

***BYLAWS OF THE BRANDON BEARS YOUTH FOOTBALL &
CHEERLEADING***

(Revised 8-12-22)

**ARTICLE I
ORGANIZATION**

SECTION I – NAME:

This organization shall be known as **THE BRANDON BEARS YOUTH FOOTBALL AND CHEERLEADING LEAGUE, INC.**, (a non-profit corporation), hereinafter referred to as *The Brandon Bears*.

SECTION II – PURPOSE:

The purpose of *The Brandon Bears* shall be to provide a supervised athletic program, specifically youth football and cheerleading, for the youth of this community; where an atmosphere is provided that is conducive to the promotion of good sportsmanship, the development of self-esteem, and a respect for others, and where they may experience the spirit of competition, fair play, and team work..

SUB-SECTION A:

Said organization is organized exclusively for charitable, religious, education, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

SUB-SECTION B:

No part of the net earnings of the organization shall incur to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE I ORGANIZATION

SUB-SECTION C:

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE II ADMINISTRATION

SECTION I – REGISTRATION:

The *Board of Directors* will determine the number of players/cheerleaders to be included on each team of the program. This number will not exceed Florida Elite or other Governing Body. Roster spots are filled on a **first come first serve** basis. Returning players/cheerleaders will be given the opportunity to register prior to allowing new players/cheerleaders to register. **All outstanding balances will need to be paid in full before you can receive equipment or uniforms.**

The items listed below must be satisfied by no later than the first scheduled practice in order to retain a guaranteed roster position with *The Brandon Bears*.

- All Florida Elite Registration Forms completed, signed and notarized.
- A copy of his/her Birth Certificate (containing the State Seal) or otherwise noted as an “official certified copy”.
- A current photo

ARTICLE II ADMINISTRATION

SECTION I – REGISTRATION: (Continued)

- Payment of the agreed upon registration fee which is determined by the *Board of Directors*, or issuance of a scholarship.
 - The Registration Fee could cover: Secondary Insurance, Uniforms, Equipment Rental. All Game Day Uniforms (with the exception of “Keepers”) and Issued Equipment are the property of ***The Brandon Bears*** and must be turned in at the end of the season or when the player leaves the team.
 - The following items could also be included in the Registration Fee. The player has purchased these items and is the property of the player at the end of the season: Football Keepers include: Game Day Jerseys, Socks, Cheerleading Keepers could include: Cheerleading Practice Uniform, Cheerleading Shoes, Bloomers, Socks, Hair Accessories, and Turtlenecks or Body Suits.

- Scholarships may be granted to a football or cheerleading participant, solely for the purpose of financial aid as it relates to participation in the Florida Elite. Request must be submitted to the *Treasurer* in writing at day of registration. During such time, the Scholarship Committee will review each potential scholarship recipient on a case-by-case basis to determine the extent of the financial needs as they relate to participation in Florida Elite and present to the *Board of Directors* for approval. The Scholarship Committee will consist of the *President, Athletic Director, Cheerleading Director*, and the *Treasurer*. For any child that is granted a scholarship, 10 additional volunteer hours will be required to be completed during that season.

SECTION II – PLAYING REQUIREMENTS:

- Football player placement on individual teams will be based on the age requirements specified in the Florida Elite Football or Other Governing Body Playing Rules. All football players within the Brandon Bears organization are required to play a minimum of 50 plays per season. Coaches must provide 50% of their required minimum plays by Game 5. If this does not happen the head coach will be suspended for 1 practice week and the game the following week Play count sheets will be submitted weekly and reviewed after Week 5. If any violations are found penalty assessed the next week. All identified head coaches are subject to penalties.

ARTICLE II REGISTRATION

SECTION III – LIABILITY:

Sub-Section A:

The Brandon Bears assumes no responsibility for injuries to participants or neither representatives, nor damage to property utilized or caused in its activities.

SECTION IV – INSURANCE:

Sub-Section A:

The Brandon Bears will maintain liability and accident insurance.

Sub-Section B:

Such insurance will be administered or approved by Florida Elite or Other Governing Body

Sub-Section C:

Insurance coverage will be secondary to any primary coverage the child or parent/legal guardian has.

