



Howland Little Tigers 2020 By-Laws

I ORGANIZATION

The name of the organization shall be the Howland Little Tigers, Inc. It is expressly decreed that title to and ownership of the Howland Little Tigers, Inc., (The HLT) and its assets shall remain in the corporate body forever, unless the corporation is dissolved by a 2/3 vote of the elected trustees, in which case the assets shall be liquidated and the monies donated to a charity or school for the promotion of youth football and cheerleading, which would include and not be limited to scholarships to former participants of the Howland Little Tigers, Inc.

II OBJECT

The object and the purpose of the corporation shall be the promotion of a youth football and cheerleading program among the youth of Howland and the surrounding areas; to promote and assist the football and cheerleading programs of Howland and surrounding areas; and to provide scholarships, if funds are available, each year to a former participant of the program. It shall be a further object and purpose to develop the characteristics of honesty, good fellowship, self-discipline, team play, and self-reliance, which are the essentials of good sportsmanship and the foundation of true patriotism.

III MEMBERSHIP

Qualifications for membership in the HLT shall be determined by the Board of Trustees (the Trustees) of the HLT in accordance with current league rules at a regular meeting as voted upon by a majority of the Trustees present.

Registration: Registration fees for the HLT shall be of such amount as the Trustees may deem necessary to properly maintain the organization. Dues or fees shall be determined and set at a regular meeting of the Board upon approval by a majority attending after notice to all.

IV MEETINGS

Regular Meetings: Regular business meetings of the HLT for the transaction of ordinary business shall be held at such time and place as may be fixed by the Trustees to include at least 2/3 of the Executive Board to be present in order to conduct the meeting. Meetings are only to be run by an Executive Board member.

Special Meetings: A special meeting of trustees only of the HLT may be held at any time upon the call of the President or the Executive Board (the Officers). Notice of



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the time, place, and object of any special meeting shall be given. No other business shall be transacted at any special meeting except for that which the meeting was called. Notice shall be sent by the Secretary upon the request of any authorized party.

Quorum: A quorum shall consist of 50% of the current Trustees.

V TRUSTEES

Trustees: The HLT's Board of Trustees shall seat no more than 20 active trustees not including executive or lifetime. Honorary trustees shall be appointed only when there are 20 trustees in good standing, and they shall not have voting rights. Trustees may be voted in at any meeting by 2/3 approval of the voting quorum upon completion of satisfactory background check.

Good standing trustees will be determined by the Officers prior to November's meeting. To be considered in good standing, you must show respect to the HLT organization, its members (players, parents, and fellow trustees), and to members of our current league; you must follow through on any tasks you volunteer for and/or are given by the Board for the betterment of the organization; you must attend the meetings that are set by the Board throughout the year and volunteer and participate in HLT functions.

A trustee will be removed from office if he/she misses three (3) consecutive meetings or is in violation of trustee zero tolerance policy. An excuse must be given to the secretary for all missed meetings to be recorded. The Officers will determine the acceptability of the excuse. If such absences occur and are excused, you will be dropped to the bottom of the honorary status; moving the next voted on honorary trustee into your position. An honorary trustee can become active upon attending 3 consecutive meetings if a position is open. Trustees may also be moved to honorary status for failure to participate in functions.

Lifetime Trustees: A committee appointed by the President shall be designated annually to bring nominations for election to the Trustees. Election shall require 2/3 vote of the Trustees present. Lifetime Trustees shall not count towards the organization's 20 trustees. The title of lifetime trustee will be given to anyone who has served for 6 consecutive years as a voted-on trustee in good standing, acting or honorary. After their 6-year commitment and for the remainder of their tenure, they do not have to be voted in during elections to be on the HLT trustee board. They must, however, adhere to the same rules as an acting trustee and may be removed if necessary. Anyone voted in as a lifetime trustee prior to January, 2014, will keep their lifetime status no matter how long they have served. Lifetime trustees must attend a minimum of 4 meetings in a calendar year to have voting privileges in the November



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elections. There will only be one exception to any lifetime rule and that is founder, "Bim" Turner.

ELECTION OF OFFICERS – VOTING

Only those trustees who were trustees, in good standing, for the entire previous season are entitled to vote in the elections for the officers of the HLT. For the purposes of this section, the entire previous season is defined as the beginning of the first practice through the time of the election.

