**Scotland Broncos, Inc.**

**BY-LAWS**

Adopted November 20, 2018

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**1.0 Name**

1.1 The official name of the corporation is SCOTLAND BRONCOS INCORPORATED and will be referred to throughout the By-Laws as SBI. PA business Entity name of SCOTLAND BRONCOS YOUTH FOOTBALL LEAGUE, INC. EIN: 2-1374467

1.2 The official colors of SBI are Orange, Blue and White as bold and accent colors. The official mascot is the bronco aligned and accented with the official colors.

**2.0 Purpose and Objectives**

2.1 SBI, is committed to providing opportunities for our community youth to participate in an athletic program, striving to inspire our youth, regardless of race, sex, creed, or national origin, to practice the ideas of sportsmanship, scholarship, and physical fitness. SBI strives to make the game fun for all participants through positive player coaching. Our program stresses learning lessons of value far beyond the playing field or cheering days of its participants involved, such as self-discipline, teamwork, concentration, friendship, leadership, and good sportsmanship. SBI is also a strong believer that athletics and academics go hand-in-hand. Our program makes every effort to work at developing well rounded young men and women who learn not only the fundamentals of team sports, but also the importance of education, in an atmosphere, conducive to developing sound body, mind, and character.

2.2 SBI, is operated as a non-profit organization. In the event of SBI’s dissolution, all assets remaining will be donated to local charities.

**3.0 Location**

3.1 The registered office of the Corporation is Chambersburg PA with the mailing address being P.O. Box 386 Scotland, PA 17254

3.2 Meeting, Practice and events shall be determined by the board in the proximity of the registered location.

**4.0 Funds**

4.1 All payments, contributions, or donations made to or on behalf of the league in the way of checks, money orders, and certified checks will be made payable to “Scotland Broncos, Inc.” or “SBI”. Under no circumstance should league funds be made payable to members of the coaching staff, board or executive board members of SBI.

4.2 All cash, checks, money orders, and certified checks collected on behalf of the organization by any member associated with SBI will be passed to the organization Treasurer or an executive board member within one (1) week.

4.3 The Fiscal Year of the organization will be January 1 through December 31

**5.0 Organization**

5.1 SBI is an organization incorporated and insured representing the community of Chambersburg and Shippensburg having an open draw area with Teams in Chambersburg, Hamilton, Fayetteville and Scotland as designated by their Youth Program .The League has members consisting of children residing in the geographical scope of the Chambersburg Area School District, Tuscarora School District and Shippensburg Area School District. If the participant lives outside of these areas, a release form must be obtained and signed by the home coach, receiving coach, parents, and the Presidents of both leagues.

5.2 SBI is responsible for its own assets and liabilities. SBI will generate a non-profit income sufficient for annual operating expenses.

5.3 The Members of the Organization are those person who are a parent or legal guardian of a player/cheerleader who were active in the current or previous season and/or a coach, board member and are eighteen years of age or older.

5.4 SBI will maintain and run a Youth Football and Cheerleading Program for boys and girls grades K-8 and or in accordance with the leagues bylaws. SBI will maintain its membership to an organizational league and shall comply with all the By-laws currently in effect or amendments made to at any time in the future.

**6.0 The Board (Board of Directors)**

6.1 Shall consist of Board Members and Executive Board Members

6.2 The business and affairs of the corporation shall be conducted by a committee of Board Members. The Board will be made of not more than seventeen (17) members (not including the 5 lifetime board members) and not less than 9 members serving at any time. Nominations of Board Members will take place during the January meeting with the election during the February meeting.

6.2.1 A lifetime member is defined by the 5 board members documents by the 2018 executive board. These members are considered a member of the organization and can attend all monthly board meetings but do not have voting rights unless they have attended 2 consecutive board meetings prior to the vote in order to be informed and knowledge about the current standings of the organization.

6.3 All board members that have contact with the participants MUST have a valid Child Abuse Clearance, PA Criminal Clearance, FBI Fingerprint Check/or signed residency waiver and a signed Code of Conduct. Board Members will NOT be permitted on the field or to have any direct contact with participants until said paperwork has been received by SBI board.