SECTION V – FIRST AID:

The Brandon Bears will ensure that it provides for a sufficient number of persons certified in CPR and first aid training to be present at all practices and competition events. This number will meet the guidelines as set forth by Florida Elite, Other Governing Body or local government laws and regulations, whichever is more inclusive. All incidents will be reported to the *Athletic Director* or the *Cheer Director*.

SECTION VI – RECORDS:

All documents, records, and receipts generated for or by *The Brandon Bears*, are the property of *The Brandon Bears* and must be maintained in *The Brandon Bears* archives. Any person(s) possessing documents belonging to *The Brandon Bears*, must, upon request, surrender said documents to *The Brandon Bears*. All requests to view these documents must be submitted in writing; listing the specific documents(s) they wish to review.

ARTICLE II ADMINISTRATION

SECTION VII – COMMERCIAL DOCUMENTS

All commercial notes, lines of credit, signature accounts, floating accounts and other commercial paper, will require two (2) members of the *Financial Committee's* signatures.

Sub-Section A:

Any member of the *Finance Committee* may write corporate checks. Two signatures shall be required, one of which shall be the *Treasurer*. If the check is to be made to the *Treasurer*, then the *Treasurer* shall not sign but the *President* or *Vice President* shall sign in the *Treasurer's* place. No two (2) persons related or living together in the same household shall co-sign a check made to one or the other.

SECTION VIII – BUDGETS:

At the beginning of each year the *Finance Committee* will prepare and present to the *Board of Directors*, **an annual operational budget** and a **five-year budget plan**. The *Board of Directors* will review, amend if needed, and approve these budget plans.

Sub-Section A:

Once the annual budget is approved, purchases of budgeted items need only the review of the *Finance Committee*, but must comply with the provisions of the *Bylaws* (Article II, Section XI, Sub-Section A) and (Article II, Section VII, Sub-Section A.)

Sub-Section B:

The five-year budget plan should provide for long range planning of both annual operation and capital purchases (replacing whole team uniforms, large concession equipment, construction of storage building, etc.) Capital expense items shall be defined as any item or group of items that cost more than five-hundred dollars (\$500.00) and have an expected usable life of three (3) years or more.

SECTION IX – RECEIVING OF MONIES:

Any representative of *The Brandon Bears* who receives cash monies, must provide, at that time, a written receipt to the person giving the money. The only exception being individual sales of the concession stand tickets, fundraiser booth merchandise sales and the front gate donation box.

ARTICLE II ADMINISTRATION

SECTION IX – RECEIVING OF MONIES: (Continued)

Sub-Section A:

All receipts must be made from the official receipt book(s) by the *Treasurer*. The top or original copy of the receipt is to be given to the person that the money was received from. The second copy will remain in the receipt book. The Treasurer is responsible for the safe keeping of the receipt book(s).

Sub-Section B:

All receipts must include the following information:

- The date the money is received
- The total amount received
- The name of the person or organization giving the money
- The reason the money is received
- The name of the person receiving the money
- The box checked indicating either; cash, check or money order
 - If payment is received by check, the check number must be indicated on the receipt

SECTION X – DEPOSITS:

A *Finance Committee Member* will deposit all monies received, in the account(s) of ***The Brandon Bears*** within forty-eight (48) hours of receipt. He/she will submit the bank deposit receipt and ***The Brandon Bears*** receipt forms to the *Treasurer* within forty-eight (48) hours following the deposit.

SECTION XI – PURCHASES:

All purchases exceeding fifty dollars (\$50.00) must be approved by the *Board of Directors* before purchases are made. After a purchase is approved, the person making the purchase will request reimbursement by check within thirty (30) days of purchase.

Sub-Section A:

All check requests must be submitted to the *Finance Committee*, on the approved form, with an itemized invoice or statement of all items to be purchased, their total cost, and must include the accounting cost center to be charged (see *Policies and Procedures Manual, Appendix, Forms.*)

**ARTICLE III
BOARD MEMBERS' GENERAL DUTIES**

SECTION I – POSITIONS

The *Board of Directors* shall consist of the following positions:

EXECUTIVE BOARD/FINANCE COMMITTEE

- *President*
- *Vice President*
- *Secretary*
- *Treasurer*
- *Athletic Director*
- *Cheerleading Director*

GENERAL BOARD:

