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**CONSTITUTION AND BY-LAWS  
OF  
SIENNA STALLIONS YOUTH FOOTBALL LEAGUE, Inc.  
Non-Profit Organization**

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ARTICLE 1     NAME

The name of the Organization is Sienna Stallions and Affiliates Youth Football League, Inc.

ARTICLE 2     NON-PROFIT STATUS

The Organization is a non-profit corporation.

ARTICLE 3     TIME PERIOD

The period of its duration is perpetual.

ARTICLE 4     ORGANIZATION

This Organization shall be known as Sienna Stallions and Affiliates, is duly organized and existing under and by virtue of the Secretary of State of Texas.

ARTICLE 5     OBJECTIVE

SECTION 5.1 Purposes

The purposes for the Organization are:

- a) To provide the sports of American, competitive contact football and cheerleading to the community of Fort Bend County, Texas.
- b) To take an active interest in the social and physical well-being of each player.
- c) To encourage the development of leadership, character, sportsmanship, tolerance, discipline, and athletic ability.
- d) To nurture youth fitness, volunteerism, and a lifelong love of sports.
- e) To establish and collect necessary fees and costs associated with accomplishing such purposes on a non-profit basis. The Organization shall also be entitled to accept donations: monetary, property, or otherwise in furtherance of the above purposes.

SECTION 5.2 Intent

The objective of the Organization shall be to foster, in the children of the community, the ideals of good sportsmanship, honesty, loyalty, courage and respect, so that they may become well-adjusted members of society and grow to be good, disciplined, healthy, and trustworthy citizens.

SECTION 5.3 Non-Profit

To achieve this objective the Organization will provide a supervised program under the Rules and Regulations of the involved League. All members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501 (c) (3)

of the Federal Internal Revenue Code, the Sienna Stallions and Affiliates Youth Football League, Inc. shall operate exclusively as a non-profit educational organization, providing a supervised program of competitive activities. No part of the net earnings shall benefit any private shareholders or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

Dedication of Assets: The organization's assets are irrevocably dedicated to public benefit or charitable purposes. No part of the net earnings, properties, or assets of the organization, on dissolution or otherwise, shall insure to the benefit of any liquidation or dissolution, all properties and assets remaining after payment, or provision for payment of all debts and liabilities of the organization shall be distributed to a nonprofit fund, foundation or organization that is organized and operated exclusively for charitable purposes and that has established its exempt status under Internal Revenue Code Section 501(c)(3).

ARTICLE 6     Principal Office

The organization's principal office and place of business is in the city of Missouri City, Fort Bend County, Texas unless otherwise designated by the Board of Directors.

ARTICLE 7     Membership

SECTION 7.1 Eligibility

Any person sincerely interested in active participation shall elect to based on the objectives the organization may apply to become a member as set forth in Section 7.2.

SECTION 7.2 Classes

- a) Player Members: Any player candidate meeting the requirements of the sponsored League and who resides within the authorized boundaries shall be eligible to compete for participation but shall have no rights, duties or obligations in the management or in the property of the organization.
- b) Regular Members: -Parents of child participants will become Regular Members upon registration being paid in full. The secretary and treasurer shall maintain the roll of membership to qualify voting members. All Officers, Board Members, Committee Members, Coaches, and other elected or appointed officials must be active Regular, Honorary, or Sustaining Members in good standings.
- c) Honorary Members: Any person may be elected as an Honorary Member by two-thirds vote by the Sienna Stallion Board Members present at any duly held meeting. Honorary members do not have player members. Honorary membership is an annual membership that needs to be re-n~~e~~wed by the third meeting by the Sienna Stallion board members. Honorary Members are eligible to vote. The suspension or termination of an Honorary Member is controlled by SECTION 7.4 as specified hereunder. **Honorary members are not eligible to vote.**
- d) Sustaining Members: -Any person, not a regular member who makes financial or other contributions to the organization, may with a majority vote of the Board of Directors become a Sustaining Member. **Sustaining Members are not eligible to vote.**

- e) As used hereinafter, the word “Member” shall mean a Regular, Honorary, or Sustaining Member unless otherwise stated.