6.4 SBI Board Members must be nominated by a current board Member in good standing. Nominees must be present to accept nomination. Post initial elections; it will be the normal course of business to nominate potential member(s) at any regular meeting with a private vote on such a nomination at the following months meeting.

6.5 Any incumbent member may ask to see and examine the records\books at any time.

6.6 Voting Rights of Members

6.6.1 Each active member of the organization will be entitled to one vote at the January, February and March meetings, only, and only on the matters of voting in the General Board (not Executive Officers) and the acceptance or declination of financial report and secretary’s book. Beginning 2011 pre-season, member must meet the following criteria in order to have voting rights. Proxy votes will not be recognized.

* Completed the specific number of requirements/obligations as outlined by the board and on the registration sheet. Examples are, but not necessarily limited to, fundraising minimums, concession stand, bingo, game day obligations, during previous season.
* Attend pre-season parents meeting and any required parent meeting throughout the season.

6.7 Termination of Elected Positions

6.7.1 Membership may be terminated on one of the following events and for another reason:

* Receipt by the Board of Directors of the written resignation of a member, executed by such member
* Death of a member
* Failure of a member to attend two (2) consecutive meetings without prior notification to any Executive Board Member.
* Due to behavior/cause that is inconsistent with membership, in accordance with the Code of Conduct or otherwise.
* Not meeting Member Responsibilities as defined in 6.9

6.7.2 Member is removed by a simple majority vote (51%) of the Board of Directors whenever, in their judgment, the best interests of this corporation will be served. However, such removal will be without prejudice to any contract rights of the member or officer so removed.

6.8 Members can be reinstated by 2/3 vote of the board.

6.9 Board Member Responsibilities

6.9.1 If a Board member is unable to attend a schedule Board meeting or practice, he/she must give the any Executive Board Member notification of his intended absence prior to the meeting.

6.9.2 A Board Member who misses two (2) consecutive meetings Board meetings for any reason without prior notification to any Executive Board Member within a 11 month period will automatically be removed from their current league responsibilities and lose their ability to vote on any board decisions, Board meets from January through November.

6.9.3 All Board Members shall abide by and sign the Scotland Broncos Code of Conduct.

6.9.4 All Board Members

* Shall aid in the set-up/clean up for all home games/practices, assist in away games requirements and volunteer for fundraising events.
* Completed the specific number of requirements/obligations as outlined on registration sheet. Examples are, but not necessarily limited to, fundraising, bond check requirements and serve on (1) committee during season.
* Attend pre-season parents meeting and any required parent meeting throughout the season.

**7.0 Executive Board Members (Officers)**

7.1 The Executive Board will consist of one (1) President, one (1) Vice President of Football, (1) Vice President of Cheerleading ,one (1) Secretary, and one (1) Treasurer, Executive Board Members will be elected for a 1 (one) year term:

7.1.1 A candidate for President shall have been a SBI board member and head an executive officer position in a prior year to the election shall be elected by a simple majority vote of voting members present at the January meeting, provided that there is a quorum as stated in the By-Laws.

7.1.2 A candidate for Vice-President of Football and Vice President of Cheerleading, Treasurer, and Secretary shall have been a SBI board member the year prior to the election shall be elected by a simple majority vote of voting members present at the January meeting, provided that there is a quorum as stated in the By-Laws.

7.1.3 The Executive Committee is responsible for the understanding and enforcement of the SBI Policy and Procedures Manual as well as the By-laws set forth by the Scotland Broncos.

7.1.4 SBI’s Executive Board will be nominated by the Board from Board Members during the January meeting, with elections by a private vote during the January meeting Each member including the President is entitled to one (1) vote for the position of one (1) President, one (1) Vice President of Football, (1) Vice President of Cheerleading ,one (1) Secretary, and one (1) Treasurer

7.1.5 If an Executive Board member needs to be replaced; the appointment/nomination/election would be for the remainder of the existing season.

7.1.6 An Executive Board Member may resign at any time by giving written notice to the Board. An affirmative MAJORITY vote by the Board will release said member of his/her responsibilities. President,

7.1.7 President, Secretary and Vice President of Football, Treasurer and Vice President of Cheerleading should not be the lead on a committee, they are to oversee and meet the executive responsibilities as indicated below and fill in as obligations are not being fulfilled in positions.

