

Article I- Name and Location

The name of this organization shall be: **Carolina Copperheads Youth Football and Cheer** and shall be located in the town of **Fort Mill, South Carolina**.

Article II- Objective

The Copperheads Foundation is committed to fostering the growth and advancement of youth football players and cheerleaders in Fort Mill and the surrounding regions. Our program strives to empower young individuals to cultivate a sense of accomplishment, leadership abilities, and self-assurance through the promotion of positive attitudes, healthy living, strong work ethics, discipline, and perseverance. By nurturing these qualities, we believe in equipping our youth to succeed both on the field and in various facets of life, including academics and personal endeavors.

Article III- Executive Board and Board of Directors

1. Composition of the Executive Board and Board of Directors (Board/BOD)
 - a. The Board may comprise of eleven (11) positions which may include, but is not limited to: President, Vice President, League Administrator (Secretary), Treasurer, Director of Football Affairs, and Director of Cheerleading Affairs. Additionally, the BOD may include up to an additional five (5) members at-large. These members at-large may be assigned such tasks as: Game Day Coordinator, Communications Marketing Director, Player Development Coordinator, Equipment/Field Coordinator,).
 - b. The positions of President, Vice President, Treasurer and Secretary shall comprise the Executive Board.
 - c. The Board shall serve for a maximum term of two (2) years beginning January 1st and ending December 31st of the following year. Members are eligible for re-election to consecutive terms but must serve in different roles within the organization unless: 1)no one is willing to serve in the existing role, AND 2) a majority vote by the board approves the member to continue the same role. Odd years will be elections for the President, Secretary, and Director of Cheerleading Affairs. Even years will be elections for the Vice President, Treasurer, and Director of Football Affairs (Football Coaching Directors), and all other elective chairs.
 - d. Treasurer will close the books as of December 31st.
 - e. Board members absent from three (3) Board meetings including special meetings may be removed from the Board by a majority vote of a quorum of the other Board Members. If an excuse is presented by the Board member in question and found to be valid by a majority vote of a quorum of the remaining Board, no action will need to be taken.
 - f. One (1) person cannot hold two (2) Executive Board positions.

- g. If there are not enough members to fill all the Board positions in any given year, the four (4) Executive Board positions must be filled. These four positions comprise the: President, Vice President, Secretary and Treasurer.
 - h. Any Board member can also be a Coach. However, board membership does not guarantee coaching participation for those interested, and coaching does not exclude you from completing your Board responsibilities.
 - i. Any Board member who is expelled from the Board shall not ever be able to return as a Board member.
 - j. The President must have at least two (2) consecutive years' involvement with the organization, one (1) of which must be served as a Board member.
2. Functions/Responsibilities of the Board of Directors
- a. Rules/Regulations of the Copperhead Youth Football and Cheer will include:
 - i. Coach's conduct
 - ii. Player eligibility
 - iii. Player/cheerleader conduct
 - iv. Grievance arbitration
 - v. Uphold the rules prescribed by the League in which Carolina Copperhead Youth Football and Cheer participate
 - vi. Expenditure of funds
 - b. A majority vote of the Board shall be required for, but not limited to, the following:
 - i. Expenditure of funds (not included in the pro-forma budget) that exceeds two hundred and fifty dollars (\$250.00)
 - ii. Selection of fundraising events and lead coordinator of said event
 - iii. Trophy/award costs for players/cheerleaders
 - iv. Publicity and advertising for registrations and other activities
 - v. Determination of registration fees
 - c. When possible, all Board members will be elected at the first meeting in January for the following upcoming season. (including postseason eligible play) to serve for a term maximum two (2) years (See Article III - Section 1:D). The newly elected Board members will assume their positions as the first item of business at the January meeting. Candidates for open or vacant Board positions may be nominated and voted upon by the Board at its discretion at any time.
 - d. The Board members shall be nominated/elected based upon their character, adherence to organizational objectives, and ability to perform their required duties. Additionally, qualified candidates will be required to complete an interview process with the current board members.
 - e. Any Board member demonstrating conduct deemed to be unfitting of a Board member as determined by his/her fellow Board members shall be removed from office, by a majority vote of a quorum (as defined by Article IV Section 5)) of the Board members, exclusive of the Board member in question. The removed individual shall be notified in writing. This action can also be taken by the Board if the majority feels that another board member is not fulfilling their duties and obligations that have been previously defined in the signed board roles. Any Board member with a position that requires a key

shall receive only that key. The Board shall designate an alternate who shall receive a copy of all keys necessary by the organization.

- f. The Board will be responsible for the operating budget for the Copperhead Youth Football and Cheer program.

