

SOUTHEAST TEXAS OILERS CONSTITUTION AND BYLAWS

Adopted: January 13, 2017

Article 1: Name and Boundaries

Section 1: The name of this association shall be known as the SOUTHEAST TEXAS OILERS (SETX OILERS). a. The organization is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501 (c) (3) of the Internal Revenue Code. b. No part of the net earnings of the organization shall inure to the benefit of, or be distributed 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 by 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.

Section 2: This association shall include children residing within the boundaries of the Texas region. To prove eligibility, participants must provide proof in the following two forms: 1) a report card from one of the above schools 2) a current utility bill (electric, water or gas, exclusively) that shows their home address. No participant will be allowed to certify without the proper documentation. 1) The participant must reside in Texas state boundary. No participant will be allowed to certify without the proper documentation. The ages of the children will be determined by the rules of the hosting league, TYFA, in which SETX OILERS is a member.

Section 3: Football and Cheerleading activities and competitions will be against teams of other local associations and approved by the TYFA Board of Directors. Practices and games will be held between July and December of each year in accordance with NCAA rules and regulations.

Section 4: This association shall play its home games at Smith Middle School as scheduling and set-up allows.

Article 2: Purpose of Association

Section 1: The purpose of SETX OILERS is to provide a quality football and cheerleading program to the youth of Beaumont. The program will be developed and managed on the foundation of teaching the importance of academics, athleticism, team work, sportsmanship, character, courage, discipline, hard work, and self-esteem. SETX OILERS shall exist as an educational, non-profit youth sports program for the Beaumont community.

Section 2: It is this association's goal to bridge the gap between youth sports programs and the athletic programs of Texas region. SETX OILERS strive to assist the Texas Athletics Program by preparing children for football, drill and cheerleading competitions at the High School level.

Article 3: Membership in Association

Section 1: SETX OILERS is an independent association whose membership shall consist of children, parents, guardians, grandparents, siblings, or Volunteers who desire participation in the SETX OILERS football, drill and cheerleading activities. Only players, drill members and cheerleaders who reside within the Texas boundaries will be eligible to participate in the SETX OILERS program. All Coaches and Volunteers must be at least 18 years of age and out of High School. All Head Coaches must be 21 years of age or older. Exceptions must be approved by the SETX OILERS Board of Directors. **SETX OILERS reserves the right to accept or reject any application and/or terminate any membership at any time, based solely on the discretion of the Board of Directors. Decisions of the SETX OILERS Board shall be final in all matters.**

Section 2: All members (including Coaches, players, cheerleaders, drill team members and adult Volunteers) shall be considered members-in-good-standing as long as all membership criteria as set forth in the SETX OILERS Constitution and Bylaws are met and maintained, as well as having met all yearly fees. Additionally, the Coaches and Volunteers appointed by this association shall be considered members-in-good-standing as long as ALL association rules and regulations are adhered to and are actively and/or productively participating in association functions during such appointment. All members shall agree to abide by the rules and standards enforced by SETX OILERS.

Section 3: Players, drill team members and cheerleaders must provide SETX OILERS with an original birth certificate and most recent report card (for proof of residency) at the time of registration. Unless the Board is provided with a signed letter from a physician stating that a player or cheerleader cannot participate in the football or cheer program, refunds shall not be available after the last official day of registration of each year. Additionally, players must be certified according to their weight (at time of weigh-in) and age. A signed yearly physical form must be turned in by the first day of practice.

Section 4: The SETX OILERS encourages parents of participants to enforce a no pass no play rule with their child.

Section 5: Reprimands up to and including removal from the association and its activities shall be applied to any member whose actions are found to be detrimental or in violation of SETX OILERS rules, regulations, and standards. Complaints shall be provided in writing and reported within 24 hours of any violation or incident to the Board of Directors for review. All decisions of the SETX OILERS Board of Directors shall be final.

Section 6: In the event the Board of Directors removes a member resulting from disciplinary actions, the suspension shall be for a period up to the remainder of the current season. After the completion of the suspension, the suspended party may petition the Board of Directors for reinstatement. The petition must be presented to the Board of Directors in writing. All reinstatements must be approved by a 2/3 vote of the Board of Directors. Reinstatement does not guarantee permanent placement within SETX OILERS. All reinstated members shall serve a probationary period of no less than one-year from the date of reinstatement. At the completion of the one-year probationary period, provided reinstated person(s) meets all membership criteria as set forth in the SETX OILERS Constitution and Bylaws during the one-year probation, the reinstated member will be considered in good-standing. All decisions of the SETX OILERS Board of Directors shall be final.