7.1.8 Removal of Officer

7.1.8.1 Any officer elected or appointed to office may be removed by a majority vote (51%) of the Board whenever, in their judgment, the best interests of this corporation will be served. However, such removal will be without prejudice to any contract rights of the officer so removed.

7.1.9 Appointment of Officers

7.1.8.1 The President reserves the right to nominate and appoint any officer in the event that nominations are not received for an officer position or a vacancy occurs

**7.2 President - Job Responsibilities & Duties**

7.2.1 Supervise business and affairs of SBI subject to the control of the Board

7.2.2 Supervise all officers and board members preside as chair at all meetings of the Board of Directors.

7.2.3 Appoint at the March meeting, all committee chairpersons and committees.

7.2.4 Perform all duties incident to such office and other duties as may from time to time be required of him/her by action of the Board.

7.2.5 Represent the SBI in all contacts with governmental agencies or other organizations involving the affairs of the SBI.

7.2.6 Authority to authorize the Treasurer to spend over $500.00 up to $1000 without Board Approval in the event a circumstance should arise that such expenditure is needed.

7.2.7 Authority to suspend any coach or player when such person violates any SBI or league guidelines or rules.

7.2.8 Act as a Team Representative at monthly meetings or appoint a representative to attend the meeting in the event of an absence. Communicate all league schedules for games, special events and changes as they occur.

7.2.9 Provide monthly meeting agenda items to Secretary to be included in reminder email

7.2.10 Acts as liaison with CASD Athletic Director regarding field use, game schedules, and practice facilities.

7.2.11 Cast a deciding vote on all issues on which the Board of Directors find themselves deadlocked.

7.2.12 Work with the Vice–Presidents, Secretary and Treasurer for recommendations for By-Law changes to be voted on in accordance with the By-Laws.

7.2.13 Assure that the provisions of these by-laws are adhered to at all times.

**7.3 Vice President of Football - Job Responsibilities & Duties**

7.3.1 Shall take on the role of the President in the occasion of his/her absence

7.3.2 Responsible for maintaining communication between the Football Program.

7.3.3 Assist the Equipment Manager with maintaining records of all equipment that has been handed out and with the return of said equipment. Make sure that all uniforms are in good condition prior to and post season. Utilizes the assistance of the Equipment Manager, Secretary and the coaches.

7.3.4 Oversee the actions of the Coaches, Equipment Manager and Team Moms; they may appoint a Cheer Rep if necessary.

7.3.5 Act as an organizational representative at monthly league meeting and report back any information pertaining to football and cheerleading (if necessary)

7.3.6 Assist the Secretary with making sure all paperwork is properly completed and received for each participant prior to the first practice. This should include: registration forms, current physical, parent/player code of conduct, valid birth certificates as well as other board requirements per player.

7.3.7 Act as a liaison between the players, parents, coaches, and the High School Coaching Staff (as Board as needed)

7.3.8 Supervise and direct the football coaches and enforce SBI/league Rules and Regulations that they are to follow and will act as the liaison between the parents, participants, coaches, and Board.

7.3.9 Arrange the participation of the coaches at the ANNUAL COACHES CLINIC held by the SBI/league and the MANDATORY Pre-season coaches meeting.

7.3.10 Responsible for making sure his/her coaches are prepared for the season and call meetings with coaches and/or parents as he/she deems necessary for planning throughout the season.

7.3.11 Review the game stats for all teams to ensure/enforce the minimum play rule and communicate to the Board of any violations.

7.3.12 will assume responsibility for coaching a team, or locate another willing coach, if no other volunteer is willing and able to perform the responsibilities.

7.3.13 Reports directly to the President and attends meetings and events as the Football representative for SBI as needed

**7.6 Vice President of Cheerleading - Job Responsibilities & Duties**

7.6.1 Reports directly to the President and attends meetings as the Cheer representative for SBI when deemed necessary

7.6.2 Arrange and attend to the participation of the coaches at the ANNUAL COACHES CLINIC held by the SBI/league Cheer Camp(s), and Pre-season coaches meetings.