- Concession Director
- Assistant Concession Director
- Registration Director
- Assistant Registration Director
- Assistant Athletic Director
- Assistant Cheerleading Director
- Publicity Director
- Fundraising Director
- Volunteer Director
- Field Maintenance Director
- Director of Football Operations
- Asst. Director of Football Operations
- Assistant Football Equipment Director
- Cheerleading Equipment Director
- Team Mom Director

The *Board of Directors* shall elect the *Executive Board*, which the *President, Vice President, Secretary, and Treasurer* shall serve a two (2) year term. The *President* and *Secretary* shall be elected to office each even year, and the *Vice President and Treasurer* shall be elected to office each odd year. This is required to provide continuity to the organization. Elections shall take place at a *Board of Directors* special election meeting held in **December prior to the start of the newly elected Boards' term** as outlined in Article VI, Section I, Sub-Section C of the *Constitution of The Brandon Bears*.

Sub-Section A:

When two (2) *Board of Directors* members wish to fulfill the same duty and/or position, a vote shall be taken by secret ballot as outlined in Article III, Section III of these *Bylaws*.

**ARTICLE III
BOARD MEMBERS' GENERAL DUTIES**

SECTION I – POSITIONS: (Continued)

Sub-Section B:

Board of Directors members not volunteering for any duties and/or positions shall be assigned a duty and/or position, for which they are qualified, by the *President*.

Sub-Section C:

All *Board of Directors* members and *Committee Members* who hold the positions, shall report to the *Board of Directors* on a regular basis, as directed by the *President* or his/her appointee.

Sub-Section D:

Any *Board of Directors* members missing three (3) regular scheduled meetings, without prior notification to the *Secretary*, (with the exception of career-related absenteeism), is subject to disciplinary action by the *Board of Directors*, as outlined in the *Constitution of The Brandon Bears*, Article III, Section II, Sub-Section A. Any *Board of Directors* member not fulfilling their *Board of Directors'* position, as outlined in the *Constitution of The Brandon Bears*, Article III, Section II, Sub-Section A is subject to disciplinary action by the *Board of Directors*.

SECTION II – JOB DESCRIPTION

A detailed job description for each *Board of Directors* position shall be outlined and filed with the *Board of Directors Secretary* and made a part of *The Brandon Bears Policies and Procedures Manual*. A general list of positions and descriptions for each *Board of Directors* position has been made a part hereof and is listed below:

ALL BOARD MEMBERS:

- Shall be available to assist in other duties, when the elected *Board of Directors Member* is not available or requires assistance to fulfill their duty.
- Shall be available at all home games for the duration of the day's activities, to include assistance with set-up prior to and tear down after the day's games.
- Will provide the *Secretary* with copies of all written correspondence which he/she receives or sends which relate to *The Brandon Bears*.

ARTICLE III BOARD MEMBERS' GENERAL DUTIES

PRESIDENT:

- Shall preside over all meetings of the *General Membership* and all meetings of the *Board of Directors*.
- Shall appoint all Committee Chairpersons in the best interest of *The Brandon Bears*, with input from the *Board of Directors*.
- Shall cast the deciding vote in the event of a tie vote.
- Shall represent *The Brandon Bears* at any function needing *Board of Directors* attendance (or any executive *Board Member*)
- Shall serve as a member of the *Finance Committee*
- Responsible for booking paramedic coverage for all home games.
- Shall serve as the Florida Elite trustee/representative

VICE PRESIDENT:

- Shall preside over meetings in the *President's* absence
- Shall take over the *President's* term for the remainder of the *President's* term in the event the *President* cannot serve the duration of his/her elected term.
- Shall serve as a member of the *Finance Committee*
- Shall serve as chairperson of the *Grievance Committee*
- Shall file the Nonprofit Corporation Annual Report as required by the Florida Department of revenue on an annual basis.

