



NORDC BOOSTER CLUB BY-LAWS

LaToya Cantrell
MAYOR

Larry Barabino Jr.
CEO

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NORDC Booster Club By-Laws

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ARTICLE I – NAME, MISSION AND PURPOSE

Section 1.1 Name The name of this organization shall be the NORDC Booster Club.

Section 1.2 Mission Statement The NORDC Booster Club exists in a cooperative effort with the New Orleans Recreation Development Commission (NORDC) to promote, maintain, and support an enthusiastic interest in the various programs, activities, and needs of the NORDC center/playground.

Section 1.3 Purpose The purpose of the NORDC Booster Club shall be:

- A. To provide a supportive and encouraging atmosphere that promotes community involvement, personal growth and an enhanced quality of life.
- B. To promote the facilities in their community efforts, both on and off the field.
- C. To promote goodwill and attendance at all NORDC games.
- D. To keep open lines of communication between the NORDC management and the NORDC Booster Club.
- E. To inform the general membership of the NORDC Booster Club activities and local news.
- F. To promote and assist with the continuing education of the NORDC players.
- G. NORDC has oversight authority over all Booster Organizations/Club

Section 1.4 Governance The NORDC Commission and NORDC will have oversight over all booster club operations.

Section 1.5 By-Laws Review The NORDC Commission and NORDC will conduct a comprehensive review of booster club by-laws every four (4) years between October and January. This review will include public comment and review.

ARTICLE II – MEMBERSHIP

Section 2.1 Membership Eligibility No one will be refused membership in the NORDC Booster Club based on race, color, religion, gender, national origin, physical or mental disability, age, sexual orientation, creed or ancestry. Individuals eligible for membership in the NORDC Booster Club are:

- A. Parents, guardians, and family members of children registered to participate in activities and programs at the NORDC Facilities; and
- B. Individuals without participating children who want to support the NORDC Facilities.
- C. Booster Clubs must have a minimum of ten (10) individuals comprising their general membership at all times, verifiable by monthly meeting attendance.

Section 2.2 Membership Fees and Benefits NORDC will allow Booster Clubs to set their own membership fees upon approval of NORDC. The NORDC Booster Club will submit recommended fees in writing to NORDC. Membership fee payment entitles each member to receive the NORDC Booster Club meeting information, notices, minutes, and updated financial statements.

Section 2.3 NSF Check Policy Any individual whose check is returned by the bank for NSF (Non-Sufficient Funds) will be charged \$15.00 for each NSF check, lose all check writing privileges, and may only pay with cash or money order for the following 24 months.

Section 2.4 Membership Voting Privileges Each member in good standing and of the age of eighteen (18) or older shall be entitled to one vote. "Good standing" is defined as:

- A. A parent, guardian, or family member of children registered to participate in activities and programs, and
- B. Other residents who want to support the NORDC Booster Club.
- C. Dues are current and paid in full.

Section 2.5 Officer Eligibility Any members in good standing, eighteen (18) years or older shall be eligible for an elected or appointed office. Age limit is effective as of the time of assuming office.

ARTICLE III – BOARD MEMBERS

Section 3.1 Board Members The Board shall consist of four Officers: President, Vice President, Recording Secretary and Treasurer. Additional, optional positions include, but are not limited to: corresponding secretary, concessions manager, sponsor coordinator, equipment manager, volunteer athletic manager and maintenance manager.

- A. To be a candidate for President, the member must have previously served a minimum of one term on the Booster Club's Board or at least two years as a current registered volunteer at the same playground or recreation center. Newly-formed booster clubs are exempt from this requirement.

A club may add any additional officers it chooses, with the approval of the Booster Club Liaison.

Volunteers, in any capacity who have are currently serving a suspension or have been expelled from volunteer service are ineligible to serve as board members.

Section 3.2 Term Limits Each Board member shall have a term of two full calendar years, not to exceed two consecutive terms in one office.

Section 3.3 Compensation Members shall not receive compensation for serving on the Board.

Section 3.4 Vacancies of an office, with the exception of the President, shall be filled by a temporary appointment to that office by the President. The general membership will ratify the appointment at the next scheduled meeting. The office of President, in the event of a vacancy, shall be filled by the Vice President. Board members who resign without due cause, as determined by a quorum of the Board, cannot be re-elected for a minimum of two (2) years.