7.6.3 Assist the Secretary with making sure all paperwork is properly completed and received for each participant prior to the first practice. This should include: registration forms, current physical, parent/player code of conduct, valid birth certificates as well as other board requirements per player.

7.6.4 Assist the Equipment Manager with maintaining records of all equipment that has been handed out and with the return of said equipment. Make sure that all uniforms are in good condition prior to and post season.

7.6.5 Responsible for making sure his/her coaches are prepared for the season and call meetings with coaches and/or parents as he/she deems necessary for planning throughout the season.

7.6.6 Will assume responsibility for coaching a squad, or locate another willing coach, if no other volunteer is willing and able to perform the responsibilities.

7.6.7 Oversee the actions of the Coaches, Equipment Manager and Team Moms; they may appoint a Football Rep if necessary.

7.6.8 Supervise and direct the cheer coaches and enforce SBI/league Rules and Regulations that they are to follow and will act as the liaison between the parents, participants, coaches, and Board.

**7.4 Secretary - Job Responsibilities & Duties**

7.4.1 Keep minutes of all Board meetings in a format that is attainable at member request and able to be distributed to the organization

7.4.2 Provide reminder notices of all the Board meetings, dates and location.

7.4.3 Have custody of all records, contracts, and agreements of SBI including key for safety deposit boxes, Bank Information and PO Box

7.4.4 Maintains current list of the Representatives/Alternates containing names, emails and phone numbers.

7.4.5 Meeting Roll Call and maintenance of such records and all proceedings of the Board of Directors SBI.

7.4.6 Responsible for preparing and submitting all participants rosters to the league representative by designated due dates and maintain the Official Information forms on each member of the SBI organization

7.4.7 Prepares all Newsletters and Conduct all official correspondence on behalf of the SBI

7.4.8 Responsible for updating and storing all current versions of bylaws and policy and procedures of the SBI as well as resolution and members attendance.

**7.5 Treasurer - Job Responsibilities & Duties**

7.5.1 Shall be the Chief Financial Officer of SBI and shall have control of all receipts and disbursements of said corporation.

7.5.2 Shall be the custodian of all the corporate funds, providing updates to the lines of accounting and updates to event income and expenditures, provide a monthly status of SBI each month at board meeting.

7.5.3 Shall have full authority to receive and give receipts for all monies due and payable to the corporation and to sign along with another Executive Board (Secretary) member to endorse drafts/checks in its name and on its behalf

7.5.4 Responsible for the deposit of all funds received by the corporation to an account in said corporations name.

7.5.5 Disbursements over $1000.00 require board approval.

7.5.6 Treasurer is to be responsible, with the assistance of the Executive Board, to generate a proposed calendar year budget to be presented at the March meeting.

7.5.7 Prepare and present, with the assistance of the Executive Board, at the January meeting an Annual Treasurer’s Report that shows the SBI Financial status. This report shall contain all receipts and expenditures for the previous year as well as the sources of each.

7.5.8 Make required filings of financial information with the appropriate governmental agencies, including the PA Bureau of Charitable Organizations and the IRS.

7.5.9 Has authority to spend up to $500.00 without Board Approval in the event a circumstance should arise that such expenditure is needed above 500.00 it can be approved by the President.

**8.0 Board Meetings and Voting**

8.1 All Board meeting are to be conducted according to the Roberts Rules of Order.

8.2The Board will meet at least once a month, January - November, at such time and place as they determine. No meeting will be held in December.

8.3 Special Meetings of the Board may be called for any purpose by the President or by any three (3) Board members upon at least forty-eight (48) hours’ notice. The purpose of such a meeting must be stated in the notification. The business conducted at the Special Meeting may ONLY be the business for which the meeting was called.

8.4 A majority of the membership of the Board of Directors shall constitute a quorum at any meeting, and a quorum shall be required to hold a duly constituted meeting of the Board. A majority is described as one more than half the member of a team.

8.5 All regular scheduled board meetings shall last no more than 2 hours. Motions to extend regular schedule Board meeting may be made by any Board member present upon expiration of the 2-hour meeting. This motion would then need to be approved to extend the meeting by 30 minutes and every 30 minutes thereafter.