SECRETARY:

- Shall take minutes (either handwritten notes or by using the tape recorder) of all *General Membership*, *Board of Directors*, *Executive*, *Finance Committee* meetings, as well as *special* meetings, accurately reporting all minutes and distributing copies of the minutes to all *Board of Directors Members* for review and approval. The minutes shall account for all *Board of Directors Members*, whether in attendance or absent.
- Will count all written ballots in the event of a ballot vote and report the results accordingly.
- Must receive and file in the records, copies of all communications concerning *The Brandon Bears*, whether incoming communications or outgoing correspondence.
- Responsible for contacting all *Board of Directors Members* to notify them of meeting dates and times.
- Shall maintain a current listing of all *Board of Directors* names, current position, address, contact telephone numbers and provide each *Board of Directors Member* with a copy.
- Shall serve as a member of the *Finance Committee*

TREASURER:

- Responsible for collection, counting and timely deposit of all monies received within 48 hours of receipt, into a bank account approved by the *Board of Directors*.
- Responsible for disbursing funds for payment of bills in a timely fashion and obtaining appropriate receipts for each transaction prior to payment.
- Responsible for presenting a monthly financial report to the *Board of Directors*
- Responsible for presenting to the *Board of Directors*, a year-end financial statement at the first regular *Board of Directors* meeting following the end of the year.
- Along with at least one other *Board of Directors Member* is responsible for collection and counting of all monies collected at any home game or special event hosted by ***The Brandon Bears***.
- Shall serve as a member of the *Finance Committee*
- Shall present the annual operating budget to the *Board of Directors* for approval.
- Shall file the Annual Tax Return of ***The Brandon Bears*** as required by the Internal Revenue Service.
- Shall serve as a member of the Scholarship Committee.
- Shall be responsible for keeping accurate records regarding scholarships granted.
- Shall submit the monthly Department of Revenue taxes

ATHLETIC DIRECTOR

Responsible for coordinating the efforts and activities of the football teams of ***The Brandon Bears***

- Shall, along with the *Assistant Athletic Director and/or Director of Football Operations*, select Head Football Coaches.
- Responsible to attend all regularly scheduled meetings of Florida Elite or Other Governing Body and represent ***The Brandon Bears*** in its best interest. The *Trustee* is responsible to report all Conference activities, changes in policies, etc. that affect ***The Brandon Bears***.
- Responsible to be present, or have his/her *Alternate Trustee*, present at all games to conduct athlete Check ins, and handle any problems that may rise during game day.
- Responsible for preparation of rules and guidelines for coaches, players and parents.
- Responsible to be present at registration in order to answer any questions that may arise.
- Responsible for the safekeeping of the sealed records (rosters) for each football team of ***The Brandon Bears***.
- Responsible for providing the *Volunteer Director* with directions to all away game fields.

- Shall serve as a member of the Scholarship Committee.
- Shall serve as a member of the *Finance Committee*
- Responsible for keeping a safety book of all players and cheerleaders' medical history.
- Responsible for filling out and maintaining injury reports.
- Responsible for all Cheer Operations in the absence of a Cheer Director

ASSISTANT ATHLETIC DIRECTOR/DIRECTOR OF FOOTBALL OPERATIONS

- In the absence of the *Athletic Director*, is responsible to handle all duties as outlined above in the *Athletic Director* job description, except those duties handled by the *Alternate Trustee*.
- Act as a backup for the *Athletic Director*, handling tasks as directed by the *Athletic Director*.

CHEERLEADING DIRECTOR/CHEERLEADING CONFERENCE TRUSTEE:

- Responsible for coordinating the efforts and activities of the cheerleading squads and shall act as liaison between Florida Elite or Other Governing Body and *The Brandon Bears*.
- Responsible to select an *Alternate Trustee*, with final approval by the *Board of Directors*.
- Shall select cheerleading coaches.
- Shall also serve as *Cheerleading Trustee* of Florida Elite or Other Governing Body. Responsible to attend all regularly scheduled meeting of the Florida Elite or Other Governing body and represent *The Brandon Bears* in its best interest.
- Responsible to report all Conference activities, changes in policies, etc. that affect *The Brandon Bears*
- Responsible to be present, or have his/her *Alternate Trustee* present, at all games to handle any problems that may arise during game day or at competitions.
- Responsible for preparation of rules and guidelines for coaches, players and parents.
- Responsible to be present at registration in order to answer any questions that may arise.
- Responsible for the safekeeping of the sealed records (rosters) for each cheerleading squad of *The Brandon Bears*.
- Shall serve as a member of the Scholarship Committee.
- Shall serve as a member of the *Finance Committee*
- Responsible for keeping a safety book of all players and cheerleaders' medical history.
- Responsible for filling out and maintaining injury reports.