SECTION 7.3 Other Affiliations

Members cannot be affiliated with another organization or group to qualify as members of the Sienna Stallions and Affiliates. Player and/or Regular Members should not be actively engaged in the promotion and/or operation of any other “like” competing League program

SECTION 7.4 Suspension or Termination

Membership may be terminated by resignation or action of the Board of Directors as follows:

- a) The Executive Board, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class when the conduct of such person is considered disruptive or detrimental to the best interest of the organization. The conduct of a person should not engage in illegal behavior, the use of excess profanity, physical harm, or any other behavior that the board feels in not becoming of a Sienna Stallion member.
- b) The Members involved shall be notified of such meeting, at least three (3) days before the date of the meeting by email to the last recorded email address of the member, telephone, text, or other reasonable manner of personal notice. A member shall not be notified using social media. A member be informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.
- c) The Executive Board shall, in the case of a Player Member, give notice to the Head Coach of the team of which the player is a member. The coach shall appear, in the capacity of an adviser, with the player before a duly appointed committee of the Executive Board, which shall have full power to suspend or revoke such player’s right of future participation.

ARTICLE 8 DUES

SECTION 8.1 Amount

Dues for Regular Members may be fixed at such amount as the Executive Board shall determine prior to the beginning of any membership period. A new membership period begins on January 1 of each year following the formation of the new executive board.

SECTION 8.2 Membership Forfeiture

Regular Members who fail to pay their dues in a timely manner and turn in their registration form at a date specified by the Executive Board will forfeit his or her spot and any corresponding Player Member spot. There will be no exceptions.

ARTICLE 9 MEETINGS

SECTION 9.1 Annual Meeting

Annual meeting will be held if the majority vote of the board is requested or signed petition of 50 player members.

The annual meeting of the Members shall be held upon the conclusion of the season, but before March 1 of the following year, for the purpose of elections of Executive board -and make recommendations for appointing the Committees (defined in Articles 11 and 12), receiving reports and for the transaction of such business as may properly come before the meeting. In the case of the first year of operation, the inaugural annual board meeting will be held at the conclusion of the second season.

#### SECTION 9.2 Notice of Meeting

Notice of the Annual meeting of the Members shall be displayed and notified via the Sienna Stallions and Affiliates website at least seven (7) days in advance thereof setting forth the place, time and purpose of the meeting; or in lieu thereof, notice may be given in such form as may be authorized by the , from time to time.

#### SECTION 9.3 Special Meetings

Special meetings of the Members may be called by the Executive Board or by the Secretary or President at their discretion. Upon the written request of twenty-five (25) Members, the President shall call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Members.

#### SECTION 9.4 Annual Meeting Quorum

The presence in person or representation by absentee ballot of one-third (1/3) of the members shall be necessary to constitute a quorum. In the absence of a quorum the President shall make the decisions required at the annual meeting and then present the decisions to the Executive Board for ratification. In case of conflict, the decision of the Executive Board is controlling.

#### SECTION 9.5 Voting

Only Regular members in good standing shall be entitled to vote at the annual meeting of the organization. The number of votes shall not exceed one vote per Regular member.

#### SECTION 9.6 Absentee Ballot

For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at the annual meeting, an absentee ballot may be requested and obtained from the Secretary of the organization. The absentee ballot shall be properly completed, signed and returned in a sealed envelope to the Secretary prior to the date of the annual meeting and the election of members to the Executive Board. The Secretary shall present all absentee ballots to the Election Chairman on the date of the annual meeting prior to the conduction of the election process.

#### SECTION 9.7 Rules of Order

The President shall preside over all proceedings of all meetings, except where the same conflicts with the Constitution or By-Laws of the organization.

### ARTICLE 10 BOARD OF DIRECTORS

#### SECTION 10.1 Board and Number

The management of the property and affairs of the organization shall be vested in the Executive Board. The number of Board members shall be not less than five (5) or more than twenty (20).

#### SECTION 10.2 Term of Office

Board members keep their positions unless the majority of the board votes to have an election. Election would be conducted at the conclusion of the season through electronic ballots.

#### SECTION 10.3 Required Officers

The Board membership shall include the Officers as described in Article XIII.

#### SECTION 10.4 Annual Election

Prior to the Annual Meeting, the current Executive Board shall determine the number of directors to be elected. All election of members shall be by vote of all members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

#### SECTION 10.5 Vacancies

If any vacancy occurs on the Executive Board, by death, resignation or otherwise, prior to the next annual meeting, it may be filled by a majority vote of the remaining Board members at any regular meeting or at any special meeting called for that purpose so long as the Board appointment and/or selection otherwise complies with this Article.