8.6 Agenda for Monthly Meetings will be sent prior to the meeting by the secretary and inclusive of the following items

A. January-“General Meeting” Elections of the Executive Board, Treasurers Annual Report, inventory of equipment report, nominations of board members

B. February-“General Meeting” Calendar year budget proposal, election of new Board Members, and nomination of head coaches

C. March-“General Meeting” President announces Committee Chairpersons, Calendar year budget vote and vote on head coaches

D. April-Final revisions/vote to By-laws and policies, vote on assistant coaches

E. May- Schedule Finalized

F. June-Coaches’ Clinic, Clearance sheets submitted at Board meeting to President

G. July- Parent Meeting,

H. August-Season begins. Final rosters submitted to the Board.

I. September-

J. October-

K. November-End of Year report, By-laws and policies review

8.7 Voting at meetings

8.7.1 All members of the Board of Directors are voting members and entitled to one (1) vote on any issue at the board meetings except the President who will cast a deciding vote on issues, when the Board is deadlocked.

Each member including the President is entitled to one (1) vote for the position of one (1) President, one (1) Vice President of Football, (1) Vice President of Cheerleading ,one (1) Secretary, and one (1) Treasurer8.7.2 Business may be conducted by the MAJORITY vote of the Board Members present at a meeting.

8.7.3 All matters concerning the SBI policy shall be decided by a vote of the Board of Directors. No Motion shall be carried without a favorable vote of a simple majority of the board present. No proxy votes will be accepted. However expulsion of a Board member shall require a majority vote (51%) of the members present. \*\*SBI policy changes/exceptions do have the option be presented at one meeting, tabled, and voted on at next meeting allowing representatives time to discuss with other entities.

8.7.4 Nothing in these By-Laws shall be constituted as permitting any individual or organization to have more than one vote on any single issue or election.

8.7.5 Vacancies of an officer, for any reason, will be filled at the time of vacancy by appointment of the executive board and will fulfill the duties of the appointed position through the remainder of the season.

8.7.6 Vacancies of a board member for any reason, will be filled as deemed necessary with the nomination and election process.

8.7.7 Prior to the election, nominations for all elected positions will be accepted from the floor.

8.7.8 Voting will be conducted by a secret ballot for election of officers, board members and all coaches

8.8.8 Proxy voting will not be exercised for any SBI elections or proposed motions in the organizations board meetings or in the organizations decision making.

**9.0 Committee/Responsibilities**

9.1 Will be appointed at the Boards discretion; as needed

9.1.1 Concessions-

* Ensure food and supplies are “stocked” and cleaned properly and ready when needed for game day, practice and special events.
* Provides a deposit and receipts after each concession event per that event.
* Works with Volunteer Coordinator to ensure that volunteers needs are scheduled
* Provides the board with proposed menu items and inventory and anticipated equipment purchases

9.1.2 Apparel-Inventory and Order; this includes fan wear apparel

* Set up online site for apparel for players and supporters for delivery prior to first game
* Coordinate apparel or accessories purchase for special events, cheer and football as needed.

9.1.3 Website-maintain information and updates

9.1.4 Communication-

9.1.5 Weighmaster-

9.1.6 Volunteer Coordinator-

* prepare volunteer schedule and communicate to league/individuals for concession for practices and game day
* Liaison for volunteer and bod hours commitments
* prepare volunteer schedule and communicate to league/individuals for games day gates, announcing and chain gang
* Works with executive board, fundraising and special event on volunteer needs
* Reports participant status each month

9.1.7 Fundraising-find, distribute, and supervise

9.1.8 Special Events/Registration-

9.1.9 First Aide, EMT and CPR Compliance-

* Ensure we have the correct certifications and training per team, practices and per games
* Provide details to the board for dissemination on available trainings for the organizations.

9.1.10 Policy and Procedures Manual/By-laws-reviewed by executive board and updated at November meeting. All Board Members suggestions are welcomed.