ASSISTANT CHEERLEADING DIRECTOR

- In the absence of the *Cheerleading Director*, is responsible to handle all duties as outlined above in the *Cheerleading Director* job description, except those duties handled by the *Alternate Trustee*.
- Will assist the *Cheerleading Director* in the selection of cheerleading coaches.
- Will act as a backup for the *Cheerleading Director*, handling tasks as directed by the *Cheerleading Director*.

EQUIPMENT DIRECTORS (FOOTBALL AND CHEERLEADING):

- Responsible for the maintenance of team equipment by providing for periodic inspection and maintenance of the equipment.
- Responsible for keeping a written statement of inventory, which statement shall be kept from year to year.
- Responsible for checking equipment in and out as players sign-up, drop out, and receiving all equipment at the end of the season **from the Head Coaches**.
- Responsible for ensuring that all needed equipment is on the practice field at night and put away at the end of practice.
- Responsible for recommending to the *Board of Directors*, new equipment purchases necessary
- Shall be available to assist in other duties, when the elected *Board of Directors Member* is not available or requires assistance to fulfill their duty.

ASSISTANT EQUIPMENT DIRECTOR(FOOTBALL AND CHEERLEADING):

- In the absence of the *Equipment Director*, the *Assistant Equipment Director* is responsible to handle all duties as outlined above in the *Equipment Director* job description.
- Will act as a backup for the *Equipment Director*, handling tasks as directed by the *Equipment Director*.

FUNDRAISING DIRECTOR:

- Shall be responsible for the procurement and sale of all fundraising commodities at all **Brandon Bears** related activities, to include the practice field, and home game day field.
- Responsible for the storage and safekeeping of all such commodities.
- Responsible for planning and executing all fundraising activities for **The Brandon Bears**, i.e., raffle sales, candy sales, yard sales, etc.

CONCESSIONS DIRECTOR:

- Shall be responsible for procurement and sale of all concession commodities at all **Brandon Bears** related activities, to include the practice field and home game day field.
- Shall be responsible for the storage and safe keeping of all such commodities.
- Shall be responsible for instructing volunteers working in the concession stand of their duties.
- Shall be responsible for concessions inventory, and reporting of inventory

ASSISTANT CONCESSIONS DIRECTOR:

- In the absence of the *Concessions Director*, the *Assistant Concessions Director* is responsible to handle all duties as outlined above in the *Concessions Director* job description.
- Will act as a backup for the *Concessions Director*, handling tasks as directed by the *Concessions Director*.

FIELD MAINTENANCE DIRECTOR:

- Shall be responsible for setting up and tearing down the field for home games.
- Shall be responsible for coordinating trash cleanup at the practice field after every practice.
- Shall fill water coolers and place on football and cheerleading practice fields during every practice.
- Shall be responsible for lining the practice field.
- Shall be responsible for coordinating trash cleanup at all home games and special events hosted by **The Brandon Bears**.

PUBLICITY DIRECTOR:

- Shall be responsible for coordinating letters and forms for Sponsors and Business donations for **The Brandon Bears**.
- Shall be responsible for hanging and taking down the sponsor banners for all home games.
- Shall be responsible for contacting local news services for coverage of upcoming **Brandon Bears'** activities and/or game day coverage/news.
- Shall be responsible for the publication of the yearly **Brandon Bears** Program, and any activities related thereto, i.e. team photos, dedications, etc.
- Shall be responsible for scheduling a photographer to shoot individual pictures of the players and to ensure that the information concerning this event is disseminated to the *General Membership* and *Coaches* in a timely fashion.
- Responsible for maintaining all Official **Brandon Bears** social media accounts.

VOLUNTEER DIRECTOR:

- Shall be responsible for scheduling volunteers for each team home game.
- Shall be responsible for scheduling concession, front gate, ticket booth, video taping of games, and fundraising volunteers for each home game for each team/squad, as well as practice field concession stand duty. A copy of the assigned volunteers, and the position they are filling, should be provided to the *Concessions Director, Fundraising Director, Registration Director, Treasurer* and *Vice President* no later than Thursday evening for home game coverage, and no later than Thursday evening before the next week's practice for concession stand duty.
- Shall be responsible for maintaining a list of approved teenagers to work concession for high school volunteer hours.