VI OFFICERS, EXECUTIVE BOARD

From the Board of Trustees, an Executive Board consisting of President, Vice President, Secretary, Treasurer, Athletic Director, and Cheer Director shall be elected. Said Officers shall be filled by a person elected at the November meeting as nominated and voted upon by the Trustees. During the voting for such Officers, the meeting at which such Officers are elected shall be a closed meeting for the purpose of the election. The newly elected officers will take office at the end of the final November meeting and shall serve a two (2) year term.

Any changes in leadership shall occur immediately and documentation pertaining to the HLT will be turned over immediately, but in no case later than 30 days.

Any vacancies to the Executive Board which occur prior to March 1 shall be filled by the person receiving the next most votes from the previous year's trustee elections. After March 1 or in the event that there is no person remaining from the previous election, the vacancy shall be filled by a person appointed by a quorum. Any person filling a vacancy may fill the term of the party he/she is replacing.

Executive Board members shall be elected at a meeting duly held at a time in November of each year end as set by the Trustees and voted on by the Trustees. Trustees must be present for voting, you cannot vote by proxy (i.e. text, e-mail, phone, written letter, etc.). Membership vote shall be by written ballot. The newly elected Executive Board will take office at the of the November meeting.

VII DUTIES OF THE EXECUTIVE BOARD

PRESIDENT: It shall be the duty of the President to preside at all meetings of the HLT, to enforce a strict observance of the by-laws and general rules, and to appoint committee chair-persons, inclusive of Corresponding Secretary and Parliamentarian, as deemed necessary. It shall be the President's duty to see that all reports are correctly



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completed. The President shall be a Trustee and perform all other duties as usually pertains to this office.

VICE PRESIDENT: The Vice President shall perform the duties of the President in the absence or at the request of the President. In addition thereof, he or she shall have the responsibility of forming a committee for the purpose of raising funds for the HLT and taking charge of said committee. He or she shall have the responsibility of reporting on the activities of the fund raising committees, which he or she establishes. The Vice President shall be a Trustee and shall perform all other duties as usually pertain to this office.

SECRETARY: The Secretary shall keep the books and files in proper order, record all proceedings of each meeting of the organization, maintain roll of all members of the Trustees, and perform such duties as are directed to him or her by the President. Under the direction of the President, he or she shall prepare all reports and returns required of him or her. He or she shall transfer to his or her successor, without delay, all book, papers, records, and property of the HLT in his or her possession or control. He or she shall give notice on any special meeting called by authorized parties and any other meeting called. In addition, he/she shall be the Recording Secretary and shall keep records of all proceeding whatsoever. The Secretary shall be a Trustee and shall perform all other duties as usually pertains to this office.

TREASURER: The Treasurer shall hold all moneys, securities and other property of the HLT as may pertain to his or her office. He or she shall payout money only as the Trustees authorize therein. He or she shall keep an account of all funds on hand and all expenses. He or she shall provide a written report to the Executive HLT at regular meetings and quarterly basis to all trustees. He or she shall provide the Trustees, as directed, with a proposed budget for the following year. He or she shall be responsible for paying debts as directed and executing and writing checks for their payment. The Treasurer shall be a Trustee and shall perform all other duties as usually pertains to this office. He or she shall perform such duties as are directed to him or her by the President.

ATHLETIC DIRECTOR: The Athletic Director shall be responsible for maintaining a competent coaching staff for the players. He or she shall further be responsible for acting as liaison between the HLT and the league in which they are playing. The Athletic Director or designated representative shall attend league meetings. He or she shall exercise direct control of the football coaching staff in and to maintain a safe and proper method of training and playing for youth. He or she shall, with the assistance of the use of the school facilities, coordinate the activities and programs of the HLT with regard to the training and the playing of teams. He or she shall be responsible for providing authorized officials for the games. The Athletic Director shall be a trustee and shall perform all duties that usually pertain to this office.