Article 4: Association Government

Section 1: Elected Officers and Board of Directors shall govern the SETX OILERS. All shall be members-in-good standing residing in Texas boundaries prior to July 1 of the year of the election. Members shall be at least 18 years old and should have (but are not required to have) children, siblings and/or grandchildren actively participating in SETX OILERS activities.

Section 2: A. SETX OILERS Executive Board/Officers:

1. President - Presides over all meetings for SETX OILERS. Assigns the tasks and supervises all association operations. Nominates association members to the Board for consideration of vacated Board positions and, once voted upon by a majority vote of the Board, appoints members to vacated position(s). Makes motions and proposals. Projects a positive, professional image of him/herself and SETX OILERS. Enforces all SETX OILERS rules, regulations, and standards. Possesses one Board vote.

2. Vice President - Presides over association meetings in the absence of the President. Assists the President in association operations. Coordinates Oilers business as necessary in the absence of the President. Solicits volunteer staffing as necessary so league business can be carried out in an efficient manner. Maintains player registration online, player/participation books, rosters and badges. Maintains and controls the League's Web Site and all its content on behalf of SETX OILERS Board of Directors. Solicits information for timely updates on the site in order for it to be a primary source of information to league members. Enforces all SETX OILERS rules, regulations and standards. Possesses one Board vote.

3. Treasurer - Maintains accurate records of all financial transactions. Pays all debts in a timely manner according to available organization funds. Makes all periodic reports to the Internal Revenue Service and Texas Secretary of State as required by these entities to maintain corporation and tax exempt status. Provides financial information including; Profit and Loss Statement, Budget versus Expense Comparative, and current bank balance at every Board of Directors Meeting. Manages the annual budgeting process. Maintains association insurance records. Ensure referees are paid after each Home Game. Enforces all SETX OILERS rules, regulations, and standards. Possesses one Board vote.

4. Secretary - Maintains accurate records of SETX Oilers Board meetings. Informs the public of upcoming association events and activities. Manages all league administrative work processes including but not limited to amendments to the Bylaws. Manages publicizing registration via flyer distribution, signs, social media and email blasts. Orders background checks for potential Coaches. Solicits information for timely updates on social media in order for it to be an additional source of information to league members. Maintains and controls any other forms of social media the SETX Oilers chooses to use to promote the league and share information with its members. Manages scheduling and ordering of team pictures, trophies and coaches plaques & distributes them at the end of the season. Coordinates the end of season banquet. Enforces all SETX Oilers rules, regulations and standards. Possesses one Board vote.

5. Concessions Coordinator –Solicits volunteer staffing as necessary so league business can be carried out in an efficient manner. Works with the Board when problems arise concerning Volunteers. Has the authority to appoint team parents and work with them to coordinate & organize adult volunteer scheduling. Coordinate food and drink purchases for concession stand. Identify methods of making concession stand most profitable. Enforces all SETX OILERS rules, regulations, and standards. Possesses one Board vote.

B. SETX OILERS Board of Directors.

1. Cheer Coordinator - Manages the order and functionality of the SETX OILERS cheerleading program. Gathers proper documentation on all cheerleaders and cheer Coaches in the SETX OILERS program (copies of: birth certificate, report card, registration form and physical form). Organizes cheerleading business between each squad's Cheer Coach and the SETX OILERS Board. Enforces all SETX OILERS rules, regulations, and standards. Possesses one Board vote.

2. Player/Parent Advocate - Represents the interest of the players, cheerleaders, and their parents or guardians in league matters brought before the Board. Works in conjunction with the Board and divisional Coaches to maintain respect for the rights of all participants in the SETX OILERS program. Enforces all SETX OILERS rules, regulations, and standards. Possesses one Board vote.