Article IV- Meetings

1. Regular meetings shall be held on a day of the month to be agreed upon by the board on or before the January meeting. The board shall meet at least once a month in January, February, March, April, May, June, July, August, September, October, and November. The November meeting is designated as the "Annual Meeting". The first thirty (30) minutes of the regular monthly meeting will be open to the public. At its discretion the board can elect to extend the open period or to schedule an additional open or closed meeting. If an individual wishes to address the Board or add an item to the agenda, then he/she must notify a Board member at least seven (7) days prior to the meeting. The individual must also specify the topic of discussion at that time. Addition of the agenda item shall be at the discretion of the Board.
2. Meetings will be presided over by the President. In his/her absence, the Vice President will assume the duties.
3. Special meetings may be recommended by any board member with a majority vote of all members of the Board. The vote shall be recorded in the minutes of this special meeting.
4. In all matters not covered by the Bylaws of the League, Robert's Rule of Order shall govern.
5. Two-thirds of members of the board shall be considered a quorum and **must be present to conduct a vote.**
6. Voting:
 - a. Voting shall be restricted to members of the Board.
 - b. Each person, meeting the above requirements for voting rights, has one (1) vote.
 - c. In the event of a matter that needs immediate board approval, electronic mail (e-mail) or telephone voting will be used to vote. Excluded from electronic or telephone voting will be any governing procedures, Bylaws or issue of the personnel of the organization.
 - d. Unless detailed otherwise, Board motions shall be approved by a majority vote at a meeting where a quorum of Board members are present.

Article V- Duties of Officers

1. 1. The President shall:
 - a. Administrate the Board and the Executive Board
 - b. Conduct all meetings according to the Bylaws of the Copperhead Youth Football and Cheer program
 - c. Act as league representative to the appropriate governing league in the absence of the organization's town representative(s) (if applicable).
 - d. In the absence of the person designated by the Board, attend all league/conference meetings and report back information to the Copperhead Youth Football and Cheer Board

- e. Bring to the league/conference all correspondence, dues, payments, insurance premiums, town registration forms, player restrictions, etc
 - f. Act in the capacity of spokesperson between Copperhead Youth Football and Cheer and the league/conference.
 - g. File and have on hand at all times original registrations and rule forms with the parent signatures and provide a copy to each head coach
 - h. Ensure thorough background checks are conducted for all coaches, team parents, or any other volunteers who will have direct contact with participants (children).
2. The Vice Presidents shall:
- a. Administrate the Board and Executive Board in the absence of the President
 - b. Prepare all paperwork and submit to the league
 - c. Act in the capacity as a league representative to the appropriate governing league in the absence of the organization's town representative(s) (if applicable) and/or the absence of the President.
 - d. In the absence of the President and/or the person designated by the Board, attend all league/conference meetings and report back information to the Copperhead Youth Football and Cheer Board
 - e. Assist the President in bringing to the league/conference, all correspondence, dues, payments, insurance premiums, town registration forms, player restrictions, etc
 - f. Assist the President in the capacity of spokesperson between Copperhead Youth Football and Cheer and the league/conference.
 - g. Assist the President in the execution of his/her duties and in the President's absence, perform the duties of the President
3. 3. Secretary shall:
- a. Record, maintain and mail/e-mail copies of minutes of the monthly meeting to all board members.
 - b. Minutes are to be distributed within one week following the monthly meeting
 - c. Make all Board members aware of the monthly/special meetings by phone call or email prior to the meeting
 - d. Maintain a file on all businesses, purveyors, emergency personal and recreation departments' addresses and phone numbers
 - e. Collect and maintain contact information to include addresses, telephone numbers, email addresses, participant and parent names and emergency contact for the Board and coaches
 - f. Be custodian of the official records and minutes.
4. 4. The Treasurer shall:
- a. Be responsible for the timely depositing and distribution of all funds
 - b. Maintain an accurate record of all receipts and expenditures
 - c. Be required to make a monthly accounting report to the Board (including copies of monthly bank statements)
 - d. Submit an annual statement at the January meeting
 - e. Prepare, monitor and report the annual budget and comparison to actual financial activity. Financial budget sheet should be provided to the board.
 - f. Preparation and filing of all organization tax returns

