

BRUNSWICK JUNIOR RAILROADERS BOOSTERS, INC.

BY-LAWS

(Revised March 2025)

ARTICLE I. Goal and Objective

It is the goal and objective of the corporation to foster good sportsmanship, honesty, integrity and respect for authority in the youth of the community through supervised athletic competition and related activities. In all its endeavors, the corporation shall be guided by the best interests of the youth of the community.

ARTICLE II. Membership

Section 1. Membership in the corporation shall be open to any member of the public, aged eighteen (18) and over in good standing with the organization, unless specific action has been taken against the member of the organization. Only those members who have been elected to the Board of Directors as defined in Article VII of these bylaws are eligible to vote on any motion brought before the membership and/or the Board of Directors for an approval / amendment.

Section 2. All members, both public and elected, who have attended at least four (4) regularly scheduled monthly membership meetings in the calendar year, not to include special meetings, shall be eligible to vote in annual elections for the Board of Directors. Voting may be done in person or in electronic form but shall be one or the other. Voting form will be decided upon by the general board at the December meeting by a majority vote.

Section 3. The corporation shall not discriminate in voting membership rights or otherwise on account of race, creed, sex, age, national origin, marital status, political or religious affiliation, or physical or mental handicap (except in such cases where the disability or condition would preclude the individual from adequately performing the task involved).

Section 4. All participants in BJR including Members, Board Members, Officers, Head Coaches, Assistant Coaches, Players and Volunteers must abide by the rules and regulations established by this organization. This includes but is not limited to any behavior which is deemed detrimental to the well being of the organization. Failure to follow these duly constituted rules and regulations may lead to corrective action e.g. warning, reprimand, suspension, or dismissal from all activities of the corporation by the Board of Directors. Established rules include but are not limited to, behavior on/off the football field, during practice, games, and /or any other activity sanctioned by BJR.

Section 5. Membership may be terminated by resignation or action of the Board of Directors as follows;

- a. The Board of Directors, by two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline, suspend or terminate the membership of any person, including Board Members and Coaches when the conduct of such person is deemed to be detrimental to the wellbeing of the organization. The Member involved shall be notified of such a meeting with at least 24 hr notice, the nature of the charges and be given the opportunity to appear at the meeting to answer said charges. While under investigation, the member in question, shall be suspended from all BJR activities until the conclusion of the disciplinary hearing.
- b. In the case of a participant, the Board of Directors shall give notice to the Head Coach and the Parent(s) or legal Guardian(s). The Head Coach and/or Player Rep shall appear in the capacity of an advisor. The participant and Parent(s) or legal Guardian(s) may also be present before the Board of Directors. The Board of Directors shall have the full power to suspend or revoke such players rights to the future participation by two-thirds vote of those present at any duly constituted meeting (quorum required).

ARTICLE III. Membership Meetings

Section 1. The membership of the corporation shall meet the 3rd Monday of every month. In the event of a meeting cancellation (due to weather, holiday, or extenuating circumstances) the Board must be notified at least 24 hrs in advance. New meeting date must be scheduled at the earliest reasonable date and approved by Board majority vote via Email.

Section 2. In all board meetings, ten (10) voting members shall constitute a quorum and, on all votes, a majority of those eligible voters present and voting shall prevail, except where provided otherwise in these By laws.

Section 3. Special meetings of the membership may be called by the President of the corporation or by a petition stating the purpose of the special meeting and agreed upon by a minimum of three (3) members.

Section 4. The head coach from each team is required to attend regularly scheduled general membership meetings (a segregate is acceptable if the head coach is not available); in order to stay current with the direction of the organization and aware of any changes that may affect their team. **ARTICLE IV. Authority and Management of Corporation**

Section 1. The membership of the corporation is the ultimate authority within the corporation and may; by binding and official vote at a regularly scheduled or special meeting, override or reconsider any action of the Executive Board of Directors. Furthermore, in the absence of an express statement herein or governing policy, the manner of proceeding of the corporation shall be determined by a vote of the membership.

Section 2. There shall be a Board of Directors as defined under ARTICLE 5.