3. Athletic Director - Oversees the actions and activities of the association football Coaches. Recruits Coaches and collect applications for presentation to the Board. Instructs Coaches on the rules of the league and provide them with support throughout the season. Represents the interest of the Coaches in league matters brought before the Board. Works in conjunction with the Board and divisional Coaches to maintain respect for the rights of all participants in the SETX OILERS program. Sets up and manages mini camps. Enforces all SETX OILERS rules, regulations, and standards. Possesses one Board vote.
4. Assistant Athletic Director- Organizes Volunteer efforts in field maintenance and other necessary functions for all Home games. Oversees the actions and activities of the association football Coaches. Recruits Coaches and collect applications for presentation to the Board. Instructs Coaches on the rules of the league and provide them with support throughout the season. Works with the Athletic Director to represent the interest of the Coaches in league matters brought before the Board. Works in conjunction with the Board and divisional Coaches to maintain respect for the rights of all participants in the SETX OILERS program. Works with AD to set up and manage mini camps. Enforces all SETX OILERS rules, regulations, and standards. Possesses one Board vote.
5. Equipment Manager- Manages the purchase, maintenance, repair, distribution, and collection of all SETX OILERS equipment necessary for the association to function properly. Maintains an accurate inventory of SETX OILERS assets. Works in conjunction with the governing Board in order to ensure that the needs of the association are met. Enforces all SETX OILERS rules, regulations, and standards. Possesses one Board vote.
6. Fundraising - Identifies and coordinates SETX OILERS fundraising activities with a committee. Coordinates process for attracting and securing sponsorships/donations. Enforces all SETX OILERS rules, regulations, and standards. Possesses one Board vote.
7. Members-At-Large - In the event the SETX OILERS' Board of Directors elects to contain such positions, Members-At-Large will NOT possess a board vote. Members-At-Large shall report to President and work in conjunction with other Board members. Specific duties are assigned as needed. There shall be no more than six (6) Members-At-Large in any given year.

8. Immediate Past President - Should serve as an advisor to the new President and Board of Directors in an effort to ensure a smooth transition of leadership. Should make the new President and Board of Directors aware of any ongoing projects, goals and any foreseeable obstacles. This position is an automatic position and is exempt from the normal criteria a Board member must meet. The term will be in effect for one year after his/her role as President has ended. Possesses one Board vote.

9. Founding Members - In order to maintain the continuity, direction, and spirit of the SETX Oilers, Rozzell Barber, April Hudson-Parkerson, Monica Vallian-Dean and Alfred Dean will serve as lifetime members of the association. This position is reserved for those who assisted in the creation of the SETX OILERS and no other member may ever be acknowledged as such. These members are independent consultants and may be included in all league business so long as they desire. Although having a right to vote, are not required to exercise said right, and shall have no responsibility in the actual execution of daily and/or weekly activities of this league. Possess one Board vote each.

Section 3: Other association positions (possessing NO Board votes) are:

Divisional Cheer Coach- Presides over practices and competitions of their respective divisional cheer squad. Provides all necessary paperwork and receipts to the Cheer Coordinator and Treasurer to maintain proper operation of their squad's activities. He/She shall report to Cheer Coordinator and/or the SETX OILERS Board as a whole. Enforces all SETX OILERS rules, regulations and standards. Assists in fundraising activities.

Divisional Head Football Coach- Head Coaches will be approved by the Board of Directors. The Head Coach presides over practices and games of their respective divisional teams. Coordinates team management with Board of Directors, Assistant Coaches, and parents. He/ She shall report to the Athletic Director, Player/Parent Advocate and/or the SETX OILERS Board as a whole. Enforces all SETX OILERS rules, regulations, and standards. Assists in fundraising activities.

Assistant Football Coach- Reports to his or her Divisional Head Coach. Each division shall have assistants to the Head Football Coach. Assistant Coaches shall be selected at the discretion of the Divisional Head Coach, but are approved by the Board of Directors. There shall be no more than four (4) Assistant Coaches per team. The First Assistant Coach shall direct games and practices in the absence of the Divisional Head Coach.

Divisional Team Parent- Each division and/or team shall have a team parent. They shall be selected by and report to the Association Coordinator. They shall assist their Divisional Head Coach and the Association Coordinator in conducting and organizing their respective team's activities (concession stands, banquets, parades, etc.). Assigns Volunteers to serve as Team Medic, MPR person, Team Photographer, and Chain Gang during games.

Section 4: Only SETX OILERS officials (Board members, Coaches, Adult Volunteers) are allowed to enter the practice or game field and must have an official I.D. card displayed on their person at all times during team activities.

Section 5: Elections of Board members shall be held in November or December of each year, unless other arrangements are made to accommodate the turnout of a majority of voting Board members. Immediately thereafter, Officer Positions will be determined by nomination and vote by incumbent Board.

Section 6: Any Board position unfilled during the annual election, or vacated by resignation or removal shall be filled by Presidential appointment and ratified by majority vote of SETX OILERS Board so as to maintain continuity of the Board's activities.