#### SECTION 10.6 Meetings, Notice and Quorum

Regular meetings of the Executive Board shall be held immediately following the annual election and on such days thereafter as shall be determined by the Board. The President or the Secretary may, whenever they deem it advisable or the Secretary shall at the request in writing of a simple majority of the board, issue a call for a special meeting of the Board. Notice of each meeting shall be given by the Secretary/President to each Director at least three (3) days before the time appointed for the meeting to the last recorded email address of each Director, or by telephone, text or other personal notice at least twenty-four (24) hours preceding the meeting. In the case of special meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting. A simple majority of the Executive board shall constitute a quorum for the transaction of business.

#### SECTION 10.7 Duties and Powers

The Board of Directors shall have the authority to appoint Ad Hoc, Standing Committees, or Subcommittees, as it shall determine appropriate and to delegate such authority to them as the Board shall deem advisable and which it may properly delegate. Volunteers or appointees to ad hoc subcommittees do not possess the authority to vote at regular board meetings but may be required to present recommendations to the Executive Board. The Board may adopt such rules and regulations for the conduct of its meetings as it may deem proper.

The Board shall have the power by two-thirds (2/3) vote of those present at any regular or special meeting to discipline, suspend, or remove any Board member, Coach or Committee Member of the organization in accordance with the procedure set forth in Article VII, Section 4.

The Members shall receive at the Annual Meeting of the organization a report verified by the President and Treasurer, or by a majority of the Board, showing the whole amount of real and personal property owned by the organization, where located, and where and how invested, the amount and nature of the property acquired during the year immediately preceding, the day of the report and the manner of the acquisition; the amount applied, appropriated or expended during the year immediately preceding such date, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made; which report shall be filed with the records of the organization and an abstract thereof entered in the minutes of the proceedings of the annual meeting.

## ARTICLE 11 EXECUTIVE COMMITTEE

### SECTION 11.1 Appointment

The Executive Board may appoint an Executive Committee which shall consist of not less than three (3) members; one of whom shall be the President of the organization.

### SECTION 11.2 Powers

The Executive Committee shall advise with and assist the Board of Directors and the Officers of the organization in all matters concerning its interests and the management of its affairs, and shall have other such powers as may be delegated to it by the Board of Directors.

### SECTION 11.3 Quorum

At any meeting of the Executive Committee, a majority of the total number of committee members then in office shall constitute a quorum for the transaction of business, and the act of majority present at any meeting at which there is a quorum shall be the act of the Committee.

### SECTION 11.4 Attendance

All board members are to be present at regularly scheduled executive board meetings. A notice of a Board members unable to attend meetings are to notify the secretary via phone or email prior to absence. No attendance requirements will be set for non-voting committee members; however, attendance is encouraged.

## ARTICLE 12 OTHER COMMITTEES

### SECTION 12.1 Nominating Committee

The Board may appoint a Nominating Committee consisting of three (3) ther appointed Members (members of the Sienna Stallions and Affiliates in good standing) A Nominating Committee member can nominate him or herself for a specific position.

The Committee shall investigate and consider eligible candidates for the Executive Board and submit a slate of candidates prior to the annual meeting of the Executive Board.

#### SECTION 12.2 Membership Committee

- a) The Executive Board may appoint a Membership Committee consisting of three (3) board members. Other appointed Members (members of the Sienna Stallions in good standing) may also be a part of this committee but are invited by vote from the Executive Board. These names will be recorded.
- b) The Committee shall receive the names of prospective Honorary, Sustaining and Regular Members, investigate for eligibility and recommend those qualified for election at the annual, regular or any special meeting of the Executive Board.

#### SECTION 12.3 Finance Committee

- a) The Executive Board may appoint a Finance Committee consisting of not less than three (3) board members and no more than six (6) members. Each level including cheer may have a representee. These names will be recorded
- b) The Treasurer shall be an ex-officio member of the Committee.
- c) The Committee shall investigate ways and means of financing the activities of the organization and programs including team sponsorships and submit recommendations.
- d) The Committee shall be responsible for taking up collections at games, as such collections are authorized by the Sienna Stallions and Affiliates and shall turn-over said collections to the Treasurer immediately after each game or as reasonably possible.

