

JENKS TROJAN ATHLETICS, INC
***THIRD* AMENDED BY-LAWS**

ARTICLE I – NAME AND ADDRESS

1. The name of this corporation shall be Jenks Trojan Athletics, Inc. (JTA).
2. The registered office of this corporation shall be P.O. Box 364, Jenks, OK 74037.

ARTICLE II – PURPOSE

To coordinate, foster and promote non-profit youth activities of football and cheerleading in the Jenks Public Schools District.

ARTICLE III -- MEMBERSHIP

1. The regular membership of this organization shall be composed of families with good moral character who affirm that they are in accord with the purpose of this organization. Membership shall be limited to families of students currently enrolled in the Jenks Elementary and Middle Schools or whose residence lies within the Jenks Public School District boundaries. Membership in JTA does not confer eligibility to participate in the Indian Nations Football Conference ("INFC") or any other organization in which JTA is a member. Eligibility to participate in such organizations are determined by the rules and regulations of the governing organization.
2. The "voting membership" of this organization shall consist of, and be limited to those regular members of the organization who: a. are not in arrears in the payment of any athletic equipment or other fees; and b. who have, residing in their home, any child or children currently enrolled in and attending Jenks Public Schools, grades 1-7 or whose residence lies within the Jenks Public Schools District boundaries with children enrolled in other educational institutions in grades 1-7 or the equivalent thereof. Exceptions to this Article may be made by a majority vote of the Board of Directors. There is one vote per family membership.
3. Any person who has performed some particular service for the organization or has made a significant contribution in the field of athletics may, upon motion of any voting member, be elected to honorary membership in the organization for a period of one year by majority vote of the members at any regular meeting. Any honorary member is ineligible to be a member of the Executive Board.
4. The membership of the organization shall elect officers in accordance with Article V.

5. For all general membership meetings and any special membership meetings, the membership must be notified two (2) weeks in advance of the meeting.
6. The Board of Directors shall implement a Code of Conduct to be followed by each member/participant. The Executive Committee shall have the authority to enforce the Code of Conduct. Any member who disagrees with the Executive Committee actions in enforcing the Code of Conduct may file a grievance with the Board of Directors.

ARTICLE IV – BOARD OF DIRECTORS

1. The business and property of the JTA shall be managed by the JTA Board of Directors, elected and appointed. The aims and policies of JTA shall be set by 2/3 majority vote of the Board of Directors. The management of JTA is vested in the Executive Board. The Board of Directors shall make reports to JTA membership at all annual meetings as to the matters handled by the Board of Directors during the preceding twelve month period.
2. The Board of Directors shall meet at least once each calendar quarter and any other times so called by the President or by the majority of the Board of Directors. The Executive Board shall meet once a month. All Executive Board meetings are closed to the general membership. Board of Directors meetings are open to the general membership, any member wishing to present new business before the Board of Directors must send a written request to be placed on the agenda no less than three (3) days prior to a scheduled Board of Directors meeting.
3. The Executive Board will consist of elected officers. Those elected officers are: President
Vice President/Football
Vice President/Cheerleading
Secretary
Treasurer
4. The Board of Directors shall include those persons elected to the Executive Board, the elected “Representatives”, and: those persons appointed by the Board of Directors as set forth in the By-laws.
Elected Positions: President, Vice-President/Football, Vice-President/Cheerleading, Secretary, Treasurer, 1st-4th Grade Football Rep, 5th-7th Grade Football Rep, 1st-4th Grade Cheer Rep, 5th-7th Grade Cheer Rep. (The grade reps must have a child within the grades set forth.) Appointed Positions: Legal Director, Web Page Director, Fundraising Director, Field Director, Security Director, Membership Director.
5. A quorum for the transaction of business at any meeting of the Board of Directors shall consist of seven (7) members.

6. A quorum for the transaction of business at any Executive Board meeting shall be 3 members.

ARTICLE V -- ELECTION, APPOINTMENT, RESIGNATION, AND REMOVAL OF OFFICERS

1. The JTA Board may establish a Nominating Committee to identify candidates for elected positions within JTA. Individuals who are not selected by the Nominating Committee may also be candidates for elected office.

All candidates for JTA elected positions shall:

- a. satisfy all the requirements of the position sought;
- b. submit their candidacy and a completed application form to JTA no later than seven (7) days prior to scheduled date of the annual meeting; and
- c. be qualified for office based upon the results of the criminal and background check as determined by JTA's selection criteria in place at the time of the election.

A candidate who does not satisfy each of these requirements shall not appear on the slate of officers to be elected at the annual meeting, except that the JTA Board, by a vote of three-fourths (3/4s) of the members of the Board, may waive time period set forth in subpart (b) above, when the JTA Board determines that it is in the best interest of the organization to do so.

No JTA appointed position or Board position may be filled until the candidate has satisfied subparts (a), (b), and (c) above.

If after election or appointment, JTA discovers information that any individual serving as an officer, director or in an appointed position would no longer satisfy subpart (c) above, that individual may be removed from their position by a majority vote of the JTA Board.

2. The officers of JTA shall be elected and installed at the annual meeting of JTA held in December.
3. The vote of a simple majority of the voting members present at such annual meetings shall be sufficient for the election of any such Executive Officer.
4. The Board of Directors shall be elected by the membership, except those designated appointed positions.
5. No person shall be eligible to hold an office in JTA who is not a voting member of JTA.
6. Each elected Board member shall serve for the period of two (2) years and/or until his/her successor is duly elected and installed. No Board

- member shall hold the same office for more than two (2) consecutive terms.
7. For the purpose of continuity, the offices of President, Vice President/Cheer, Secretary, 1st-4th Grade Football Rep, and 5th-7th Grade Cheer-Pom Rep shall be elected in the even-numbered years, and the Vice President/Football, Treasurer, 1st-4th Grade Cheer Rep, and 5th-7th Grade Football Rep. shall be elected in the odd-numbered years.
 8. In the event that any vacancy exists in any office, whatever the reason, such vacancy may be filled by the Board of Directors. The person appointed would be up for reelection in the year that particular position is scheduled for reelection.
 9. Any officer resigning shall tender his/her resignation to the Board of Directors at least thirty (30) days prior to the desired effective date thereof. The Board of Directors shall not approve the resignation of any officer who has custody of any monies, securities, equipment or other property of JTA until such time as the accounts of such officer have been verified and found to be true and proper by the Board of Directors.
 10. Any member of the Board of Directors may be removed from the board by the vote of three-fourths (3/4) of the voting members present and voting at any special meeting of JTA.
 11. A Board member who misses three (3) consecutive sessions shall be considered to have resigned unless approval has been given by the President. The Board Member may be reinstated by a majority of the Board of Directors present and voting at a regularly scheduled Board of Directors meeting.
 12. Any member of the Board of Directors may hold a Head coaching position for football and a Sponsor position for Cheerleading.

ARTICLE VI - DUTIES OF OFFICERS

1. PRESIDENT

The president shall preside at all meetings and shall preserve order and decorum. The President shall carefully supervise the affairs of the JTA corporation and labor for its usefulness, efficiency and compliance with the By-laws of the corporation.

The President shall sign all official documents on behalf of the corporation and shall sign all checks exceeding \$1,000.00, with the treasurer, or in the absence of the treasurer such other individual as may be approved by the Board of Directors as a signer on the account, and unbudgeted expenditure exceeding \$200.00 must be approved by the Executive Board.

The President shall serve as the official JTA voting representative at all conference meetings of which JTA is a member, or appoint the Vice President/Football to serve in this capacity. The President shall report to the Board of Directors all conference activities.

The President may deem necessary and recommend committee formation which is not otherwise provided herein. Committee chairpersons are to be approved by the Board of Directors.

The President will aid in the selection of appointed members of the board which will be approved by the Board of Directors.

2. VICE PRESIDENT/ FOOTBALL

The Vice President/Football shall be charged with the supervision of all football activities. The Vice President/Football shall monitor adherence to policy, both JTA Corporate and INFC, and Mighty Mite Conference with JTA football programs.

The Vice President/Football shall make recommendations to the Board of Directors concerning schedule of games, conference participation and new activities, etc.

The Vice President/Football shall be a member of the Coach/Sponsor Selection Committee.

The Vice President/Football shall serve as the official JTA voting representative at conference meetings of which JTA is a member if directed by the President to do so.

The Vice President/Football may appoint staff for help with equipment, registration, and any other areas he/she requires assistance with. These appointed assistants will not be voting members of the board.

The Vice President/Football shall serve on the Finance Committee.

In the absence of the President, the Vice President/Football shall fulfill the duties of that office.

3. VICE PRESIDENT/ CHEERLEADING

The Vice President/Cheer shall be the director of all football, cheerleading and Pom activities and be charged with the supervision and the coordination of the girls' activities overall.

The Vice President/Cheer shall make recommendations to the Board of Directors concerning cheerleading activities, participation, and new activities, etc.

The Vice President/Cheer shall be a member of the Coach/Sponsor Selection committee.

The Vice President/Cheer shall monitor adherence to policy with the JTA cheerleading program.

The Vice President/Cheer shall serve on the Finance Committee.

The Vice President/Cheer may appoint staff for help with equipment, registration, and any other areas he/she requires assistance with. These appointed assistants will not be voting members of the board.

In the absence of the President and the Vice President/Football, the Vice President/Cheer shall fulfill the duties of that office.

4. SECRETARY

The Secretary shall issue notices of Board meetings to all Directors, including an agenda for each respective meeting. The secretary shall attend and keep the minutes of all Board of Directors meetings and meetings of the general membership. Minutes of all meetings shall be provided to and approved by Directors at the following meeting.

The Secretary shall have charge of all corporate records, papers, and the seal.

The Secretary shall attest all written contracts, mortgages, deeds, and similar instruments of JTA.

5. TREASURER

The Treasurer shall have custody of all JTA financial records and be responsible for all monies and securities of the JTA, shall keep regular books of account, and shall render detailed reports at each meeting of the Board of Directors.

The Treasurer shall be responsible for the preparation and filling of all tax and accounting forms as may be required by all governmental authorities.

The Treasurer shall obtain co-signature from the President or another designated individual on disbursements exceeding \$1,000.00 as outlined in Section 1 of this Article. Any unbudgeted expenditure of \$200.00 or more must be approved by the Executive Board.

The Treasurer will present a detailed financial statement at the March general meeting, including a balance sheet, profit and loss statement and budget variance report.

The Treasurer shall serve as Chairperson for the Finance Committee and shall submit a budget to the Board of Directors by March 1st

At the end of the Treasurer's term of office, he/she shall give the Executive Board, correct accounts of all monies in his/her charge, together with the book, receipts, and other relevant material belonging to the Corporation. After assumption of duties by the new officers, the Executive Board shall determine the accuracy of the final accounting reports, and unless otherwise ordered by the Corporation, the President and Secretary shall sign these reports as evidence of acceptance and approval on behalf of the new Board of Directors.

ARTICLE VII - GRIEVANCE COMMITTEE

The Board of Directors shall act as a Grievance Committee.

Any grievance shall be submitted in writing and accompanied by a filing fee of \$25.00 to the appropriate Vice President or appropriate elected Grade Rep for football or Cheer. An additional copy of the grievance should be mailed to JTA, P.O. Box 364, Jenks, OK 74037 for record. The receiving Vice President or elected Grade Rep shall forward the grievance and fee to the President who will then call a meeting of the Board of Directors, acting as a Grievance Committee. In the event that a member of the Grievance Committee is the person being charged, and/or has an interest in the grievance, that member shall not serve on the committee for that specific cause of action.

Any member having a grievance against any other member may file a complaint in writing with the appropriate Vice President stating the complaint and/or violation of the Rules or By-laws committed by the member. The Grievance Committee shall provide the member so charged with copy of the charge in writing, and shall in ten (10) days conduct a hearing and shall thereafter submit a full report of its findings and recommendations for action to the Board of Directors.

If the Board of Directors finds in favor of the complaint, the filing fee will be refunded.

ARTICLE VIII - PARTICIPATION RULES FOR PARTICIPANTS, COACHES, & SPONSORS

JTA is a member of the [INFC](#) and will adhere to all Indian Nations rules of participation. In addition, we recommend the following activity guidelines.

The President will monitor the adherence of JTA to corporate and conference rules and regulations including, but not limited to the following.

1. Participants. All participating players shall maintain moral and league standards in compliance with the aims and objectives of JTA. Participants must abide by all rules and regulations of JTA and its league association.
2. Sponsors. Cheerleading-Pom sponsors must be approved by 2/3rds majority vote of the Board of Directors. A sponsor must be a member of the organization. They must promote the moral and league standards in compliance with the aims and objectives of JTA. They must abide by all rules and regulations of JTA and the league association.
3. Coaches. Coaches must be approved by 2/3rds majority vote of the Board of Directors. Coaches must be members of the organization. They must abide by all rules and regulations of JTA and any league association.

All members of the football coaching staff will be certified through the National Youth Sports Coaches Association (“NYSCA”) and will have to produce proof if requested by an INFC commissioner at that time.

All Sponsors of Cheer/Pom will be NYSCA certified and must be able to produce proof if requested by the Vice President/Cheer-Pom.

JTA promotes the active participation of all players. Unless on disciplinary probation, all players will adhere to all [INFC](#) rules of participation as set forth in the [INFC](#) by-laws and the rules of participation of the league association in which Mighty Mite football belongs.

Allowed practice times for football will be determined by INFC by-laws. Practices will be limited to a maximum of four (4) per week, lasting a maximum of 2 hours each practice. All JTA club scrimmages will be counted as a practice period.

JTA Cheer Rules and Regulations will determine allowed practice times for Cheer and Pom.

ARTICLE IX - REVISION AND AMENDMENT OF THE BY-LAW

These by-laws may be revised or amended by a majority vote of the voting members in attendance of the annual meeting of JTA or at any special meeting called by the Board of Directors in accordance with these Bylaws. All proposed revisions and/or amendments shall be placed on the agenda and/or included with the 2 week notification to the membership of the meeting.

ARTICLE X - FIELD USAGE

Usage of the JTA field will be limited to youth football and cheerleading only, during the football season, due to wear and tear, possibility of vandalism and potential liability of injury associated with non-JTA supervised usage of the JTA facility.

ARTICLE XI - DEFINITIONS

Notice/Notification - may include posting information on the JTA website and/or placing notification in the Jenks Journal.

I certify that the foregoing **Third** Amended Bylaws of Jenks Trojan Athletics, Inc. were presented for review and vote to the membership of JTA and approved and adopted by the membership of JTA in accordance with the Certificate of Incorporation of JTA on the ____ day of December, 200**6**.

Brett Williams, President

Curtis Smith, Secretary