Section 7: Any Board member whose actions are detrimental to the successful operation of SETX OILERS or whose actions violate the rules, regulations, and standards of SETX OILERS, shall be reviewed by the Board of Directors for a possible reprimand or dismissal and replacement. All decisions of the Board of Directors shall be final.

Section 8: Any Board member missing more than three (3) consecutive Board meetings, with the exception of the Past-President, without just cause shall face Board review to determine if replacement is necessary.

Section 9: The President will determine the frequency and schedule of Board meetings. Special meetings may be called by a majority of the Board members. A simple majority of SETX OILERS Board members shall constitute a quorum. A quorum must be present to have a formal meeting; however, voting by proxy is acceptable.

Article 5: Association Expenses

Section 1: SETX OILERS must maintain yearly insurance coverage on all players and cheerleaders actively certified in the association.

Section 2: Registration fees shall be evaluated every year by the Board of Directors to maintain reasonable customary fees, while still maintaining a solid financial base adequate to sustain the association's operation.

Section 3: The Treasurer, President or Vice President only, has the signature authority for issuing SETX OILERS checks. The Treasurer is responsible for processing all checks and deposits. Cash withdrawals from the bank account are only allowed by the Treasurer, President or Vice President with prior approval from all three persons listed above. Any purchase must be approved by the Board prior to the issuance of payment. The use of personal funds will only be reimbursed with proper receipts and documentation.

Section 4: SETX OILERS may be required to pay dues in order to participate in a hosting league.

Article 6: Fundraising

Section 1: There shall be yearly solicitations of local businesses for SETX OILERS sponsorship, as deemed necessary by the Board, to help offset league operating costs. The Board shall provide to the sponsors some form of gratuity (i.e., team picture plaque, advertisement banner, etc.) for monies received in sponsorship of association activities.

Section 2: The Board of Directors shall determine if, and to what extent, fundraising by players, cheerleaders, drill team members, parents, and Volunteers is required to reach OILERS' financial goals.

Section 3: A concession stand shall be provided for each SETX OILERS Home Game as an additional source of income for the League.

Section 4: All SETX OILERS Board members are expected to actively participate in all association fund raising activities.

Article 7: Divisions

Section 1: Football, Drill and Cheerleading divisions shall be determined according to the rules of the hosting league.

Section 2: Weight, player position requirements and draft rules shall all be determined according to the rules of the hosting league's Bylaws.

Article 8: Safety

Section 1: Each team / division must have at least one adult Volunteer in attendance that is qualified with the minimum of standard first aid/CPR certificate of completion or equivalent. These adult Volunteers must be on site at all times during the team's events. These certificates must be placed in the authority of the SETX OILERS Vice President prior to the first week of practices.

Section 2: No team or squad will be allowed to practice or perform any other group activity without at least one qualified safety person present and a first aid kit available within 100 ft.

Article 9: Amendments

Section 1: Any additions, amendments, or deletions to the SETX OILERS Constitution and Bylaws shall require a two-thirds (2/3) majority vote of the Board.

Section 2: Article 4, Section 2 of the SETX OILERS Constitution and Bylaws may only be amended by a 2/3 majority vote of the Board.

Article 10: Dissolution of Association

Section 1: In the event of dissolution of the SOUTHEAST TEXAS OILERS, all outstanding debts shall be paid, if funding permits, from the funds remaining in the association treasury account. In the event necessary funds within the treasury account are not available to compensate such debt, necessary dissolution fundraising shall be required until such debt is paid in full. Any funds remaining beyond the debt repayment shall be donated to the charity of the SETX OILERS' Executive Board.

Article 11: Conduct & Ethics

Section 1: SETX OILERS Board members shall be held to the highest of standards. They should be viewed upon as caring, professional people striving to always act appropriately amongst association members. At no time shall they ever engage in a confrontational manner in front of the public. The Board members must be supportive and never slanderous.

Section 2: SETX OILERS Coaches shall abide by the Coach's Code of Conduct as set forth by the hosting league. They must employ positive coaching techniques and never do anything that may harm a player. The coach shall never engage in a confrontation with an association member, other coach, or referee. Any coach ejected from a game will be brought before the SETX OILERS Board for review within 6 days of the incident. Penalty for ejection from a game will be determined by the Board and could include suspension. The hosting league may impose additional penalties upon the Coach at their discretion.

Section 3: All SETX OILERS association members are required to conduct themselves in a manner appropriate for a youth sports venue and agree to do so by abiding by the Parent Code of Conduct. At no time shall a member engage in a confrontation with a coach, referee, player, or other member. Association members are not allowed to enter the practice area or game field without permission from a league official.