ARTICLE V. Board of Directors

Section 1. The Board of Directors shall have the general responsibility for the formulation of policy for the corporation, subject to the ultimate authority of the membership. The officers of the corporation shall have the responsibility for the conduct of day to day business of the corporation, with each office having the duties described below.

Section 2. The Board of Directors shall consist of seven (7) Executive officers, six (6) to ten (10) Board Members, and two (2) non-voting alternates. The decision on the number of board positions that the organization will carry the following year shall be voted upon at the December monthly meeting. The President shall also be a non-voting member, except that the President shall vote when necessary to break a tie vote.

Section 3. There shall be seven (7) officers of the Corporation, elected as such to the Executive Board of Directors by the voting membership, with the specific duties set out below and other duties detailed in the notebook associated with that office, consistent with these By-laws:

- A. President – shall function as chief executive officer of the corporation, preside over membership meetings, and appoint all committees and appointed members of the Board, subject to approval of the full Board of Directors; shall be given \$500.00 per month budget for operations which shall be cleared and approved at the monthly Board of Directors meetings, Expenditure of said discretionary monies y the President shall be in accordance with the papers of the corporation governing such.
- B. Vice-President (football) – shall exercise the responsibilities of the President in his or her absence and resides over every ad hoc committee;
- C. Vice-President (cheerleading) – shall exercise the responsibilities of the President in his or her absence and resides over every ad hoc committee;
- D. Vice-President (lacrosse) – shall exercise the responsibilities of the President in his or her absence and resides over every ad hoc committee;

- E. Secretary – shall be called to keep and maintain all records (minutes) of all meetings of the Board of Directors, membership and/or all correspondence of the corporation;
- F. Treasurer – shall oversee all financial activities of the corporation, except that all checks in the amount of \$500.00 or more must bear the signature of the President, Vice President and/or the Treasurer and shall require a purchase order or sales receipt approved and signed by the President and/or Treasurer for record purposes. A set of financial statements shall be presented to the Board of Directors and the membership (if requested) in coordination with the monthly Membership meetings and will be available on-line to the President, Vice President and Treasurer.
- G. Chairman Of The Board- is the member of the general Board of Directors who received the most votes during the yearly elections. The Chairman Of The Board shall represent the interests and intentions of the General Board to the Executive Board.

Section 4. There shall be a minimum of six members (6) up to Ten (10) of the Board of Directors, elected by the voting membership of the corporation as such, who shall have full voting privileges on the Board at all times and for all purposes. There may also be 4 Athletic Directors, as appointed in SECTIONS 5, 6 and 7 of this Article, who will also have voting rights.

Section 5. There shall be two non-voting members of the Board of Directors, elected by the voting of the corporation as such, who shall be counted at all times for a quorum and shall vote only in the absence of any other Board member.

Section 6. There also maybe an Athletic Director for Football on the Board of Directors who is appointed by the President with the approval of the full Board of Directors (full Board of Directors refers to a quorum of Board members and Officers as defined in these By-laws), who shall have administrative and safety oversight for Football coaches and players and shall make an effort to attend all practices and games.

Section 7. There may also be an Athletic Director for Cheerleading on the Board of Directors who is appointed by the President with the approval of the full Board of Directors (full Board of Directors refers to a quorum of Board members and Officers as defined in these By-laws), who shall have administrative and safety oversight for Cheerleading coaches and players and shall make an effort to attend all practices and games.

Section 8. There may also be an Athletic Director for Lacrosse Boys and Girls on the Board of Directors who is appointed by the President with the approval of the full Board of Directors (full Board of Directors refers to a quorum of Board members and Officers as defined in these By-laws), who shall have administrative and safety oversight for Lacrosse coaches and players and shall make an effort to attend all practices and games.

Section 9. There shall be a Representative and Alternate to the governing body of football for Division I and/or its successor(s), appointed by the President and approved by the full Board of Directors (full Board of Directors refers to a quorum of Board members and Officers as defined in these By-laws), on the Board of Directors, who shall take direction from the membership in the representation of the corporation's views and interests in all matters considered by the Mountain Valley Youth Football League or its successor(s).