#### SECTION 12.4 Playing Equipment Committee

The Executive Board may appoint a Playing Equipment Committee which shall secure bids on needed supplies and equipment and make recommendations for their purchase to the Athletic Director. This Committee is over seen by the Athletic Director.

The Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning, return and storage thereof at the close of the

All bids are present to the board by the Athletic Director.

#### SECTION 12.5 Coaches Committee

- a) The Board of Directors may appoint a Coaches Committee consisting of three (3) Executive Board members, one being the Athletic Director (AD).
- b) The Committee shall interview and investigate prospective coaches and assistant coaches for appointment.
- c) It shall, during the playing session, observe the conduct of the coaches and assistant coaches and report its findings to the President or Athletic Directors.
- d) It shall, at the request of the President or Athletic Director or Executive Board, investigate complaints concerning coaches or assistant coaches and make a report thereof to the President and Executive Board as the case may be.
- e) The Committee will take into consideration the recommendation of coaches and assistant coaches who coach that team through the different classification of the teams or groups within the organization.

- f) The Head Coach or an Assistant Coach may be terminated from his team when that team finishes its qualifying classification regarding League regulations, or terminated in accordance with Section 7.4 (termination of a member).

#### SECTION 12.6 Auxiliary Committee

The Executive Board may appoint an Auxiliary Committee consisting of the Treasurer, Vice President, and two (2) board members. Each level including cheer may have a representee. These names will be recorded .

- a) The Committee shall coordinate the activities of the Auxiliary.
- b) The Committee shall review and evaluate auxiliary prospects for raising and disposition of profits, and make recommendations to the Board.
- c) The Executive Board shall approve in advance all projects and actions of the Auxiliary.

#### SECTION 12.7 Auditing Committee

The Executive Board shall appoint an Auditing Committee consisting of three (3) board members. The President, Treasurer or anyone who can sign checks of the organization is not eligible.

The Committee will review the books and records of the organization yearly prior to the Annual Meeting and attach a statement of their findings to the annual financial statement of the President and Treasurer; or may, if directed by the Executive Board or two-third (2/3) vote of the members secure the services of a Certified Public Accountant to accomplish such review.

#### SECTION 12.8 Player Rules and By-laws

- a) Missed practices may result in not participating in the weekly game. . Parents/Guardian should try to make a good faith effort to inform the coaching staff as soon as possible of the player absence.
- b) Sienna Stallions and Affiliates AD and/or President will determine rainouts of games or practices.
- c) Players must come to practices and games unless otherwise notified. Coaches and players will be notified as soon as the AD and/or President knows when a scheduled game is cancelled.
- d) Game uniforms are mandatory including, team jersey, game pants, socks, pads, cleats, helmets, and mouth pieces. The uniforms are specified by the Executive Board and are not to be substituted or modified in any way.

#### Grievance Procedure:

- a) Talk to AD
- b) Talk to President of the organization

A positive reinforcement system shall be used to encourage good behavior, cooperation and enthusiasm.

#### Conduct at Football games expected:

1. Players are to stay with their coach/team during their game.

2. No taunting, swearing, or unsportsmanlike conduct.
3. Follow all other rules or procedures as determined by the coaches and Executive Board

#### SECTION 12.9 Cheerleader Rules and By-laws

- a) Missed practices may result in not participating in the half-time routine. Parents/Guardian should try to make a good faith effort to inform the coaching staff as soon as possible of the player absence.
- b) Habitual missed practices may result in no cheering at a game or participating in half-time routine as determined by the Cheer Director and Executive Board. Each case will be reviewed separately.
- c) Coaches will call rain outs of games or practices. Cheerleader members must come to practices and games unless otherwise notified. The Cheerleader members will be notified as soon as they know when a scheduled game is cancelled.
- d) Game uniforms are mandatory including, white cheer or tennis shoes, socks, bloomers and pom-poms. The uniforms are specified by the Executive Board and are not to be substituted or modified in any way.

#### Grievance Procedure:

- a) Talk to Cheer Director
- b) Talk to President of the organization

A positive reinforcement system shall be used to encourage good behavior, cooperation and enthusiasm.

#### Conduct at Football games expected:

- a) Cheerleaders are to stay with their coach/team during their game
- b) Follow all other rules or procedures as determined by the Cheer Director and/or the Board of Directors.