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CHEER DIRECTOR: The Cheer Director shall be responsible for maintaining a competent coaching staff for the cheerleaders. He or she shall further be responsible for acting as liaison between the HLT and the league in which they are cheering. The Cheer Director or designated representative shall attend league meetings. He or she shall exercise direct control of the cheer coaching staff to maintain a safe and proper method of training and cheering for youth. The Cheer Director shall be a trustee and shall perform all duties that usually pertain to this office.

VIII COACH ELIGIBILITY

The head coaches must be over 18 years of age, pass a background check, following the Howland School district guidelines, and be approved by the Coaches Select Committee in accordance with league rules and voted on by 2/3 or more vote of the trustees. The voting will be by secret ballot. Assistant coaches will be nominated by the head and then interviewed by the Athletic Director, Cheer Director, and Coaches Select Committee in accordance with league rules, pass a background check, following the Howland School district guidelines, and presented to the trustees for approval, with the exception of returning coaches.

IX REPLACEMENT OF OFFICERS OR TRUSTEES AND HONORARY TRUSTEES

The Trustees shall have the authority to, at their discretion, replace any Officer or Trustee (active, honorary, or lifetime) who exhibits a lack of interest and desire to promote the activities of the HLT; or who, in the opinion of the trustees, has conducted him or herself in a manner not conducive to the promotion of the activities of the HLT; or is found to not be "in good standing". A nomination of termination may be presented by any voting trustee, requiring a second, to be put to vote. No Trustee or Officer shall be removed from office except by 2/3 vote of the Trustees (not including Honorary Trustees) at a meeting conducted for that purpose. After due notice in accordance with these provisions, he or she shall be replaced within 60 days by the Trustees, in accordance with the provisions of these by-laws. Anyone terminated may reapply for position in the next election.

X PLAYER ELIGIBILITY

Players and cheerleaders eligible to play or cheer for the HLT shall first comply with the current league rules in which the HLT has subscribed membership. He or she shall have obtained the written consent of his or her parents or guardian and shall have paid any fees established by the Trustees.

XI



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MAINTENANCE OF FUNDS

It shall be the policy of the HLT to maintain in the treasury only such funds as will be required for the promotion of the HLT's goals. It shall not be a purpose of this organization to accumulate large sums of money for income producing assets.

XII SCHOLARSHIP FUND

Whenever funds are available, the HLT shall provide a scholarship for former participants of the HLT. Potential recipients must have participated with the HLT for a minimum of 4 years and be a current Howland High School football player or cheerleader. A scholarship committee will be formed to review possible candidates as deemed by the trustees and present their nominees to the trustees for approval by 2/3 vote. Candidate must attend and participate at banquet.

XIII AMENDMENT OF THE BY-LAWS

Amendments to or additional by-laws may be added to those heretofore established by a 2/3 vote of the attending quorum of Trustees of the HLT at a regular meeting or a special meeting called for such purpose with proper notice. Such additional by-laws or amendments shall not be added for the purpose of circumventing the original by-laws. By-laws shall be reviewed prior to March 1st by a committee, set forth by the President, of no less than 5 Trustees of which 1 must be a Lifetime Trustee.

XIV FUND RAISING PROJECTS

Fund raising projects shall be carried out as directed by the Vice President in a manner so prescribed for the purpose of acquisition of funds for the promotion of the HLT's overall objectives. Funds will be accepted from any other organization so organized to assist the HLT. The HLT may provide a concession stand facility for the purpose of fund raising. The concession stand maybe ran by the trustees or contracted to an approved third party vendor. Approval shall be by a 2/3 vote of attending quorum of trustees.

XV MISCELLANEOUS

Robert's Rules of Order shall pertain to all matters not covered in these by-laws of the HLT. The Trustees each year shall adopt General Rules outside of the By-Laws, which cannot circumvent these By-Laws, for the purpose of operating the HLT.

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ARTICLES OF INCORPORATION

The Articles of Incorporation are to be kept on file and renewed as set forth by law. The President and Secretary will handle this matter when need be.

RENEWAL DATE 2-3-2020

Statutory Agent:

Jennifer Timko

P.O. Box 534

Warren, Ohio 44482

XVII

By the majority of the attending quorum of the Board of Trustees of the HLT, Inc., these By-Laws were approved and signed on the 3rd day of February 2020.

Secretary



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GENERAL RULES HOWLAND LITTLE TIGERS INC.