9.1.11 Game Day and Practice Field Manager-

9.1.12 Equipment Manager- (Co-chairs Football and Cheer)

* Maintain inventory of participant’s equipment and uniforms and recommend expenditures for the same each season
* Order new equipment and/or uniforms, with Board approval
* Order coaches apparel
* Arrange and coordinate equipment reconditioning as required or necessary
* Supervise equipment/uniform distribution, repair/or replacement, equipment destruction or donation, and year end equipment return
* Keep and maintain the equipment contracts annually and enforce said document
* Submit a written inventory of equipment to the Board annually at the January Board meeting.

9.1.13 Grievance Committee-

**10.0 Coaching Staff**

10.1 One (1) Head Coach and unlimited (3) Assistant Coaches for each Football Team and one (1) Head Coach with two (2) Assistant Coach for each Cheer Squad must be approved by the Board. There should be a minimum of 2 coaches at each practice and game. Only individuals with league issued badges are to be within the team/coaching area on the field. No parents, spectators, etc. are allowed within on the field unless an official of the league requests their presence due to an injury.

10.2 Nominations for Head Coaching positions will take place at the February Board Meeting and then voted upon during a later meeting. Nominee must be present to accept nomination. It will be the normal course of business to nominate potential members at any regular meeting with a private vote on such nominations at the following month’s meeting. Head coaches must be present at regular monthly Board Meetings when requested by the Executive Board.

10.3 In order to be considered for any of the Head Coach positions, all applicants must submit a completed Coach Application, as well as a signed Code of Conduct BEFORE the election. All required clearance must be submitted to the Secretary by April board meeting. All applicants interested in being an assistant coach must submit a completed Coach Application, as well as a signed Code of Conduct to a member of the executive board no later than the conclusion of the April 30. After this date, NO further applications will be accepted. (Exceptions are at the discretion of the Executive Board.) The Board will review all applicants and hold a private vote of the assistant coaches during the April Board meeting. Approval or denial of any applications is at the Head coach’s recommendations and the Board discretion.

10.4 All coaches must complete all certification required by SBI and the league before 1st scheduled practice. In addition, all coaches are required to abide by all by-laws and policy/procedures of SBI and/or the league.

10.5 SBI requires that the PA Criminal and Child Abuse Clearances be renewed every third year. (Valid 3 years from the date printed on clearance certificate)

10.6 All coaches and volunteers that have contact with the participants MUST have a valid Child Abuse Clearance, PA Criminal Clearance, FBI Fingerprint Check/or signed residency waiver and a signed Code of Conduct. Coaches and volunteer will NOT be permitted on the field or to have any direct contact with participants until said paperwork has been received by SBI board.

10.7 Any coach, squad leader or instructor who conducts himself or herself in an un-sportsman like or inappropriate manner which would reflect discredit to the SBI program while participating in any practice or competition, may be immediately removed from further participation by the President and/or MAJORITY vote of the Board.

10.8 Any coach, instructor, or adult party associated with SBI, who has been removed from coaching duties or participation by a member of the Executive Board, shall have the right to grieve the decision with the SBI Board. A Grievance Committee consisting of the SBI Board will meet within SEVEN (7) days of said suspension. During this time, the coach, instructor or adult party shall not participate in any manner; either during practices or games. The decision of the SBI Board is final.

10.9 No SBI participant shall be placed in a condition where such participant is alone for any period of time with a coach, assistant coach, trainer, or person who volunteers time in a formal or informal capacity performing any of the aforementioned activities. It is the head coaches’ responsibility to ensure that any child within their area of responsibility will not be placed in such a condition. In the event a parent requests that their child be given a ride home from a practice or game or any activity sponsored by SBI, the parent must sign a release holding SBI, its coaches, officers, and board harmless from such requests.

**11.0 Policy and Procedure Manual**

11.1 A policy and procedures manual will be developed by a committee appointed by the Board to be reviewed annually and presented at the November meeting.

11.2 Changes to the manual may be generated by submitting a draft copy to the Executive Committee to be placed on the agenda for the next Board meeting where it will be discussed and voted on. Changes will be passed by a MAJORITY vote.