- g. Be responsible for transitioning all books and records and nonprofit filings to the incoming Treasurer.
- 5. The Director of Football Affairs (Football Coaching Director) shall:
 - a. Resolve any problems between coaches, coaches/players, coaches/parents, and coaches/ Board if necessary. If a problem cannot be resolved, the Director of Football Affairs must bring the problems to the Board
 - b. Be responsible for safety equipment to include first aid supplies and safety requirements of coaches to include CPR and first aid training
 - c. Be responsible for the training of coaches
 - d. Be responsible for trophies at the end of season for all players/cheerleaders.
 - e. Compile and review football coaches applications for presentation to the Board
 - f. Instituting disciplinary action to football coach as instructed by the Board
 - g. Approve the transfer and/or coordination of players between teams and/or divisions
- 6. The Director of Cheerleading Affairs shall:
 - a. Be a representative for the organization to the league/conference for committees where necessary
 - b. Resolve any problems between coaches, coaches/players, coaches/parents, and coaches/ Board if necessary. If problem cannot be resolved the Cheerleading Coordinator must bring the problems to the Board
 - c. File and have on hand at all times a copy of all registrations and rule forms with parent signatures
 - d. Act as Equipment Manager on behalf of the cheerleading squads (i.e. inventory, condition, necessary purchases, distribution, and return of all uniforms)
 - e. Act as league representative, along with a cheerleading coach to the League.
 - f. Be responsible for trophies at the end of season for all players.
 - g. Compile and review cheerleading coaches applications for presentation to the Board
 - h. Instituting disciplinary action to cheerleading coach as instructed by the Board
 - i. Approve the transfer and/or coordination of cheerleaders between teams and/or divisions

Article VI – Committees

The Board of Directors of the Copperhead Youth Football and Cheer will appoint all committees and committee chairpersons as deemed necessary. The Board of Directors of the Copperhead Youth Football and Cheer may dissolve any such committee, or remove its chairperson, at any time.

Article VII - Team Organization

- 1. The Copperhead Youth Football and Cheer organization may consist of A Squad, B Squad, C Squad, and Mighty Mite (D) Squad teams, with cheerleading squads following the same format.

Copperhead Youth Football and Cheer may also consist of a flag football squad for participants that are of an age designated by the Board of Directors.

2. The team colors may consist of green, white, gray, black, or other colors designated by the Board of Directors.

Article VIII- Boys and Girls participation

1. Qualifications for players/cheerleaders will comply with the league/conference in which the Copperhead Youth Football and Cheer participates (See Code of Conduct Handbook, Appendix X).
2. Any player/cheerleader not complying with the qualifications, rules, or guidelines will be susceptible to removal from the Copperhead Youth Football and Cheer organization.
3. Any player/cheerleader found to be in violation of the participant contract may be removed from the program upon a finding by the board.
4. Any players/cheerleaders who are removed must return all equipment and will not receive a refund of any registration fees.

Article IX-Coaching Staff

1. Coaching privileges will be extended by invitation to participants of the Copperhead Youth Football and Cheer. All those interested in coaching football and cheerleading will be required to complete an application and background check and potentially participate in an interview process.
2. Applicants should be able to demonstrate the ability of properly coaching youth and promoting the growth and development of participants. Some knowledge is required of either football or cheerleading respectfully to insure the safety of the participants.
3. The minimum number of coaches to be present at each football or cheerleading practice or game shall be as required to comply with the league/conference requirements.
4. Final approval of coaching volunteers will be a Board decision.
5. Coaches must demonstrate a positive attitude when dealing with their players, parents and fellow coaches. Sportsmanship must be demonstrated at all times.
6. All coaches are subject to the Coaches Code of Conduct at all times. (See Code of Conduct Handbook, Appendix B)
7. Violation of the Coaches Code of Conduct is grounds for suspension and/or termination from coaching privileges, which will be determined by the Copperhead Youth Football and Cheer board.
8. Qualifications for coaches will comply with the league/conference in which the Copperhead Youth Football and Cheer participates.
9. If a coach's conduct or performance is deemed inappropriate or unbecoming, they may be asked to leave a practice, game, or event. The coach(s) in charge must then notify the Board. The matter will be brought before the Board at the next scheduled Board meeting or a special Board meeting convened specifically to address the issue.

10. If a coaches' conduct or performance is deemed detrimental to Copperhead Youth Football and Cheer, he/she may be removed at any time by a majority vote of the Board present at the meeting when said ability or performance is brought to question.
11. A special meeting must be held prior to the removal of a coach at which time the Executive Board and the involved coach(es) must attend. Failure by a coach to attend the special meeting will be grounds for immediate removal.
12. Costs for coaches' clinics may be paid for by the Copperhead Youth Football and Cheer organization as long as said coaches are involved as a coach or Board member, appropriate pre-attendance notice is provided to the Board, and when the organization's funds allow.