#### Cheerleader Board

The Cheerleader Board will consist of:

- a) Director - Responsibilities to include but not be limited to organizing meetings as needed, order uniforms, equipment, dividing teams, coordinating team moms, registration, calendar, and communication.
- b) Choreographer – Responsibilities to include but not be limited to preparing dances, cheers, music, clinics, and coordinates coaches of the different cheer groups and/or teams.
- c) Cheer Representative - Responsibilities to include but not be limited to attending weekly football meetings and report back to director as necessary

#### Procedures for changing guidelines in this handbook:

- a) The Board of Directors as needed will meet and discuss the desired additions, subtractions or changes required to amend the Cheerleader Rules and Bylaws as stated herein.

- b) All members' names of the cheer board will recorded for documentation purposes.

## ARTICLE 13 ELECTION

### SECTION 13.1 Officers

- a) The Officers of the organization shall consist of a President, Vice-President, Secretary, Treasurer, Athletic Director (AD), Cheer Director, Equipment Director, Director of Operations and Communications Director.
- b) The Executive Board may appoint such other Officers or agents as it may deem necessary or desirable, and may prescribe the power and duties of each and may fill any vacancy which may occur in any office. Appointed Officers or agents shall have no vote on actions taken by the Executive Board unless so determined by the simple majority of the Executive Board members.

### SECTION 13.3 President

- a) The President shall conduct the affairs of the organization and execute the policies established by the Executive Board.
- b) Present a report of the condition of the organization at the annual meeting.
- c) Communicate to the Board, such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of the Sienna Stallions and Affiliates.
- d) Be responsible for the conduct of the Sienna Stallions and Affiliates in strict conformity to the policies, principles, Rules and Regulations of the involved League as agreed to under the conditions of charter issued to the Sienna Stallions and Affiliates by that organization.
- e) Responsible for Compliance with League Rules and Policies for Board Members Background checks.
- f) Must be a resident of Sienna and provide proof he or she is and serve a minimum of one year on the executive board.**
- g) Designate in writing other officers if necessary to have power to make and execute for and in the name of the Sienna Stallions and Affiliates such contracts and leases they may receive and which have had prior approval of the Board.
- h) Investigate complaints, irregularities, and conditions detrimental to the organization and report thereon to the Board or Executive Committee as circumstances warrant.
- i) Review the annual budgets submitted by the Board of Directors and be responsible for the proper execution thereof.
- j) With the assistance of the Athletic Director, examine the applications and support proof of age documents of every player candidate and certify to the residence and age eligibility before the player may be accepted for said team.
- k) Attend all Board meetings as per Section 11.3 Attendance.
- l) Attend league (FBYFL) meetings

### SECTION 13.4 Vice-President

- a) In case of the absence or disability of the President, and provided he/she is authorized by the President or Board so to act, the Vice-President shall perform the duties of the President, and when so actions, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned by the Board of Directors or by the President. The Vice

President shall conduct the affairs of the organization and execute the policies established by the Board of Director.

- b) Attend all Board Meetings as per Section 11.3 Attendance.
- c) Vice President will oversee meetings in the absence of President.
- d) Attend league (FBYFL) meetings assigned.

#### SECTION 13.5 Secretary

- a) Be responsible for recording the activities of the organization and maintain appropriate files, mailing lists and necessary records.
- b) Attend all Board meetings as per Section 11.3 Attendance.
- c) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- d) Maintain a list of all Regular, Sustaining, and Honorary Members, Board members, Officers and Committee Members and give notice of all meetings of the organization as required by these By-Laws.
- e) Keep the minutes of the meetings of the Members, the Board of Directors and Executive Committee meetings as applicable and cause them to be recorded in a book/e-book kept for that purpose.
- f) Conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- g) Notify all Members and Committee Members of their election or appointment.
- h) Schedule meetings for the Sienna Stallions and Affiliates Board.

#### SECTION 13.6 Treasurer

- a) Perform such duties as herein specifically set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- b) Attend all Board Meetings as per Section 11.3 Attendance.
- c) Receive all moneys and securities, and deposit same in a depository approved by the Board of Directors.
- d) Keep records for the receipt and disbursement of all moneys and securities of the organization, including the Auxiliary, approve all payments from allotted funds and draw check therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have authorized signatures.
- e) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the annual meeting.
- f) Prepare a financial report, under the direction of the President, for submission to the Membership and Board of Directors at the annual meeting.

