

BY-LAWS OF THE
OAK FOREST PARK DISTRICT
FLAG FOOTBALL & CHEERLEADING PROGRAM

Article 1 – Name of Committee

Section 1

The name of this committee shall be the Oak Forest Park District Flag Football Committee and shall be located in the City of Oak Forest, Cook County, State of Illinois.

Section 2

Insofar as this document is concerned, the Flag Football Committee will be referred to hereafter as the “Committee” and the Board of Commissioners of the Oak Forest Park District will be referred to hereafter as the “Park Board”.

Article 2 – Objectives and Purposes

Section 1

The purpose and objective of this Committee is to teach participants sportsman-like conduct, respect for self and others and to promote general fitness, both physically and mentally, through an organized form of recreation. To acquaint participants with the basic fundamentals of football. To aid the Oak Forest Park District in the responsibility of maintaining a child-centered recreational program.

Article 3 – Appointment of the Committee

Section 1

The Committee shall consist of a maximum of nine (9) members, recommended by the Director and appointed by the Park Board. Of these nine (9) members, a majority shall be residents of the Oak Forest Park District. All Committee Members shall have submitted to a criminal background check prior to appointment.

Article 4 – Term of Office, Election of Officers and Removal

Section 1

The term of office for each Committee Member shall be for 1 year, subject to re-appointment at the expiration of their term. The term of office for the President and Secretary will be for 2 years and nominated and voted upon on odd numbered years. The term of office for the Vice President and Treasurer will be for 2 years and nominated and voted upon on even numbered years. An officer shall serve no more than three (3) consecutive terms. Upon expiration of an officer's term, either by term limit or election result, that member shall be subject to re-appointment by the Park Board.

Section 2

The Committee shall, from within their own ranks, elect the following Officers of the Committee: President, Vice President, Secretary and Treasurer. In order to serve as President, Vice-President or Treasurer you must have served as a Committee Member for one (1) year.

Section 3

- a. In the event of the resignation of a Committee Member, the Park Board shall appoint a new member with the recommendation of the Director. Said newly appointed member shall serve the unexpired term and shall then be eligible for appointment, in his /her own name to a full term.
- b. In the event a Committee Member fails to perform his/her duties or engages in conduct in violation of the Oak Forest Park District Code of Conduct, he/she may be removed from the Committee by a majority vote of the Park Board.

Section 4

Each Committee member shall abide by and enforce the policies, rules and regulations of the Oak Forest Park District. Alcohol/smoking shall be prohibited at all Park District programs, events, and team banquets, whether held on Park District property or off-site. Said prohibition shall be in effect on all Park District property, unless otherwise permitted by the Park Board. Any Committee member found to be in violation of the aforesaid policies, rules and regulations shall be removed by a majority vote of the Park Board.

Article 5 – Duties of Committee Officers

Section 1 – President

- a. He/she will organize and coordinate the activities of the Officers and Sub-Committees. The President will also enforce the By-Laws. The President will prepare an agenda, preside at all meetings and ensure compliance with the requirements of the Open Meetings Act. The President will coordinate all activities with the Recreation Supervisor or Director. The President will be responsible for presenting an annual budget to be approved by the Director for inclusion in the Recreation Budget.
- b. He/she shall appoint a Committee Member to serve as Chairperson to oversee each of the Sub-Committees.

Section 2 – Vice President

- a. The Vice President shall assist the President in all responsibilities and will assume the responsibilities of the President should the President become unavailable to perform his/her duties.
- b. The Vice President will find nominees for Chairpersons for the necessary established Sub-Committees and social activities.

Section 3 – Secretary

- a. The Secretary shall be responsible for posting notice of all meetings, recording minutes at all meetings and submitting these minutes, along with any financial reports, after each meeting, to the Recreation Supervisor.

Section 4 – Treasurer

- a. The Treasurer will be responsible for a balanced ledger at the time of meetings and will file a financial report of revenues and expenditures on a monthly basis for approval with the Committee and with the Park Board.
- b. The Treasurer, with the aid of a Sub-Committee, shall be responsible for the preparation of an annual budget and shall assist the President in his/her presentation to the Director and/or Recreation Supervisor.

Article 6 – Sub-Committees

Section 1

The Sub-Committees shall be formed from the ranks of the Committee to include, but not limited to, the following:

| | | |
|--------------------|-----------|--------------|
| Banquet | Budget | Coaching |
| Equipment | Publicity | Registration |
| Rules and Referees | Trophies | |

Section 2

Additional committees may be formed or existing committees combined as deemed necessary by the Executive Officers of the Committee.

Article 7 – Registration

Section 1

The Committee will set up the registration dates with the approval of the Recreation Supervisor. Registration shall take place at a Park District facility and shall be staffed by the Committee Members. All money and registration forms collected shall be duly recorded and presented to the Park District immediately following the close of registration.

Section 2

Each participant, as well as Coaches and Assistant Coaches, shall be registered with the Oak Forest Park District.

Article 8 – Financial

Section 1

- a. The Committee shall prepare and present an annual budget to the Director and/or Recreation Supervisor no later than the 26th of June for the current season.
- b. The Committee shall file a financial report of revenues and expenditures on a monthly basis for approval by the Park Board.
- c. A Park District checking account, having a maximum balance of \$5,000.00, shall be established for each Committee. The Committee President and Treasurer shall be authorized signatories for the account. A monthly record of executed checks shall be submitted to the Recreation Supervisor.
- d. Any additions or changes to the approved budget must be approved by the Park Board before any expenditure can be made.

Section 2

Registration fees shall be established by the Park Board with the advice of the Director and Committee.

Section 3

All Committee fundraising activities shall be approved by the Director before commencement. All funds collected from fundraising activities shall be properly accounted for and submitted to the Recreation Supervisor for deposit into the Committee's designated fundraising account.

Article 9 – Meetings

Section 1

The regular meeting of the Committee will be held on the 1st and 3rd Tuesday of every month at 7:00 p.m. Meetings will be held at the Central Park Tichan House and will be open to the public. All meetings shall comply with the requirements of the Open Meetings Act. Due to lack of business, the Committee reserves the right to cancel meetings during the off-season.

Article 10 – Dispute Resolution

Section 1

Program disputes shall be resolved as follows:

- a. A dispute involving a specific program shall be first mediated by the Executive Officers of the Committee.
- b. If an adequate solution cannot be reached between the disputing person or persons and the Committee, the matter shall be referred to the Director of Parks and Recreation for resolution at the Director's sole discretion.

Article 11 – Amendments

Section 1

These By-Laws shall become effective upon approval of the Park Board.