NOMINATING COMMITTEE:

1. A Nominating Committee of three Commissioners shall present a slate of candidates for the office of Commissioner beginning at the October meeting of each calendar year. The Nominating Committee shall also be responsible for nominating a slate of candidates for any office that may become open.
2. All members of the Nominating Committee and all candidates for office must be members in good standing.
3. The Nominating Committee shall also accept and present to the body all applications for Athletic Director and Cheering Director.

An elected office must be filled by a member in good standing.

Three (3) Commissioners

Secretary.

Treasurer

Athletic Director

Cheering Director

ARTICLE XII-EXPENDITURES

SECTION 1.

No member of the Organization shall collect money or cause any debits to be incurred against the Organization unless authorized by the membership at a regular or special meeting.

- A. Expenditures in excess of \$100.00 per item or event will not be authorized unless voted upon at a regular or special meeting.

SECTION 2.

All current bills and proposed expenditures must be paid by check, signed by the Treasurer and at least one Commissioner upon authorization by the members in good standing at a regular or special meeting.

SECTION 3.

There shall be a petty cash fund of \$20.00 maintained for administrative purposes for purchasing stamps and supplies.

ARTICLE XIII-AMENDMENTS

SECTION 1.

All recommendations and amendments to the By-Laws shall be submitted to the Commissioners and at their discretion be brought by them before the members in good standing at a regular or special meeting for the approval or rejection by the members. The membership shall be notified of proposed amendments to the By-Laws at least one (1) week prior to a regular or special meeting.

- A. The By-Law Committee shall have the power to act for the Commissioners in this Article.
- B. The By-Laws or any amendment may be proposed after proper notice, at a regular meeting of the membership and submitted for a vote of approval or rejection.
- C. By-Law proposals can be submitted only during January, February, and March and will be voted on at the regular April meeting.
- D. By-Law proposals will be read and discussed at any and all meetings (Jan., Feb., Mar.), voted in April, and not necessarily read three times (3) at three (3) different monthly meetings.
- E. Any new By-Law will go into effect the same year it is voted in.

ARTICLE XIV-AWARDS

SECTION 1.

Award eligibility:

- A.** To attain a jacket or its equivalent which shall be agreed upon by the Members in Good Standing upon entry into the Mighty Mites Program, a player must have participated in the Blackhawk Little Cougar Program for a minimum of THREE (3) YEARS and must have completed all fundraisers in full.
- B.** To attain a jacket or its equivalent which shall be agreed upon by the Members in Good Standing upon entry into the Mighty Mites Program, a girl who is a member of the Mighty Mites Squad or Dance Team must have participated in the Blackhawk Little Cougar Program for a minimum of THREE (3) YEARS and must have completed all major fundraisers in full.
- C.** To obtain any award, jacket, or trophy, all participants must satisfy all fundraisers.
- D.** Senior Midget participants will receive a Senior Plaque in lieu of the participation award the rest of the participants receive. (Note: this does not apply to the jackets, academic award, or other special items.)

SECTION 2.

Participants who quit:

- A.** Any boy or girl who leaves the Blackhawk Little Cougars Organization to participate in any other organization in the Blackhawk School District must begin their eligibility over again in order to obtain a jacket.
- B.** Any participant who quits at any time before the end of the regular season is ineligible to receive any award that may be presented. The Athletic Director/Head Cheering Sponsor will have the responsibility to advise the Commissioners and the Organization at the regular meeting after any participant quits.
- C.** Any participant who quits the program must request a refund in writing addressed to the Athletic Director or Cheering Sponsor. All requests for refunds must be submitted before the first game of the season. Refunds will not be sent until all equipment and/or uniforms are returned.

SECTION 3

Special Awards:

A. After winning the Championship Award, all football players will receive the same award. Types of awards purchased by the organization will be decided upon by the members in good standing. Amount spent of the awards will be based on the availability of funds and the number of teams/players who are eligible.

If a team ends the season in second place (i.e. loses the Championship Game), a lesser award may be purchased by the organization for the football players upon the discretion of the Members in Good Standing. The amount spent on the awards will be based on the availability of funds and the number of teams/players who are eligible.

Should the coaches and/or parents decide they would like something else for the players, then the funds appropriated by the organization will be put toward the total cost with the balance to be divided up between said coaches and/or parents.

The total cost of any or all awards will not exceed 50% of the available funds. Any monies appropriated for items already voted on will be subtracted from the available funds first. (these funds have already been pre-approved and are no longer available.)

B. The Scholastic Athletic Awards shall be given to one graduating boy and graduating girl (currently active) with the highest-grade average for the 4 – 9 week periods of the previously completed school year. In the event of a tie, each will receive an award.

STANDING RULES

A. No tobacco products permitted on the practice and/or playing field.

B. No alcoholic beverages permitted at any functions where the youth of the Organization are involved.