#### SECTION 13.7 Athletic Director

- a) Provide all direction and supervision of team practice structure and conditioning methods.
- b) Responsible for Compliance with League Rules and Policies for Coaching **Applications** and Background checks.
- c) Attend all games and practice to facilitate immediate resolutions of league/team/player infractions/questions. If an absence is to occur the Assistant Athletic Director(s) and/or the

President should be in attendance. In the event that neither person is present a board member will be in charge.

- d) Attend all practices to supervise training. If an absence is to occur the Assistant Athletic Director(s) and/or the President should be in attendance. In the event that neither person is present a board member will be in charge.
- e) Record all player transactions, and maintain an accurate and up to date record thereof. This record should be shared with the secretary for record. Prepare player roster requirement in notebook/electronically as required by the involved League prior to official weigh in.
- f) Receive and review applications for player candidates and assist the President in checking residence and age eligibility.
- g) Be responsible for inquiring into any complaints of all Regular Members / Player Members or other inquiries concerning other organizations within the involved League.
- h) Prepare for the President's signature and submission to the involved League the player rosters.
- i) Notify the involved League of any subsequent player additions or termination.
- j) Attend all Board Meetings as per Section 11.3 Attendance.

#### SECTION 13.8 Equipment Director

- a) Provide all direction and supervision of team equipment and uniforms methods.
- b) Attend all games and practices or provide board approved designate to facilitate immediate resolutions of equipment failures.
- c) Prepare equipment for distribution and storage before and after each season. This includes a roster list indicating what equipment has been distributed and returned.
- d) Record all equipment inventory and develop purchase requests for additional/replacement equipment.
- e) Facilitate the collection of equipment at the end of season and develop list of delinquent members such the organization can take appropriate collection action.
- f) Attend all Board Meetings as per Section 11.3 Attendance.

#### SECTION 13.9 Cheer Director

- a) Overall Responsibilities: Day-to-day administrative and operational functions for the cheer program.
- b) Selection of Cheer Team Moms. These name shall be turned in to the secretary for record.
- c) Work with Assistant Director to decide levels of Cheer Teams.
- d) Responsible for Compliance with League Rules and Policies for Coaching Applications and Background checks.
- e) Responsible for Roster Books (Completion of Apps, BCs, Pictures etc....).
- f) Responsible for distribution of all Cheer Info to Parents. Information should also be shared with the secretary and the Executive Board.
- g) Facilitation of operational updates at Parent Meetings.
- h) Cheer Extracurricular Activities.
- i) Cheer Fundraising.
- j) Ensure that Game Day Structure meets Executive Board/Cheer Board Compliance in relationship with League mission statement and Purpose.
- k) Other duties as assigned by Organization Board Members.
- l) Attend Sienna Stallion Board Meetings as per Section 11.3 Attendance.
- m) Attend League Cheer board meetings.

- n) Work with Assistant Cheer Director to select and order cheer team uniforms.

#### SECTION 13.10 Director of Operations

- a) Manage scheduling of practice fields for spring/summer camps, regular season games and practices (coordinating with proper school and municipal districts).
- b) Coordinate game-day activities for home games to include EMT, Security and Custodial Services as well as field access.
- k) Attend all games and practices. If an absence is to occur the Assistant Athletic Director(s) and/or the President should be in attendance. In the event that neither person is present a board member will be in charge.
- c) Supervise and coordinate set-up and break down of all games and practices where appropriate.
- d) Attend all Board Meetings as per Section 11.3 Attendance.

#### SECTION 13.11 Communications Director

- a) Responsible for communications, correspondence, marketing and setting calendars via all channels, including the team website, on behalf of the organization.
- b) Be responsible for coordinating with Team Mom Manager.
- c) Be responsible for coordinating with Webmaster Manager.
- d) Be responsible for coordinating with Special Events Manager.
- e) Attend all Board Meetings as per Section 11.3 Attendance.

### ARTICLE 14 COACHES

#### SECTION 14.1 Head Coach

- a) Head Coaches shall be selected, appointed by the Athletic Director. Head Coaches should be approved annually by the Executive Board.
- b) The Head Coach shall be responsible for the selection of his assistant coaches, pending AD approval, and shall not exceed seven (7).
- c) The Head Coach is responsible for himself and his staff's conduct while on the field, and during practice and games.
- d) While holding such office, the Athletic Director may not also act as a head coach or assistant coach.