REGISTRATION DIRECTOR:

- Shall be responsible for sending notifications to former players and cheerleaders advising them of pre-registration dates.
- Shall be responsible for scheduling the dates and times for all registrations, with *Board of Directors* approval.
- Shall be responsible for notifying all registered players of the date and time for final registration.
- Shall be responsible for preparation of, and School Board approval prior to distribution to the schools, of all flyers and announcements advising of registration dates and times.
- Shall be responsible for knowledge of the League's requirements in order to answer any questions that may arise (i.e. ages, weights, fees, etc.).
- Shall be responsible for having available at all times, an up to date list of all players and cheerleaders currently on the roster. Along with this should be current mailing address, birth date, telephone number, current school, parents'/legal guardian's name.
- Shall be responsible for being available at the practice field until the third (3rd) game of the season to sign up additional players and cheerleaders, with the approval of the *Athletic Director* and/or *Cheerleading Director*, as applies.
- Shall be responsible for preparing the roster books in the order as required by Florida Elite or Other Governing Body. The roster books are then turned over to the *Athletic* or *Cheerleading Director* for safekeeping.

ASSISTANT REGISTRATION DIRECTOR:

- In the absence of the *Registration Director*, the *Assistant Registration Director* is responsible to handle all duties as outlined above in the *Registration Director* job description.

- Will act as a backup for the *Registration Director*, handling tasks as directed by the *Registration Director*.

TEAM MOM DIRECTOR:

- Shall be responsible for coordinating with the Head Coach, the selection of a Team Mom/Dad for their team/squad.
- Shall be responsible for distributing information regarding upcoming events, requirements, etc. to the Team Moms/Dads for each team/squad for further distribution to the team/squad by the Team Mom/Dad.
- Shall act as a liaison to aid in communication between the parents and the *Board of Directors*.
- Shall be responsible for distribution of directions to all away game fields.

SECTION III – VOTING:

As the normal course of business at all meetings (including committee meetings), *The Brandon Bears* will use a system of ballot, (normally a show of hands, either for or against), when deciding all matters of amendments, additions, deletions or other changes to *The Brandon Bears Constitution, Bylaws, Amendments, Policy Manuals*, normal business operation and/or planning.

Sub-Section A)

At all meetings, the *Board of Directors Member or Committee Member* shall be entitled to one (1) ballot or vote on any proposal, motion, nomination, committee recommendation, or other agenda items being considered, as defined in the *Constitution of The Brandon Bears*. All persons entitled to vote must be present to do so. There shall be no provisions for absentee voting.

Sub-Section B)

At all *General Membership* meetings, the *General Membership* shall be entitled to one (1) ballot or vote on all proposal, motion, nomination, committee recommendation, or other agenda items being considered, as defined in the *Constitution of The Brandon Bears*. All persons entitled to vote must be present to do so. There shall be no provisions for absentee voting.

Sub-Section C)

At the discretion of the members present at any meeting, a written secret ballot may be substituted for the normal show of hands. It is recommended that this written secret ballot be used for elections of officers and appointments of *Board of Directors Members*, and any disciplinary actions.

Sub-Section D)

In all decisions, the majority shall prevail. Exceptions being decisions on matters of the *Constitution, Bylaws* or their *Amendments*, where a minimum number of votes based on a percentage of the total *Board of Directors* is required, as detailed

in Article VI, Section III, Sub-Section A of the *Constitution of The Brandon Bears*.

Sub-Section E)

At the discretion of the *President*, a vote may be called on to be held via email *or other form of communication method*. The Board of Directors Member or Committee Member shall be entitled to one (1) ballot or vote on any proposal, motion, nomination, committee recommendation, or other agenda items being considered, as defined in the Constitution of The Brandon Bears. A specific time frame for votes to be cast will be set, two thirds MUST have voted for the decision to be made, majority will rule.

**ARTICLE IV
COMMITTEES**

SECTION I – PURPOSE:

As some of the *Board of Directors* responsibilities are unduly large and may not be properly considered at any one meeting, the *President*, with the input of the *Board of Directors*, will appoint committees to do the preliminary investigations, or other such work that requires detailed planning. These committees will meet, investigate, compile a report and return their findings to the *Board of Directors* at a regular meeting. The *Board of Directors* will then take such action, as it deems appropriate. The specific duties, functions and responsibilities of each Committee shall be defined in *The Policies & Procedures Manual of The Brandon Bears*.

