

# CRAMERTON PANTHERS

## BYLAWS

### Article I

#### Name and Purpose

**Section 1:01:** The name of this organization shall be Cramerton Athletic Club, as known as Cramerton Panthers

**Section 1:02:** The purpose of the Cramerton Athletic Club is to provide a non-profit 501c3 organization aimed at providing athletic opportunities and civic support to the citizens of Cramerton and surrounding communities. Our focus is to help young athletes build character, confidence, and athleticism through youth football and cheer.

### Article II

#### Membership & Dues

**Section 2:01:** All Players, Cheerleaders, Board Members, Coaches and Parents are considered members of the organization.

**Sections 2:02:** Payment: All payment is due at the time of registration. Payment due date may vary by year at the discretion of the executive board. Refunds of 100% can be issued prior to the order of uniforms. After uniforms ordered are placed there will be no refunds.

**Section 2:03:** Equipment: All football players will be issued a helmet and shoulder pads to use for the duration of the season. All equipment must be turned in immediately following the last game. A player will not be allowed to register for the following season or participate in the end of the year banquet if equipment is not turned in prior to the banquet.

**Section 2:04:** Required Paperwork: All required paperwork for certification must be turned in directly to the player/cheerleaders team mom and must be exchanged during a practice. It is not to be turned in to any board member.

### Article III

#### Government

**Section 3:01:** Membership: The governing body of the Cramerton Athletic Club shall consist of the executive board and support members voted in by the executive board.

**Section 3:02:** Executive Board: The executive board is made up of the President, Vice President, Treasurer(s), Secretary, and Football and Cheer Commissioners.

**Sections 3:03:** Support Members: The support members are made up of members of the organization that the executive board have voted in to manage specific duties and assist in the overall management of the organization.

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**Section 3:04: Authority:** The affairs, activities and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the board. It may create Standing and Special Committees, approve the plans and work of standing and special committees, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

**Section 3:05: Voting:** Any decision that needs to be voted on for the betterment of the organization must be approved by a two-thirds (2/3) majority vote of the Executive Board.

**Section 3:06: Dissolution:** In the event that this organization should dissolve for any reason, all monies and properties shall be transferred to the Cramerton Parks and Recreation Department. All funds will be used to set up a scholarship fund for children with low incomes to pay for registration and entry fees to Cramerton Parks and Recreation sports program activities.

### Article IV

#### Board Membership

**Section 4:01: Election:** Officers and members of the Executive Board shall take office at the time of the appointment to the board and shall serve until their successors are appointed and duly qualified. Voting to elect new officers must be done in the January board meeting and be announced to membership once completed.

**Section 4:02: Standing:** To be considered for appointment to the Executive Board, members must have been in good standing with the club for two years. In such cases, that nominees can be appointed serving less than 2 (two) years active membership a majority approval vote be present.

**Section 4:03: Background Checks:** All Officers and members of the Executive Board must submit to a background check paid for and conducted by the club and no person with a felony in the previous 7 (seven) years will be allowed on the Board.

### Article V

#### Duties of Officers

**Section 5:01: President:** The President as Chief Executive Officer of the organization shall supervise the organization's affairs and activities and shall ensure a bi-weekly report of monies received and spent as provided by the Treasurer. The President may sign, execute and deliver, in the name of the CAC, powers of attorney, contracts, bonds, and other obligations.

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**Section 5:02:** Vice President: The Vice-President shall have all powers of the President in the absence of the President. He/She shall assist the President in managing the organization in such ways as the President and Executive Board shall from time to time decide.

**Section 5:03:** Treasurer: The Treasurer shall keep records of all monies in and out and send bi-weekly reports to the president. The Co-Treasurer shall manage all monies involving fundraising and sponsorship donations.

**Section 5:04:** Secretary: The Secretary shall give notice to all regular and special meetings, keep permanent records of the minutes of such meetings and be custodian of all official records of the organization.

**Section 5:05:** Commissioners: The football and cheer commissioners shall assist in all matters that directly affect each cheer and football team. This includes but is not limited to ordering uniforms, coaches' conversations, collecting registration information, and handling parent matters.

### Article VI

#### Committees

**Section 6:01:** Committees to be established during the 2024 Season.

**Section 6:02:** An amendment to this article will be completed following the duration of the 2024 season.

### Article VII

#### Finances

**Section 7:01:** Budget: The Executive Board shall create a budget based on the prior years spending in effort to keep the organization in good standing. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the executive board.

**Section 7:02:** Obligation: The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

**Section 7:03:** Loans: No loans shall be made by the organization to its officers or members.

**Section 7:04:** Checks: All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the President or by any other person as authorized in writing by the Executive Board, except that checks of \$500 or more must have the signature of at least two officers, such as the Treasurer and the President. Checks shall bear notice of this requirement above the signature line as follows, "Two signatures required for checks in the amount of \$500 or more."

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**Section 7.05: Banking:** The Treasurer shall ensure that all funds of the organization are timely deposited to the credit of the organization in such banks. All deposits and disbursements shall be documented by a receipt, an invoice, or other written documentation. Sequentially numbered receipts shall be provided, with a copy kept, whenever cash is turned over or collected. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds, normally daily, immediately after received and counted. If debit or credit cards are established in the name of the organization, a policy approved by the Executive Board shall be developed and used that includes a list of the authorized users, daily/monthly/annual spending limits, and review and oversight provisions. No personal charging on the card by the authorized users shall be allowed.

### Article VIII

#### Coaches

**Section 8:01:** All coaches, including head and assistants, shall be approved by the Executive Board.

**Section 8:02:** Each football team is allowed 1 head coach, 4 assistant coaches to be certified and up to 3 assistants to help when needed. Each Cheer team is allowed 1 Head Coach, 2 or 3 assistants based on roster size to be certified and up to 2 assistants to help when needed.

**Section 8:03:** All coaches must submit to a background check paid for and conducted by the club and no person with a felony in the previous 7 (seven) years will be allowed to coach.

**Section 8:04:** Team moms can be appointed by the Head coach of each team and must be approved by the Executive Board.

**Section 8:05:** Coaches and Team Moms can only serve on one team at a time.

**Section 8:06:** All coaches, including head and assistant, must be of good character and have proven themselves to be able to meet all time commitments to their respective teams. Head coaches will be given the first rights of refusal for the following year for their position. After 1<sup>st</sup> right of refusal the process will go by seniority. The Executive Board had the final decision on all coaching positions.

**Section 8:07:** All Head Coaches must serve as an assistant coach for at least one season with CAC before they can be elected as a head coach. The executive board reserves the right to make an exception to this section if necessary.

### Article IV

#### Amendments

**Section 9:01:** These By-Laws may be amended by a two-thirds (2/3) majority vote of the members present at a duly called meeting.