### ARTICLE 15 AFFILIATION

#### SECTION 15.1 Charter

The organization shall annually apply for a charter from the involved League and shall do all things necessary to obtain and maintain such charter. The organization shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization or operate any other football program.

#### SECTION 15.2 Rules and Regulations

The Official Playing Rules and Regulations as published by the involved League shall be binding to the organization.

#### SECTION 15.3 Local Rules

The local rules of the organization shall be adopted by the Board of Directors at a meeting to be held not less than one month prior to the first scheduled practice of the season, or as otherwise determined by the Board, but shall in no way conflict with the Rules and Regulations of involved League.

- a) Registration rules will be established by the Executive Board not to conflict with the rules stated by the involved League.
- b) All players must wear the uniform and equipment as distributed and specified by the Board of Directors.
- c) After Registration form and Dues are accepted by the ienna Stallions and Affiliates it is illegal to register for another within the involved League during the same season. Before a transfer can be granted, the party involved must first contact the Sienna Stallions and Affiliates and/or Athletic Director notifying the Board of their intent. Then, a letter of request must be submitted as an Appeal to the League. The League may request the party involved to be present at a League meeting for discussion. The may or may not grant the party involved a release. The League will vote on the appeal. This outcome could result in the party involved not playing the season or the releasing the party involved, thus allowing the person to play/cheer for another team.
- d) Football teams shall be a minimum of 25 players unless otherwise approved by the Head Coach, Athletic Director, and President
- e) Cheer Team limits will be set by the Cheer Director and approved by the Executive Board.
- f) There will be no refunds after the date set forth on the current year's application.
- g) There will be no legacy rule for Flag players.
- h) Practice will begin as designated by the League.
- i) All practices will be one hour and thirty minutes in length or as otherwise determined by the League.
- j) Practice may be canceled due to field conditions or inclement weather by the Sienna Stallions and Affiliates President Athletic Director.
- k) The Head Coach has the authority to discipline any player on his roster with the approval of the Sienna Stallions and Affiliates President or Athletic Director as reasonably needed or as otherwise required by the Board of Directors.
- l) The Cheer Director will set the policies for the Cheer team.
- m) All financial scholarship applications (if applicable) must be presented in writing to the Executive Board for approval before the registration deadline. Failure to obtain approval before the registration deadline may result in the player going to the end of the registration list.

## ARTICLE 16 FINANCIAL AND ACCOUNTING

### SECTION 16.1 Powers of the Board of Directors

The Executive Board shall decide all matters pertaining to the finances of the organization and it shall place all income including Auxiliary funds, in a common account for the organization.

### SECTION 16.2 Solicitation of Funds

The Board shall not permit the solicitation of funds in the name of any other team, organization, or league unless all of the funds so raised are placed in the treasury of the organization for proper disbursement.

SECTION 16.3 Disbursement of Funds

The Board shall not permit the disbursement of organization funds for other than the operations of the organization or as otherwise approved by a simple majority of the Board of Directors.

SECTION 16.4 Salaries

No Director, Officer or Member of the organization shall receive directly or indirectly any salary, compensation, or emolument from the organization for services as a Director, Officer or Member. Notwithstanding, any salary for employee wages must be approved by a simple majority of the Board before the organization can commit to paying such wages.

SECTION 16.5 Signature Endorsement

All money received by the organization, including Auxiliary Funds, shall be deposited to the credit of the organization in the assigned account that has been approved by the Board. All checks signed by the organization shall bear the signature(s) of any such Director, Officer or other person(s) as the Board of Directors shall determine.

SECTION 16.6 Fiscal Year

The fiscal year of the organization shall begin on the first day of January and shall end on the last day of December.

Approved by:

\_\_\_\_\_

President

\_\_\_\_\_

Date

\_\_\_\_\_

Vice President

\_\_\_\_\_

Date

\_\_\_\_\_

Secretary

\_\_\_\_\_

Date

\_\_\_\_\_

Treasurer

\_\_\_\_\_

Date

:

SECTION 10.9 Affiliates Governance

The president and vice president oversee Stallions and Affiliates, while affiliates will have their own Athletic Director and board.