Sub-Section A)

The committees shall be classed in three types. The first is a *Standing Committee*, which is a committee that shall be filled every season to consider annually reoccurring events. All *Standing Committees* should be appointed as near the beginning of the year as possible. The second committee type shall be a *Select Committee*, which shall be appointed on an as needed basis, for the occasional or non-routine needs of the organization. The third committee type shall be a *Special Committee*, which for reasons of accountability and confidentiality, shall only be filled with specific member of the *Board of Directors*.

Sub-Section B)

All committees must consist of no fewer than three (3) persons and must have at least one active member of the *Board of Directors* in their make up, and when appropriate may include *Non-Board Members*. The *Board Member* on the committee shall be the chairperson. It is recommended that persons who are listed in the *Board* meeting minutes as potential replacement *Board Members*, be considered first as committee candidates. The maximum number of persons on each committee shall be at the discretion of the *Board* at the time of the committee appointment. It is recommended that all committees be of odd numbers to eliminate tie votes.

Sub-Section C)

The currently listed *Standing Committees* are as follows:

- Homecoming Planning Committee
- Awards Ceremony Planning Committee
- *Policies and Procedures Manual* Review Committee
- Yearbook Committee
- *Bylaw* Committee

Sub-Section D)

To ensure accountability and protect confidentiality, the following shall be *Special Committees* and shall be filled with the listed *Board Members*:

- *Finance Committee*
 - *Treasurer* as Chairperson, *President*, *Vice President*, *Secretary*, *Athletic Director* and *Cheerleading Director*.
- *Grievance & Redress Committee*
 - *Vice President* as Chairperson, *Athletic Director* and *Cheerleading Director*.
- *Scholarship Committee*
 - *Treasurer* as Chairperson, *Athletic Director* and *Cheerleading Director*.

**ARTICLE V
EQUIPMENT**

SECTION I – OWNERSHIP:

All equipment and uniforms are the property of *The Brandon Bears*. Each Head Coach is responsible for seeing that all players’ uniforms and/or equipment is returned to either the *Football Equipment Director* or the *Cheerleading Equipment Director* at the end of the season, or during the season if a player leaves *The Brandon Bears*.

SECTION II – LIABILITY:

Any equipment and/or uniforms not surrendered by the child and/or his/her parent/legal guardian to the appropriate equipment *Director* upon termination of the season or leaving the team, will result in being assessed and held liable for the total replacement cost of each equipment and/or uniforms and any uniforms and any fees required in collecting the same.

**ARTICLE VI
REVISIONS TO THE BYLAWS**

SECTION I – REVISIONS:

The *Bylaws of The Brandon Bears* may be altered or amended and the new *Bylaws* may be adopted by the *Board of Directors* as deemed appropriate.

SECTION II – APPROVAL:

Any changes to the *Bylaws* shall require a full two-thirds majority vote of the entire *Board of Directors*, as stated in the *Constitution of The Brandon Bears*, Article VI, Section III, Sub-Section A.

**ARTICLE VII
COACHES**

SECTION I – SELECTION:

Head Coaches for *The Brandon Bears* are selected by the *Athletic Director* and *Assistant Athletic Director* for football, and by the *Cheerleading Director* and *Assistant Cheerleading Director* for cheerleading as outlined in the *Policies and Procedures Manual* for *The Brandon Bears*. All coaches must meet minimal requirements and are subject to all rules of the Florida Elite or Other Governing Body and *The Brandon Bears*, as set forth in the *Policies and Procedures Manual of The Brandon Bears*.

**ARTICLE VIII
POLICIES AND PROCEDURES MANUAL**

SECTION I – DEVELOPMENT:

The *Board of Directors* shall develop and maintain a manual of policies and procedures that will define all member's duties and responsibilities, define committee responsibilities, and otherwise explain, define or dictate the normal operations of the organization. This manual shall prevail in all matters, save those addressed in the *Constitution, Bylaws* or their *Amendments of The Brandon Bears*. Those Articles and Sections, if in conflict shall supercede those of the *Policies and Procedures Manual of The Brandon Bears*.

SECTION II – CHANGES:

Although it is the intent and goal of the *Board of Directors* to adhere to the *Bylaws*, it is recognized that extraordinary circumstances may require changes periodically. Any subsequent changes will be subject to the *Bylaws*, Article VI.