Article X- Registration

1. The Board, at the January meeting, shall determine the registration fee for the upcoming season's registration.
2. The Board sets the dates of registration.
3. All registration forms must be filled out completely with any required documents required by the league, before a child will be able to participate in any function with the Copperhead Youth Football and Cheer, including practice, games or scrimmages.
4. Any player/cheerleader who leaves/quits the program prior to completion of the season will not be entitled to a trophy. It is the discretion of the Director of Football Affairs or Director of Cheerleading Affairs, respectively, to allow the return of any player/cheerleader to their team/squad.
5. There will be no refunds of registration fees after July 1st of each season unless specifically approved by the Board of Directors.
6. The board will consider financial assistance for participants in part or full based on a review of an individual's hardship and/or need. Any child whose parent cannot meet part/all of the registration fee may be considered for assistance. Payment plans are offered to participants by request. Applicants' names will be presented to the Board for approval. (See Appendix A for guidelines, criteria and rules governing financial assistance)

Article XI - Playing Schedule and Tournaments/Playoffs

1. The league/conference in which the Copperhead Youth Football and Cheer participates will regulate the schedule of regular season games and post-season games.
2. All open dates and post-season (other than playoff and championship) games shall be at the discretion of the Board.

Article XII - Provision for Insurance

1. Medical insurance may be carried through the league/conference in which the Copperhead Youth Football and Cheer participates. See league/conference Bylaws for the coverage limits and deductible on a yearly basis.

Article XIII- Financial Policy

1. The Board shall be responsible for the funds of the Copperhead Youth Football and Cheer Program.
2. The Board policy mandates that all funds be deposited into a checking and/or savings account designated for the payment of the program debts. These accounts must be reported on either a monthly or quarterly basis.
3. Appointees will be designated by the board to be responsible for signing checks. In addition to the Treasurer, the Board will appoint at least one (1) other Board member with authority to sign checks and complete banking business in the absence of the Treasurer.
4. With Board's approval, the organization credit and/or debit card can be used for purchases.
5. No check for goods or services that has not been previously included in the budget and which exceeds two hundred and fifty dollars (\$250.00) shall be cut without the prior approval of the Board present and voting at the meeting where the request is made. Emergency expenditures may be authorized by a vote of the board. Emergency expenditures must be subsequently noted at the current and/or next meeting of the Board.
6. All contributions and/or solicitations shall be for the sole benefit of the Copperhead Youth Football and Cheer organization as a whole. A committee will direct all solicitation of funds with a chairperson appointed by the Board specifically for each drive or event. All funds are to be presented and accounted for to the Board at the completion of the committee's tenure. During the fundraising drive/event, money can be turned into the Treasurer. Failure to account for and present all funds to the Board could result in removal from the Board and criminal charges.
7. No part of the funds or assets of Copperhead Youth Football and Cheer shall be distributed to its members or board except as in accordance with the Non-Profit Corporation Law of the State of South Carolina.
8. There shall be no fundraising for a specific purpose or event without prior approval of a majority of the board. Any unauthorized fundraising will be brought before the board and may result in disciplinary action from the Copperhead Youth Football and Cheer organization.
9. The Board, may at its discretion, appoint a Financial Audit Committee, one who secures a CPA who will work for pro-bono or a reasonable fee, to complete an audit of the financial records as of December 31 of each year, and who reports the findings of the CPA to the board.
10. The Copperhead Youth Football & Cheer Program is mandated to conduct an annual audit upon the conclusion of each year. The Board is required to appoint a financial Audit Committee, which may engage a CPA to work pro-bono or for a reasonable fee, to carry out an audit of the financial records as of December 31 annually. The findings of the CPA must then be reported to the board.

Article XIV- Amending the Bylaws

The Bylaws will be proposed and reviewed annually in January and voted on by the March meeting. The Bylaws may be amended or altered in whole or in part by a majority vote of a quorum of Board members. Notice of proposed changes must be made at a meeting prior to the meeting at which the changes will be voted on.

Article XV – Grievance Procedures

Please reference the Code of Conduct Handbook (Appendix B) for grievance procedures.

Appendix A

1. Financial Assistance for Participants

- a. Financial assistance may be provided to any participant at the discretion of the Board, provided sufficient evidential matter is provided to the Board that clearly reflects a need for financial assistance. To maintain the confidentiality of personal information of those families of athletes requiring financial assistance, the Board shall elect a committee of no more than four members of the Board to compile the necessary documentation and to vote upon the amount of such assistance provided (full or partial) or payment plans established. In no event shall the amount of assistance provided exceed the amount that the athlete(s) would have otherwise incurred in connection with that season's registration fees.

Appendix B

Code of Conduct Handbook