A coach may hold a position on the Executive Board, except as Athletic Director and Cheer Director. The Athletic Director and Cheer Director may be an appointed coach by 2/3 vote of active trustees when there is not an adequate staff available as long as it does not interfere with his/her Athletic Director and Cheer Director duties.

Funds collected for the various activities promoted by the organization shall be reported to the HLT for inclusion of the minutes at the next regularly scheduled meeting of the HLT by the person responsible for collecting the funds.

All registration fees shall be paid before any player or cheerleader is issued any equipment. All outstanding fees and fundraising must be paid by the first game. In the event of financial hardship, cases will be handled by the Executive Board. The Executive Board will make its recommendations to the trustees. Each case will be voted upon separately and anonymously subject to a 2/3 approval by the trustees present.

If a player is injured during the game, determination to return to play shall be made by the doctor, head coach, designated persons appointed by the President, league rules, and the referee, who has the final determination. All rules set by the OHSA will be followed before returning to practice or play.

If a player or cheerleader on any team is injured as a result of participation in any practices, scrimmages, games, or any other approved activity, and as a result of that injury, that player or cheerleader requires attention from his or her personal physician or emergency medical care, that player or cheerleader must present a medical release form signed by both the physician and a parent or guardian allowing him or her to return to participation. That form must be presented to his or her head coach, the Athletic Director, the Cheer Director, or their designees before returning to active participation.

The President is empowered to make appointees from the Board of Trustees (the Trustees) to conduct functions, which are for the benefit of the HLT, except for the fund raising committee and the coach's selection committee, which are selected by the Vice President, The Athletic Director, and The Cheer Director respectively.

The head coaches may be appointed positions to the Board of Trustees, are subject to the same attendance requirements as defined in the By-Laws.

HLT trustee meetings will be conducted on a monthly basis. Local announcements should be made that our regular meetings are open to the public.

After new Trustees are elected in November, any head coach who wishes to return will notify the Athletic Director and Cheer Director. The new Trustees will vote on the returning coaches at the November meeting. If they are not approved or an opening



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is created by a non-returning incumbent, the coach's selection committee will be formed by the Athletic Director or Cheer Director to fill openings. The coaches will be in the same two year rotation as the Executive Board.

If an opening for head coach occurs during the season, an assistant coach will be named by the executive board until such time that the position can be posted and filled by a nomination of the appointed committee and subject to the approval of the quorum of attending Trustees.

The Trustees shall have the authority to, at their discretion, appoint or replace any head coach, or assistant coach who exhibits lack of interest and desire to promote the activities of the HLT, or who, in the opinion of the Trustees as a whole, had conducted him or herself in a manner not conducive to the promotion of the activities of the HLT. No aforementioned persons shall be removed from said position except by a 2/3 vote of the Trustees at a meeting for that purpose in accordance with the provisions set forth in the By-Laws. This vote will be by closed ballot.

The HLT has a "Zero Tolerance" policy in affect which all trustees, parents, and participants will adhere to and enforce.

A 100 lb. (team) player or cheerleader must be 5 to 7 and not older than 8 on May 1 of that season.

A 125 lb. (team) player or cheerleader must be 9 and not older than 10 on May 1 of that season. Exceptions can be made due to weight for 7 and 8 year olds with the approval of the Athletic Director, Cheer Director, and Head Coach due to lack of participants. League rules, if more restrictive, shall govern.

A 145 lb. (team) player or cheerleader must be 11 and not older than 12 on May 1 of that season. Exceptions can be made due to weight for 9 and 10 year olds with the approval of the Athletic Director, Cheer Director, and Head Coach due to lack of participants. League rules, if more restrictive, shall govern. We are to follow the league rules as far as weight class.

All bills and expenses will be approved by Financial Committee of 3/4 vote with net 30 payment terms.

The General Rules may be amended by a majority vote of the attending quorum of Trustees of the HLT, at any regular meeting or special meeting called for such purpose with proper notice.



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Howland Little Tigers – By-Laws Revision Dates

Revised 1/26/2011

Revised 1/31/2012

Revised 1/21/2014

Revised 1/27/2015

Revised 3/14/2016

Revised 1/16/2017

Revised 4/9/2018

Revised 2/11/2019

Revised 2/3/2020