Clubs *may* enact the following plan in order to ensure a line of succession:

1. In the event that the secretary resigns, is removed or is otherwise no longer able to fulfill their responsibilities to the booster club, an auxiliary board member (corresponding secretary, concessions manager, sponsor coordinator, equipment manager, etc.) may be named to the position;
2. In the event that the treasurer resigns, is removed or is otherwise no longer able to fulfill their responsibilities to the booster club, the secretary may immediately ascend to the position. The secretary would then be replaced by an auxiliary board member;
3. In the event that the vice-president resigns, is removed or is otherwise no longer able to fulfill their responsibilities to the booster club, the treasurer may immediately ascend to the position. The treasurer would then be replaced by the secretary.
4. In the event that the president resigns, is removed, or is otherwise no longer able to fulfill their responsibilities to the booster club, the vice-president may immediately ascend to the position. The vice-president would then be replaced by the treasurer.

Clubs may enact their own succession plans or may hold new elections for vacant positions, at the discretion of the Board.

Section 3.5 Attendance All Board members shall be required to attend every meeting of the Board. Unexcused absences from two Board meetings within one calendar year shall be cause to consider the office "vacant." The President or Vice President shall be notified in advance of any member's inability to attend a meeting.

Section 3.6 Nominations may be presented by any member in good standing, and each requires a second by another member in good standing. A quorum is required for any nomination that requires a vote.

Section 3.7 Elections General elections shall be held at the December general membership meeting each year, at which time all elected positions with expired terms shall be open for election. The election shall be taken by secret ballot:

- A. The names of person(s) nominated by a member shall be distributed to the membership at a general meeting prior to the November general membership meeting.
- B. Nominations may be made from the floor at the time of the general meeting with the approval of the nominee.

- C. Balloting for each office immediately follows the announcement for that office and shall, at minimum, take place over a two-hour period and be conducted by a NORD staff person. The ballots are counted and the results of that election are announced by the booster club liaison the next business day.

Section 3.8 Background Checks All booster club officers working with youth athletics in any capacity must submit to background checks annually, due no later than the date of that year's annual meeting.

When electing officers to a proposed new Booster Club or electing officers to reconstitute a suspended Booster Club, where there are no existing officers or membership, to hold an election, the guidelines are:

- The NORD Booster Club Liaison will host an Informational Meeting at the facility with broad public notice using a flyer that is posted at the facility at least two weeks in advance of the meeting. Invitations to participate are produced in coordination with Neighborhood Engagement Office staff and City Council district representatives, for the purpose of informing stakeholders of the process.
- A second Organizational meeting (and a third meeting, if requested) will include additional interested parties, set a date, time and place for the Election of Officers with at least one week's advance notice, and if desired, will offer an opportunity to produce a proposed slate of officers for consideration in the Election.
- The Election will be conducted by NORD and will be held by secret ballot, if and only if a minimum of 20 willing members are present to vote. All participants must have attended at least one of the Informational or Organizational Meetings to receive a ballot and cast a vote.
- Nominations may be submitted in writing twenty-four (24) hours in advance of the election to the booster club liaison, or designee.
- Balloting for each office will take place over, at minimum, a two-hour window. The ballots are counted and the results of that election are announced via e-mail on the next business day.
- Booster clubs must submit their official application for recognition within fifteen (15) days of their election.

ARTICLE IV – MEETINGS, VOTES AND QUORUMS

Section 4.1 Board and Membership Meeting Notification At least two (2) week in advance, all Board and General Membership meeting times, dates, and locations shall be made public and the NORDC Booster Club Liaison shall be notified. Public notice is defined as the issuance of a notice of a meeting or an event with the intent that all members may have had the opportunity to become aware of such notice. An issued notice may be published in the newspaper, a posted flyer or by written notice via the United States mail or electronic mail. NORD may publicize Board and General Membership Meetings through NORD communication vehicles as requested from the Booster Club.

All booster club meetings shall be open to the public, and no individual may be excluded from attendance or participation.

Section 4.2 Board Meetings There shall be a *minimum* of four (4) board meetings per year held quarterly, in January, April, July, and October at a time and place designated by the Board and submitted to and approved by NORD, though it is recommended that boards meet monthly. Committee meetings will be held as needed.

Board meetings are open to the general membership and public for observation; however participation is limited to the Board members only. Any member of the NORDC Booster Club may present an issue or concern to the Board President in advance of a Board Meeting, and the President will use his/her discretion as to whether to address that issue in the Board Meeting.

The acts of a majority of the Directors present and voting at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 4.3 Committee Meetings Committees will be formed and meetings held as needed.

Section 4.4 General Membership Meetings There shall be a minimum of four (4) general membership meetings per year held quarterly, in January, April, July, and November at a time and place designated by the board. General

Membership meetings will be presided over by the board president or by vice-president. The Line of succession shall follow.