Section 10. There shall be a Representative to the governing body of lacrosse.) for or its successor(s), appointed by the President and approved by the full Board of Directors (full Board of Directors refers to a quorum of Board members and Officers as defined in these By-laws), on the Board of Directors, who shall take direction from the membership in the representation of the corporation's views and interests in all matters considered by the Western Maryland Youth Lacrosse Conference or its successor(s).

Section 11. There shall also be an Athletic Director of Flag Football appointed by the President and approved by the full Board of Directors (full Board of Directors refers to a quorum of Board members and Officers as defined in these By-laws), on the Board of Directors, who shall take direction from the VP of Football in the representation of the corporation in Girls Flag meetings. The AD of Flag Football will also assist the VP of

Football with scheduling and organizing both boys and girls flag football in both the fall and spring.

Section 12. There also maybe an Player Representative for Football on the Board of Directors, who is appointed by the President with the approval of the full Board of Directors (full Board of Directors refers to a quorum of Board members and Officers as defined in these By-laws), who shall have administrative and safety oversight for football players and shall make an effort to attend all practices and games.

Section 13. There also maybe an Player Representative for Cheerleading on the Board of Directors, who is appointed by the President with the approval of the full Board of Directors (full Board of Directors refers to a quorum of Board members and Officers as defined in these By-laws), who shall have administrative and safety oversight for Cheerleading players and shall make an effort to attend all practices and games.

Section 14. There also maybe an Player Representative for Lacrosse on the Board of Directors, who is appointed by the President with the approval of the full Board of Directors (full Board of Directors refers to a quorum of Board members and Officers as defined in these By-laws), who shall have administrative and safety oversight for Lacrosse players and shall make an effort to attend all practices and games

ARTICLE VI. Board of Directors Meetings

Section 1. The Board of Directors shall annually elect an Honorary Chairman of the Board from among the six elected Board members with the highest number of votes who do not hold an office. The Chairman's responsibilities shall be limited solely to the representation of those elected Board members.

Section 2. All meetings of the Board of Directors shall be open to the membership of the corporation, except that where items are designated on the agenda and announced at the beginning of the Board meeting by the Chairman and/or the President as implicating the privacy rights of Board or corporation members, coaches, or participants. Such matters include but are not limited to personnel matters, and awards to participants, and shall be subject to executive session only and closed to the membership and public. Otherwise, the Board of Directors shall have the authority to adopt rules and regulations governing the conduct of its business, including rules for the conduct of meetings and attendance by Board members.

ARTICLE VII. Election of and Appointments to the Board of Directors

Section 1. To stand for election as a Board of Directors member, an individual must be a member in good standing of the corporation. A letter of intent to run for a Board or Officer position for the upcoming season must be submitted to the Secretary on or before December 31st. No letters of intent will be accepted after December 31st. Any position not filled at the conclusion of the January election will be open to accept letters of intent for voting during the February meeting.

Section 2. The annual election of Board of Directors shall take place at the January meeting. Elected Board members shall assume their official responsibilities immediately following the election and shall serve one year terms, except that the newly elected Secretary shall function as Secretary Pro Tem at the January membership meeting.

Section 3. The following Board members (Athletic Directors, WMD Rep, MVYFL Rep and alternate, Player Reps) shall be appointed by the President with full approval of the Board of Directors:

The Athletic Director of Football shall also have experience in the coaching and/or management of football as deemed appropriate. The candidates must submit a letter of interest to the President by the February membership meeting unless that candidate currently holds the position.

The Athletic Director of Cheerleading shall also have experience in the coaching and/or management of cheerleading as deemed appropriate. The candidates must submit a letter of interest to the President by the

February membership meeting unless that candidate currently holds the position.

The Athletic Directors (boys and Girls) of Lacrosse shall also have experience in the coaching and/or management of cheerleading as deemed appropriate. The candidates must submit a letter of interest to the President by the November membership meeting unless that candidate currently holds the position.

The Player Representative for Football shall be responsible for player rights as defined in the By-laws and Policies of this corporation. The candidates must submit a letter of interest to the President by the February membership meeting unless that candidate currently holds the position.

The Player Representative for Cheerleading shall be responsible for player rights as defined in the By-laws and Policies of this corporation. The candidates must submit a letter of interest to the President by the February membership meeting unless that candidate currently holds the position.

The Player Representative for Lacrosse shall be responsible for player rights as defined in the By-laws and Policies of this corporation. The candidates must submit a letter of interest to the President by the November membership meeting unless that candidate currently holds the position.

The Athletic Directors and Player Representatives for Football and Cheer shall be appointed by the President at its February meeting, Athletic Directors and Player Representatives for Lacrosse shall be appointed by the President at its December meeting, both pending final approval by the Board of Directors. All appointed Board members shall serve a one year term.

The Mountain Valley League Representative and the alternate; shall have experience in the coaching and/or management of football as deemed appropriate. The candidates must submit a letter of interest to the President by the October membership meeting unless that candidate currently holds the position.

The Western Maryland Lacrosse Conference Representative shall have experience in the coaching and/or management of lacrosse as deemed appropriate. The candidates must submit a letter of interest to the President by the October membership meeting unless that candidate currently holds the position.

The Mountain Valley League and Western Maryland Conference Representatives; shall be appointed by the President at its November meeting, pending final approval by the Board of Directors, and shall serve a one year term.

Section 4. All incoming Board members shall sign a pledge upon taking office to conduct him/herself at all times in accordance with these By-laws and corporate History and Tradition in the performance of his or her responsibilities of office.

Section 5. There shall be a meeting of the outgoing and incoming Board of Directors to be held within two (2) weeks following the annual elections in January at which meeting the office notebooks shall be transferred to the incoming Board of Directors.

ARTICLE VIII. Committees

Section 1. There shall be an audit committee appointed at the February membership meeting. The committee should consist of, at a minimum of, 3 returning general board members

The audit committee should:

- a. Obtain an audit if deemed necessary of the corporation's books by an independent Certified Public Accountant and an annual financial report by April 30th, which shall be available for the report to the Treasurer of Frederick County for license purposes by the fifth business day of June, as well as the June membership meeting.

b. Operate on a calendar year for tax purposes.

c. The difference between a gift and a donation is clearly defined by the Internal Revenue Service regulations. The Audit Committee shall be responsible for providing the President with information pertaining to donations. No letter shall be given for any donation which has not been approved prior to being given and reflecting in the minutes of the Corporation, unless the donation is in cash and/or check and completely handled by the Corporation.

Section 2. The President may appoint such standing and ad hoc committees as are necessary for the purposes of conducting the corporation's business, subject to approval by the Board of Directors, with such appointments to be announced at the following membership meeting.

Section 3. The President, with board approval, shall appoint a Selection Committee that would be responsible for the interviewing of applicants in the event of a contested head coaching position. The Selection Committee will be required to have the approval of the Board of Directors prior to conducting interviews. The Selection Committee will consist of 3 to 5 people with extensive coaching experience and/or background, including the President of the organization who shall not have voting privileges unless said vote ends in a tie. In the event that a selection committee member is one of the coaches running for a contested position that member must recuse themselves. The Selection Committee shall present their recommendation for head coach to the Board of Directors in accordance with Article VIII Section 4. The contested position will then be voted upon with a majority vote needed for approval. The Board of Directors decision shall be final. In the event that the application deadline for head coaches is extended by the Board, due to extenuating circumstances, the Board vote on applications shall be extended for a like period.

Section 4.

- a. Head coach applications for Football shall be submitted by January 31st at midnight. In the event of a contested head coaching position, the applicants will then be interviewed by the selection committee and brought to the Board for approval at the February board meeting.
- b. Head coach applications for Cheer shall be submitted by January 31st at midnight. In the event of a contested head coaching position, the applicants will then be interviewed by the selection committee and brought to the Board for approval at the February board meeting.
- c. Head coach applications for Lacrosse shall be submitted by October 31st at midnight. In the event of a contested head coaching position, the applicants will then be interviewed by the selection committee and brought to the Board for approval at the November board meeting.

ARTICLE IX. Coaches

Section 1. Coaches shall design the programs in the appropriate manner, so that the Flag and Mini-Pony level has a primary emphasis on instruction and technique, while the Varsity level has a primary emphasis on competitiveness. The shift from instructional emphasis to competitive play shall be gradual from the Pony level to the Varsity level. The Mountain Valley Youth Football League is a competitive league and balance should be obtained to such an end. The overall program must be designed to coordinate with the Brunswick High School and developed to achieve a balanced and efficient feeder program into such.

Section 2. There shall be head coaches for Football (Flag-Varsity), Cheer (Flag-Varsity), and Lacrosse (Scoopers-7th/8th grade). Individuals age twenty-one (21) and over interested in serving as head coach for Football must submit applications for these positions to the Board of Directors at its February meeting and Lacrosse applications must be submitted at the December meeting for the upcoming season, absent an extension of the deadline by the Board due to extenuating circumstances.

Section 3. Head coaches must select a minimum of one (1) assistant coach, BJR requires one (1) assistant coach per five (5) players and submit such to the Board of Directors for approval as soon as possible after the May meeting (or an extension thereof), but no later in order to have said positions approved in a timely manner, so as to allow for the proper and appropriate coaches training for the year. Subject to approval of the Board. Head Coaches will commit to their teams and are expected to attend 90% of all practices/games.

Section 4. It is the responsibility of the Head Coach to ensure that all children are nurtured, no matter their position or skill level. A child that needs extra help shall be given such in an appropriate manner, whether it's done by the Head Coach, assistant coach or a community service volunteer. Coaches are required to take some personal time with the players periodically to "grade" them. This would let them know how they are doing and how they can improve, etc.

Section 5. It is the responsibility of the Head Coach, during the regular season, to put forth the best effort to make sure that all kids are afforded the minimum amount of playing time listed below (this policy does not apply to the play-offs):

1. Flag players shall be allotted equal playing time (if possible)
2. Mini- Pony players shall be allotted a minimum of ten (10) plays per scrimmage (if time allows)

Failure to follow these duly constituted rules may lead to corrective action e.g. warning, reprimand, suspension or dismissal from all activities of the corporation by the Board of Directors.

Section 6. Head Coaches are required to create and follow an organized practice plan to maintain an efficient practice tempo. Head Coaches will be responsible for ensuring that all children are contacted if a game or practice has been canceled or rescheduled. At least one (1) coach from each team shall remain at practice until all athletes are picked up. This may be the Head coach or a designated assistant coach.

Section 7. Coaches will make NO PROMISES, whether implied or not, to any child, parent or guardian for purposes of recruitment. Examples of such include guarantees to All Stars, squad leader and/or playing position. Coaches will also not accept any monies for any reason (fundraisers, dues, etc.). All monies should be handled by the Team Mom or the appropriate Board member.

Section 8. All coaches will sign a Coaches Ethic and Conduct agreement at the June membership meeting.

Section 9. Anyone applying for a position as an Assistant Coach that is required to submit a coaches application he/she will still require a nomination by the Head Coach of that team and the approval of the BJR Board of Directors prior to becoming an assistant coach for that team. All Coaches are required to pass BJR background check as well as maintain BJR and league required certifications. These certifications are obtained through USA Football and USA Lacrosse. It is the responsibility of the VP of the sport to also ensure that all coaches meet minimum certification.

ARTICLE X. Players

Section 1. There shall be five (5) Football squads known as Flag, Mini-Pony, Pony, Junior Varsity, and Varsity, which shall meet the age and weight qualifications of the Mountain Valley Youth League or successor organization(s). To be eligible to participate, youth participants must reside in the draw area defined by Mountain Valley Youth League, subject to other geographic limitations adopted by the corporation as a matter of policy from time to time.

Section 2. There shall be five (5) Cheerleading squads known as Flag, Mini-Pony, Pony, Junior Varsity, and Varsity, which shall meet the age qualifications set forth by the Board of Directors.

Section 3. There shall be five (5) Lacrosse squads (Boys and Girls) known as Scoopers, 1st-2nd grade, 3rd-4th grade, 5th-6th grade, and 7th-8th grade, which shall meet the eligibility requirements set by Western Maryland Lacrosse to Participate.

Section 4. All football, cheer and lacrosse players must be willing to participate with all other participants at any time when required to do so by their coaches. Bullying and/or harassment of any kind (physical, verbal or cyber) will not be tolerated by BJR towards coaches, parents or participants. Failure to abide by this rule can lead to immediate removal from the organization and/or suspension from any future BJR sponsored events.

ARTICLE XI. Conflict of Interest

Section 1. On all matters affecting an individual Board of Directors member or the immediate family of an individual Board member, the Board member shall be disqualified from participating in any vote or other action thereon by the Board of Directors.

Section 2. No two members of any household may hold positions in the corporation concurrently, if said positions compromise the financial security of the corporation. Examples of such positions of compromise are President and Treasurer, Vice President and Treasurer, or Secretary and Treasurer.

Section 3. In the event that there is conflict or concern within the organization all BJR participants shall follow their chain of command;

A. For Players:

- 1 Head Coach of respective team. If the complaint is in regards to the behavior or actions of the Head Coach report to respective Athletic director.
2. Player Rep (if appointed)
3. Respective Athletic Director
4. Vice President of respective sport.
5. President
6. Board of Directors

B. Operational issues:

1. Athletic Director
2. Vice President of respective sport
3. President
4. The Board of Directors

C. Organizational Issues:

1. President
2. Executive Board
3. Board of Directors

Section 4. Anyone who resigns from any position or has been asked to resign from any position shall not be eligible to run for any office or coaching position the following fiscal year, unless the reason for resignation was approved by the Board of Directors, thus allowing eligibility for the following year. Acceptance of resignation and remaining in "good standings" with Brunswick Junior Railroaders Boosters Inc. must be brought to a board vote and approved by a 2/3 majority vote. The letter of resignation shall be notated and signed by the Chairperson of the Board of the Directors and President with a copy being placed in the files of the organization and a copy given to the person resigning, if eligibility is to be allowed for the following year.

Section 5. If a situation arises which is clearly and easily definable and requires a vote of the Board of Directors where a meeting on such is not reasonable. The Chairperson of the Board, upon request may write down a statement of facts which can be read to each member of the Board for a vote by telephone and/or email. The written facts shall be read and/or sent to each Board member, so a uniform presentation is given. The vote shall be taken prior to the release of any information pertaining to the vote of the others. An affirmative vote for action must be in accordance with the By-laws and properly reported to the membership.

ARTICLE XII. Application of and rule of interpretation of By-laws

Section 1. These By-laws and all policies adopted hereunder shall be applicable to and binding upon all Board and corporation members, coaches, participants, and volunteers in all corporation authorized activities.

Section 2. On all matters addressed herein, the plain and ordinary meaning of the express language shall govern. The official minutes of Board of Directors and membership deliberations on this and any amendment to these By-laws shall be maintained and available as reference for the interpretation and purpose of the by-law provisions and amendments thereto..

Section 3. All History and Tradition of the corporation reduced to writing and maintained as official record of the corporation at the time of adoption of these By-laws are hereby confirmed as History and Tradition of the corporation and can be repealed or modified by affirmative vote of the membership or Board of Directors.

Section 4. All Board members, Coaches and participants must abide by all the rules and regulations established by the Board of Directors, Coaches and/or By-laws as established. Failure to follow these duly constituted rules may lead to corrective action e.g. warning, reprimand, suspension or dismissal from all activities of the corporation. Established rules include, but are not limited to, behavior on/off field during practices or games or any other activity sanctioned by the organization. Proper care of all equipment is expected. Abuse of any equipment may lead to the same corrective action as outlined above. The Board of Directors has the ability to append any action taken by the Coaches. We, as Brunswick Junior Railroaders Inc. will follow appropriate school policies in regards to tobacco, alcohol products and respect for school property at all times while on school grounds.

Section 5. BJR supports Division I and Division II teams as defined by Mountain Valley Youth Football League and abide by the rules and regulations defined by the league.

ARTICLE XIII. Amendment

Section 1. Any corporation or Board member may propose any amendment (including an addition, change, or deletion) to these By-laws in writing at any regular membership meeting. Such proposed amendment shall be voted on at the next regular membership meeting.

Section 2. A proposed amendment to these By-laws requires the affirmative vote of two-thirds (2/3) of the membership in attendance at that meeting. If adopted, the amendment shall be effective immediately.

Section 3. This corporation shall be obligated to abide by Robert Rules of Parliamentary Procedures when it is agreed upon to be within the best interest of the Corporation or when said procedures are not defined within the By-laws of the Corporation.