11.3 The Executive Committee is responsible for the enforcement of the Policy and procedure manual

11.4 Grievance Process: Once in receipt of a written report of grievance, the SBI Grievance Committee will be required to take the following steps:

11.4.1 Personally interview the involved parties within one week of the report.

11.4.2 Upon reviewing the complaint and evidence, the Grievance Committee will determine the proper action to be taken.

11.4.3 Within the same week following the report, the SBI Grievance Committee must conduct a meeting with the Board of Directors. Such meeting shall be called and convened in accordance with the SBI By-laws.

11.4.4 For cases not involving termination/expulsion, the Grievance Committee will review the case with the Board and explain their disciplinary actions.

11.4.5 Where termination/expulsion is considered, the Committee will present the case to the Board and recommend the discipline with complete explanation/justification. The Board will discuss and vote on the action to be taken. The Board vote must achieve a majority of the 2/3 quorum of all Board of Directors currently holding Board positions at the time the incident occurred. All such Board meetings will be closed to the public unless the Board agrees otherwise.

11.4.6 If the Board is unable to achieve a majority vote, the Board will default to the action that is recommended by the Grievance Committee and this will be regarded as the Board’s final decision and will be binding.

11.4.7 For warnings or game suspensions, the Board will determine how the party involved will be notified and follow-up will occur within 24 hours of the Board’s decision. Due to the timely decision on game grievances special meetings may be called in accordance with bylaws.

11.4.8 For termination or expulsion, the member must be given written notice of the termination along with an effective termination date and the specific reasons for the termination. The member will have an opportunity to be heard by the Board, orally or in writing, not less than 5 days before the effective date of termination. At no time should this policy or procedure and/or any associated decision of any kind be understood to conflict with the SBI’s Bylaws, which are the foundation of the organization.

**12.0 By-Laws**

12.1 By-laws should be reviewed every year by a committee appointed by the Board and presented at the November meeting.

12.2 To amend, delete, or add to the SBI By-laws, request should be submitted to the Executive Committee to have it added to the agenda for Board discussion. Changes can be made only with an affirmative MAJORITY vote.

**13.0 Operations**

13.1 The fiscal year of the corporation will be January 1 through December 31.

13.2 Exception of Document- Except as otherwise provided by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of this corporation, up to $2000.00, will be signed by the treasurer, President, first vice-President, or second vice-President. Any amounts in excess of $2000.00 must be signed by the aforementioned and another officer of the board. Contracts, leases or other instruments executed in the name of and on behalf of the corporation will be signed by the secretary and countersigned by the President and will have attached copies of the resolutions of the Board of Directors certified by the secretary authorizing their execution.

13.3 Books and Records-The corporation will keep correct and complete books and records of account and will keep minutes of the proceedings of its members, Board of Director, and committees. The President will keep the corporation officers’ and directors’ names and addresses and the original or a copy of its bylaws, including amendments to date, certified by the secretary of the corporation.

13.4 Inspection of Books and Records-Any board member may inspect all books and records of this corporation for any proper purpose at any reasonable time.

13.5 Nonprofit Organization-This Corporation will not have or issue shares of stock. No dividend will be paid and no part of the income of this will be distributed to its, members, directors, or officers.

13.6 Loans to Management-This Corporation will make no loans to any of its directors or officers or to any of its key management or other personnel, or members.

**ARTICLE OF BY-LAWS AND AMENDMENTS**

**Modification of Bylaws:**

The power to alter, amend, or repeal these bylaws or to adopt new bylaws, is allowed by law,

Is vested in the Board of Directors.

The adoption of any amendment to these bylaws will require a vote of a simple majority of the Board of Directors.

Adoption of Bylaws:

Adopted by Scotland Midget Football, Incorporated, and Board of Directors

By resolution and vote of 11 FOR to 0 AGAINST

On November 20, 2018 at Scotland, Pennsylvania

Lindsay SattazahnJoe Caratozzola

Autumn CoolTay JonesJamie McCollum

Lisa ShewDorae SenftCrystal MurrayAndrea SpohnCrystal CoseyBecca Naugle

Scotland (Greenvillage) Midget Football, Incorporated (referenced as Scotland Broncos Incorporated)

Amended by SBI January 31, 2019