The general membership meetings are intended to inform the interested public of the NORDC Booster Club's current status, and provide a forum to conduct the following business:

- A. Board Members will report on significant actions taken or business transacted.
- B. Each Officer will provide status and reports on the issues that they govern.
- C. Members will provide input to the Board on any issues they feel should be considered for Board action.
- D. During the November meeting, Board members with expiring terms will be elected for the subsequent year, and the tentative meeting schedule for the subsequent year will be determined by the outgoing Board.
- E. Meeting minutes will be recorded and minutes of the prior general meeting will be presented for approval.
- F. Announcement of the next meeting time, date and location of the next meeting by the presiding officer

Section 4.5 Special Meetings Special Meetings may be called by the President or by a majority vote of all members of the Board. A public notice will be issued at least one (1) week prior to the date of the meeting. The date, time location, and specific issue(s) or item(s) to be considered will be defined in the notice. No business, other than that specified in the notice, shall be transacted at that special meeting.

Section 4.6 Order of Business The agenda for all Board and General Membership Meetings, unless otherwise stated prior to that meeting, may be as follows:

- A. Call to order by presiding officer
- B. Roll call (*Board Members only*)
- C. Reading and approval of minutes
- D. Reading and approval of Treasurer's report
- E. Other committee reports
- F. Old business
- G. New Business
- H. Announcements/Public Comment
- I. Adjournment

Section 4.7 Motions may be presented by any member in good standing, and each requires a second by another member in good standing. A quorum is required for any nomination or motion that requires a vote.

Section 4.8 Voting Rights

- A. Only members who are in good standing shall be eligible to vote at any general, board, or special meeting.
- B. Voting for all motions and elections shall be allowed by any member in good standing present when the motion or election is conducted.
- C. Absentee, proxy, and electronic votes are prohibited.

Section 4.9 Quorum A quorum is required in order to take a vote on an issue or motion. A quorum is defined as the majority (50% plus one) of the members in good standing.

Section 5.0 Meeting and Election Certification The NORD booster club liaison, or his/her designee, must be present to certify the results of all elections and meetings.

ARTICLE V – DUTIES OF OFFICERS AND OPTIONAL POSITIONS

Section 5.1 President (officer)

- A. Preside at all meetings of the general membership and at all Board meetings.
- B. Appoint members to fill vacancies in an office as necessary, subject to ratification of general membership.
- C. Represent the organization in an official capacity and have such powers of supervision and management over the affairs of the organization as are not otherwise specifically designated to others.

- D. Has authority to appoint committees and shall be an Ex-Officio member of such committees.
- E. Conduct the affairs of the NORDC Booster Club and execute the policies established by the Board of Directors.
- F. Conduct all meetings of the Board of Directors and all general membership meetings.
- G. Along with the Treasurer, sign checks for disbursements of all funds and prepare and submit an annual budget to the Board of Directors.

Section 5.2 Vice President (officer)

- A. Assist the President as requested.
- B. Oversee the publication of the monthly NORDC Booster Club newsletter.
- C. Assume the duties and authorities of the President at his/her request, or in his/her absence or incapacity, to succeed the duties and authorities of the President if that office becomes vacant for any cause, and to serve as acting President for the remainder of the term or until someone else is elected to assume the position.

Section 5.3 Secretary (officer) The Secretary is a required officer position which may, at the discretion of the President, be divided into two separate roles (recording and corresponding) as described below.

- A. Take and provide written minutes of the Board meetings and General Membership meetings.
- B. Read such minutes at the Board and General Membership meetings.
- C. Maintain attendance sheets at all general meetings for the Booster Club record and an up-to-date membership roster.
- D. Maintain complete records of all regular and special meetings of the General Membership and the Board of Directors.
- E. Maintain all records, papers, minutes and reports submitted during meetings.
- F. Handle all correspondence including mailings to the general membership and notices for the General Membership and Board Meetings.
- G. Other functions pertinent to the office as assigned by the President.

Section 5.3.1 Recording Secretary Duties

- A. Record and provide written minutes of the Board meetings and General Membership meetings.
- B. Read such minutes at the Board and General Membership meetings.
- C. Maintain complete records of all regular and special meetings of the General Membership and the Board of Directors.
- D. Perform such duties as are customarily incidental to this office or as may be assigned by the President.

Section 5.3.2 Corresponding Secretary Duties

- A. Maintain attendance sheets at all general meetings for the NORDC Booster Club record and an up-to-date membership roster.
- B. Maintain all records, documents, minutes and reports submitted during meetings.
- C. Handle all correspondence including mailings to the general membership and notices for the General Membership and Board Meetings.
- D. Perform such duties as are customarily incident to this office or as may be assigned by the President.

Section 5.4 Treasurer (officer)

- A. Custodian of financial records, under the jurisdiction of the NORDC Booster Club.
- B. Collect funds and deposit them by the next banking day into an institutional account approved by the Board.
- C. Regularly and routinely pay NORDC Booster Club expenses which have been approved by the President and/or Board in the NORDC Booster Club's budget.
- D. Disburse the funds by check in the payment of allowable expenses incurred by the NORDC Booster Club Board.
- E. Disburse funds by check only when properly authorized by the President and/or Board and/or majority vote of the general membership as indicated. All checks shall require signatures of two Officers.
- F. Report the financial status of the Board and NORDC Booster Club at each meeting and prepare a written report to be made available at each General Membership meeting.
- G. Receive all monies paid to the NORDC Booster Club and deposit all monies collected into a bank account(s) approved by the Board.
- H. Keep and maintain an accurate account of all money received and payments, including invoices, cancelled checks, and bank statements.

- I. Submit a monthly financial statement at each Board meeting and provide a copy to be filed with the minutes.
- J. Sign, along with the President, checks for disbursements of all funds.
- K. Prepare an annual financial report to be presented at the General Membership meeting in November.
- L. Perform such duties as are incidental to this office or as assigned by the President.

ARTICLE VI – DUTIES OF OTHER OPTIONAL BOARD POSITIONS

Section 6.1 Concession Manager

- A. Oversee all activities of the concession stand including food safety, purchasing, stocking, pricing, cleanliness, code compliance, and profitability.
- B. Maintain concession equipment in a sanitary and safe manner.
- C. Open and secure concession stand for each authorized event, or as scheduled by the Board.
- D. Solicit and schedule volunteers to operate the concession stand for games and events.
- E. Reconcile daily financial records and turn all revenues over to the Treasurer within one day of each game or event.
- F. Maintain certification from DHH for Food Handling and Operations (except in cases where another booster club member maintains the certification on behalf of the club).

Section 6.2 Sponsor Coordinator

- A. Solicit local businesses for sponsorship of teams for each program prior to the beginning of each season.
- B. Coordinate with parents and coaches to secure team sponsorships.
- C. Ensure compliance with sponsorship guidelines as stated in Section 9.4 of these by-laws.

Section 6.3 Equipment Manager

- A. Assist the NORD Athletics staff to maintain, inventory, and secure all equipment for each sport.

Section 6.4 Maintenance Manager

- A. Assist the Concessions Manager to maintain and secure concession equipment for sanitary and safe operations.
- B. Assist NORD staff to maintain all property including the fields, buildings, equipment and supplies.

ARTICLE VII – BOOSTER CLUB DISMISSAL AND REMOVAL FROM OFFICE

Section 7.1 Booster Club Dismissal Criteria Any member may be requested by the Board to resign from the Booster Club when it has been determined by the Board that his/her conduct has been detrimental to the Booster Club. This may include, but is not limited to:

- A. Any member and or coach misappropriating any funds of the Booster Club
- B. Any behavior unbecoming the good name of the Booster Club
- C. Any member who owes money to the Booster Club and does not remit such within 60 days

Section 7.2 Dismissal Process The request for resignation shall be submitted in writing to the member only after thorough consideration by the Board. After said notification, the member will be given the opportunity to appear on his/her own behalf before the Board, and if after allowing an opportunity to be heard, no resignation is tendered, the Board may revoke and terminate the member's membership if revocation is still determined to be in the best interests of the Booster Club.

Section 7.3 Removal From Office Any person serving as a member of the Board who is not performing their duties of his/her elected or appointed position or has violated the guidelines of these bylaws is subject to removal from said position by a majority vote of the Board. A call for a vote on removal by the membership can be initiated by either a two-thirds vote of the Board at a meeting of the Board or by a petition signed by no less than two-thirds of the voting members of the Booster Club. The signed petition must be presented to the Board of Directors at a meeting of the Board. The Board will review the petition and certify the signatures. If a sufficient number of the certified signatures of voting members are present on the petition, the Board will review the list of the items or areas in which the person is being charged with not performing the duties of or violating the guidelines of these bylaws. The person being

petitioned for removal from office shall be allowed to address the Board at this meeting. No other speakers concerning the petition shall be allowed at this meeting.

Section 7.4 Suspension and Cancellation of NORD Booster Club recognition Failure to comply with all elements of these By-Laws can result in the suspension and/or the cancellation of recognition as a NORD-sanctioned Booster Club and the accompanying privileges, as determined by the CEO and provided in writing to all Booster Club officers.

ARTICLE VIII – FINANCES

Section 8.1 Fiscal Year The fiscal year begins on January 1st of each year and ends on December 31st of each year.

Section 8.2 Financial Policy The Board of Directors will decide on all matters pertaining to the finances of the NORDC Booster Club, including setting the annual registration fee for all members. The contribution of funds or property to individual teams is prohibited under any circumstances.

Section 8.3 Bank Accounts

- A. The Board of Directors may authorize a checking account(s) at an institution insured by the FDIC in the name NORDC Booster Club. The Treasurer shall maintain checking account statements and records and sufficient funds to permit the efficient operation of the fiscal affairs of the NORDC Booster Club.
- B. All check drafts, or money orders for the payment of expenditures or other evidence of indebtedness issued in the name of the NORDC Booster Club shall have prior approval of the Board and be signed by two Officers.
- C. Upon a change of Officers, new signature cards shall be signed and presented promptly to the appropriate financial institutions before checks can be signed or withdrawals made by the new Officers. .
- D. No signatory shall sign a check made payable to himself or herself.

Section 8.4 Sponsorships

- A. The Sponsor Coordinator will be responsible for contacting local business and individuals for sponsorship of teams for each program prior to the beginning of the season.
- B. Parents and coaches are encouraged to solicit sponsorships, but it is NORD's policy that only the elected Board of Directors is allowed to enter into a sponsorship agreement on behalf of the Booster Club and such sponsorship agreements must be approved by NORD.
- C. All funds must be strictly accounted for and used only for equipment, uniforms, or programs in general. Sponsorship may not be directly solicited or accepted from the following industries: Gaming, Alcohol, Tobacco, Firearms, Politics and Adult Entertainment.
- D. All sponsor checks should be made payable to the NORDC Booster Club.

Section 8.5 Fundraising The Board of Directors may conduct fundraising events and other activities to generate revenue that requires members, as well as others, to participate. All funds raised must be deposited into the NORDC Booster Club bank account. All fundraising activities must be approved by the Board of Directors.

Section 8.6 Salaries There shall be no compensation paid to any member of the Board of Directors or a coach.

Section 8.7 Purchasing Policy Reasonable purchases of less than \$ **50.00** shall not require Board approval. The procurement of equipment and uniform shall be through approved vendors. Vendor selection based on service, quality, delivery and price may be approved by the Board.

Section 8.8 Review and Audit At the Annual Meeting, by majority vote, the membership shall determine the acceptability of the annual Financial Report and determine if there is a need for an independent review, or audit, by a certified public accountant. Any review or audit requested by the membership or by the CEO of NORD will be conducted according to generally accepted accounting principles and reported in the usual format. The audit will be for the preceding fiscal year and will be conducted by a competent public auditor or accountant. In addition, the auditor will submit a written report of the audit to the Board and the CEO. **QUARTERLY REVIEWS WILL BE SUBMITTED TO THE NORD BOOSTER CLUB LIAISON EVERY APRIL 30th, JULY 31st, AND NOVEMBER 30th. ALSO, A COPY OF THE FINAL YEARLY REPORT SHALL BE SUBMITTED TO NORD BY JANUARY 31st.**

Section 8.9 NORD Foundation The NORD Foundation also helps park and recreation center booster clubs by processing and banking the gifts that the volunteers collect and using the funds for the purpose for which they are intended. The NORD Foundation will acknowledge every gift it receives with a letter to the donor that includes the Foundation's Tax ID number and information important for recording donations for tax purposes. In order to acknowledge a donation, we must receive the gift and have legible contact information.

Donors can send a check directly, with contact information and a note to indicate the purpose of the gift (for example: Name of Playground, football uniforms), to:

**NORD Foundation
935 Gravier Street, Suite 820
New Orleans, LA 70112**

Please follow these directions when giving money to a volunteer for delivery to the NORD Foundation:

Checks: Make payable to the NORD Foundation. Please make sure that the donor's full personal or business address is either printed or written on the front of the check. Write in the memo the purpose of the gift.

Cash: Enclose cash in a sealed envelope and write on the outside the donor's name and full address, the amount of the gift and its purpose.

ARTICLE IX – AMENDMENTS TO THE BYLAWS

Any amendment to the bylaws shall be brought to the general membership at least one month prior to voting on the amendment at a General Membership meeting. