

CONSTITUTION

August 29, 2011 Revision #5

JUNIOR COMET SPORTS

PREAMBLE

The purpose or purposes for which this corporation is organized is to develop and operate a community youth sports program for boys and girls.

Corporation activities will conform with and be pursuant to the principles, rules and regulations of Junior Comet Sports Inc. as stated in this constitution. Hereafter listed as Jr Comet Sports.

Jr Comet Sports is, and shall be, registered with the State of Oregon and the I.R S. as a Non-profit corporation.

MISSION STATEMENT

It will be the goal and objective of this organization to implant in the communities youth the ideals of the code of sportsmanship and fair play which should be an integral part of all sport and group activities in general, and which are listed as follows:

- Develop a strong, clean body; in mind and soul.
- Develop understanding of and respect for sportsmanlike conduct.
- Develop understanding of and respect for the rules.
- Develop courage in defeat, tolerance and modesty in victory.
- Develop control over emotions and speech.
- Develop the spirit of cooperation and encouragement for ALL in a team setting.
- Develop socially, into real, true citizens.
- Develop respect for teammates and their right to play.

Jr. Comet Sports will operate and provide meaningful and productive activities primarily for, but not limited to, the communities of Central Point, Gold Hill and Sams Valley, in Jackson County, State of Oregon.

ARTICLE I – MEMBERSHIP

The members of this corporation shall be all volunteers and interested parties who wish to help develop Jr. Comet Sports and all it stands for within the jurisdictions of School District #6. There will be no dues charged to any member of this organization.

ARTICLE II- GOVERNMENT

The governing body of this organization shall be the Executive Council. The Executive Council shall consist of the Director, Secretary, Treasurer and Council Members. The Executive Council is charged with establishing policies, rules, regulations and programs for Jr. Comet Sports. Councilor(s) will direct and oversee a program and select a Program Board to help govern and direct that program.

ARTICLE III — MEETINGS

Council Meetings: The Executive Council shall hold meetings. It is recommended that six (6) regular council meetings be held during the calendar year. Typically, Council Meetings should fall in each even numbered month. The day of each month will be established by the Council at the first meeting of the new calendar year. The Executive Council meeting in June will be both the conclusion of a year and the start of the new calendar year. At this meeting, Councilors will state their desire to be "active" or "inactive" for the coming year. Active councilors will have the right to vote during the new calendar year.

ARTICLE III, Meetings (cont)

Special Meetings: Executive Council Meetings may be called by any Council Member, who is then obligated to (personally) notify each Councilor of this meeting. A Board Meeting may also be requested by a program Board Member by going through their Councilor. Should such meeting be deemed necessary, proper notice will be given to all Members as the issue warrants. The proper notice in all situations being two to seven days.

Program Board Meetings: Will be held as needed and as determined by the Councilors that oversee a particular program. These meetings will be governed by the above meetings criteria.

Quorums: Quorums apply only to Council Meetings. A quorum for a meeting is defined to be a majority of the active Council (more than one-half). A quorum must be present at any Council Meeting where changes are enacted which effect Jr. Comet Sports or its programs. Lacking a quorum, Councilors may be polled vial email. Their vote will count towards issues as if they were in attendance so long as that decision is emailed back to all other Councilors who then forward that email to the Director for acknowledgement and tabulation.

ARTICLE IV — OFFICERS and ELECTIONS

General: The suggested and elected officers of this corporation shall be the Director, Secretary and Treasurer. Election of officers will be at the June meeting. Active councilors will nominate and elect the Director, Secretary and Treasurer for the calendar year. The suggested term for officers will be for one calendar year. To function as a Corporation, at least five (5) Executive Council Members are required: The Director, Secretary, Treasurer and two (2) at large Councilors.

ARTICLE V - DUTIES of OFFICERS

Director: Shall perform all the duties normally associated with the head of an association, such as but not limited to:

- A. Attend all of the meetings of the Executive Council.
- B. Give proper notice of all meetings.
- C. Prepare or see to the preparation of an agenda for Council Meetings.
- D. Be the primary spokesperson for the organization.
- E. Appoint committees as deemed appropriate.
- F. Be the primary District and School liaison, and advise Councilors as to relevant new information from the school district or community in general.
- G. Help establish the legitimacy of programs.
- H. Revise, update and distribute Council information and forms.
- I. Inform Coaches who have been banned from coaching in Jr. Comet Sports in a timely fashion.
- J. See that new Councilors get started on the right track.
- K. Deliver, discuss and explain the contents of the Councilors Book.
- L. Other items of importance deemed necessary to fulfill the requirements for Jr. Comet Sports at the program level.

Secretary: Shall perform all the duties normally associated with the Secretary of an association such as but not limited to:

- A. Shall see to the keeping of minutes for all meetings.
- B. See that a copy of minutes are emailed to all Councilors in a timely fashion following meetings.
- C. Keep a permanent (hard) copy record of all minutes, filed for future reference.
- D. Will handle all correspondence for the corporation deemed necessary by the Executive Council.
- E. Be responsible to the State of Oregon, corporation division and the I.R.S. for the submission of all documents regarding the affairs of Jr. Comet Sports.

ARTICLE V, Duties (cont)

- F. Shall attend all meetings deemed necessary by the Executive Council.
- G. Upon the absence of the Director, the Secretary shall act as and perform the duties of the Director in accomplishing the objectives Jr. Comet Sports.
- H. The Secretary shall advise the Director, Treasure and Council as to deadline dates and any other items of importance deemed necessary to fulfill the requirements for Jr. Comet Sports.

Treasurer: Shall perform all the duties normally associated with the Treasurer of an association, such as but not limited to:

- A. Will receive and safely keep all Jr. Comet Sports funds and disburse the same with the knowledge and approval of the Executive Council.
- B. Keep a ledger of receipts and disbursements in total and for each program.
- C. Will fulfill other financial duties assigned by the Council.
- D. Will keep abreast of all things financial within the programs and all State and Federal correspondence.
- E. Shall advise the Director, Secretary and Council relative to financial deadlines, dates and other items of importance deemed necessary to fulfill the financial safety of Jr. Comet Sports.
- F. Shall attend all meetings deemed necessary by the Executive Council.
- G. Place excess monies in an interest bearing account when possible, as directed by the Council.

Councilors: Will perform all tasks and duties as determined by the Executive Council and/or Director to promote Jr. Comet Sports, including but not limited to:

- A. Will do all within their means and power to see that the rules, regulations and goals of Junior Comet Sports are accomplished.
- B. Will carry out all of the duties required to successfully coordinate their assigned program. Time and commitment are of the utmost importance.
- C. Produce and use an "Inventory Check Out Form" and require Coaches to sign off on that form. A master inventory check out list for each program season will be forwarded to the Secretary and/or Director.
- D. Responsible for gathering and saving player info each season for scholarship verification and submitting it to the Director for cataloging.
- E. Will keep an Income and Expense Ledger and will submit the same to the Executive Council at the first meeting following the conclusion of their program.
- F. Will keep an accurate record of sponsors and their donations and deliver a copy to the Secretary and Treasurer for their records.
- G. At the first annual meeting the Councilors will set the program fees for the ensuing year. It must be kept in mind to add at least \$2.00 of revenue to participants registration fees for the purpose of paying program Insurance premiums and helping maintain the Scholarship Fund.

Program Board: For a program Board to function at least one (1) Councilor is required to oversee and direct the Program Board. It is suggested that there be as many Board Members as there are schools affected by the on going program. Board Members will be responsible for all contact with the Principal and/or Secretary at all affected schools relative to the following:

- A. To help conduct all informative meetings concerning player draft, players pool and playing rules with coaches, referees and any other interested parties as deemed necessary by the Councilor.
- B. Determining the times and days that gyms will be available for Jr. Comet Sports.
- C. To be responsible for contacting and recruiting coaches for their program.
- D. Will supervise the registration and tryouts of player candidates with the cooperation of other Jr. Comet officials and/or assistants.

ARTICLE V, Duties (cont)

- E. Be responsible, insofar as it is legal and possible, to maintain a balance of strength among the teams of Jr. Comet Sports.
- F. Be responsible for the player composition of league teams.
- H. Be responsible for all aspects of assigning, disbursing or placing players on teams in an equitable fashion after the draft.
- I. To distribute a practice schedule to affected schools as soon as that information is available.
- J. To distribute a game schedule to affected schools as soon as that information is available.
- K. Will constantly remind everyone connected with the program that the welfare of the children concerned and the League as a community project are paramount rather than a single coach, team or sponsor with design only upon winning.
- K. Will supervise Gyms or Fields, Coaches, Players and Spectators on game days.
- L. Will be accountable in verifying that Players receive equal playing time in games.

Fees/Budget: It shall be the duty of Board Members to see that fees are collected and accounted for and that expenditures do not exceed anticipated revenue.

ARTICLE VI — REPLACING and ADDING COUNCILORS and OTHERS

Councilors: The existing active Councilors will perform the duty of nominating and/or taking nominations, at large for the purpose of filling a vacant or inactive Councilor position(s).

- A. All nominated candidates will be reviewed and discussed by the Council.
- B. A person will be selected from the candidates to fill the open position prior to the start of the next season (or at the earliest possible time).
- C. Candidates must consent to accept and perform the duties of the office if selected.
- D. The expected term of service for Councilors shall be three (3) years, but persons may choose to serve longer if desired.
- E. Retiring Councilors may assist the new Councilor(s) but have no power beyond advising.
- F. There is no maximum or minimum number to serve on the Executive Council but nine (9) is the recommended active amount.

Program Board: The Councilor(s) who supervise a program will select the Board Members for their program. Councilors have total control over their Board.

Coaches: The Program Board will select the coaches for the current seasons sports program.

ARTICLE VII— RULES

The drafting of Playing Rules will be under the authority of the Program Board for each program. The Executive Council must be informed of all rule changes. The Council has the power of VETO.

ARTICLE VIII - TEAM COMPOSITION

- A. Each team shall have the required number of players (eight to twelve players) depending upon the sport and provided players are available.
- B. The brother/sister of a previously selected player in the draft will be assigned to the same team, unless the parents request a split.
- C. A coach's son/daughter will play on that team unless otherwise requested by the coach.

ARTICLE IX - PLAYERS POOL

- A. The Board will notify all coaches prior to player tryouts.
- B. A complete draft of all players who tried out will be held for each program for each sports season.

ARTICLE IX, Players (cont)

- C. Everyone who signs up to play, either before or at registration will be placed on a team, this assumes they have paid. If they have not paid or signed a payment contract, they will not be placed on a team until this is accomplished.
- D. A coaches son/daughter will be placed onto the team based on their tryout score and the number of teams drafting. For example if five teams were drafting and the child scored 4th highest overall they would be a first round pick, if they scored 21st overall then they would be a 5th round pick, etc.
- E. A coaches child will automatically be drafted 1st if they did not participate in the tryout.
- E. Players who did not tryout, but are signed up prior to the draft, will NOT be drafted but will be placed on teams by a draw from a hat directly after the draft, in the established draft order.
- F. New players (added after the draft) other than a coaches child will be assigned to teams based on the draft order and the order that they signed up and paid. (Parity being of utmost concern).
- H. One Board Member will be assigned to place players who sign up after the draft.
- I. All players who drop off a team will be issued a refund based on the status of the jersey that was ordered and amount of practice and playing time they have received up to that point. The refund amount is up to the discretion of each program.

ARTICLE X - PLAYER ELIGIBILITY

- A. Must meet age and school year requirements as set forth by Junior Comet Sports and Council members.
- B. It is mandatory for players to participate in all of the regularly scheduled league games.
- C. Every player shall play at least two (2) quarters or one half (1/2) of each regularly scheduled game they are eligible for. **
- D. Managers have the discretion to override rule two (2) or three (3) when players miss practice or are a discipline problem at practice. Any disciplinary action by the coach resulting in loss of playing time must be made known to the opposing coach and game officials prior to game time.

** with exceptions for advanced Middle School sports.

ARTICLE XI — SCHOLARSHIPS

Beginning with the 1991 Crater High School graduating class and continuing each year thereafter (providing funds are available) a \$500 scholarship will be given to a senior boy and girl who has participated in some Junior Comet Sports program(s) at an earlier age.

- A. These senior graduates must live within the jurisdictions of School District #6.
- B. The Executive Council will determine the recipient(s) of this scholarship.
- B. Council Members may vote only if they are neither related or connected, in anyway, to the potential recipients.

ARTICLE XII — RESIGNATION and DISMISSAL

Resignation: Should a volunteer wish to resign their responsibilities on the Executive Council, their wishes will be honored and their contribution will be duly noted. That position will be filled prior to the next Annual Meeting, if at all possible.

Dismissal: Should a Council member fail to fulfill the duties that are expected of them they may be dismissed from office by the following procedure:

- A. Calling a special meeting where charges must be put in writing and delivered to that Councilor.
- B. Calling a second meeting where the accused has the right of rebuttal. If the Councilor fails to attend the meeting they will automatically be dismissed.

ARTICLE XII, Dismissal (cont)

C. After a rebuttal, a third meeting will be called (minus the accused) for the purpose of a vote for dismissal. ALL Councilors will be polled and greater than half must vote for dismissal. Yea, nay and abstain all being legal votes.

Should a Board Member or Coach fail in their duties, they will simply not be asked to perform in that capacity again.

ARTICLE XIII - DISSOLUTION of CORPORATION and FUNDS

Should this Corporation dissolve, with assets still remaining, they will be set up in an interest bearing account administered by the "Crater Foundation". The purpose of this account should be to provide scholarship money for athletes as described in Article XI. The funds may also be used to aid student athletes who are financially unable to participate because they cannot afford the fee, or, who do not have the funds to purchase the necessary equipment to perform actively and safely,

**THIS CONSTITUTION DRAFTED AND RATIFIED BY THE EXECUTIVE COUNCIL,
SATURDAY THE 29 OF DECEMBER 1990**

COUNCILORS-present

Darryl Summerfield-SEC-Girls Basketball

Mike Anhorn-TRES-Girls Basketball

John Anhorn-Boys Basketball

Marv Hackwell-Football

Cathy Salmon-Volleyball

COUNCILORS-not present

Errol Coffman-boys basketball

Ken Petersen-Football

Russ Walker-Wrestling

**AMENDED AND RATIFIED BY THE EXECUTIVE COUNCIL
MONDAY THE 31 OF AUGUST 1998 by the following COUNCILORS**

Darryl Summerfield-SEC-Girls Basketball

Cathy Salmon-TRES-Volleyball

Mike Anhorn-Girls Basketball

Jim Gmur-Volleyball/Boys Basketball

Marv Hackwell-Football

Jeff Hogenson-Boys Basketball

Curt Jaffe-Boys Basketball

Anna Meunier-Volleyball

Dan Petersen-Football

Ken Petersen-Football

John Wiege-Boys/Girls Basketball

**AMENDED AND RATIFIED BY THE EXECUTIVE COUNCIL
MONDAY THE 29 OF AUGUST 2011 by the following COUNCILORS**

COUNCILORS-present

Brian Fisher - FFB

Kevin Frison - FFB

Julie Erskine - VB

Carmen Kievit - VB

Damian Idiart - bBB

Jeff Lang - bBB

Mike Anhorn - gBB/Treas

Darryl Summerfield - gBB/Sect

COUNCILORS-not present

Leroy Brite - Mmbr @ Lrg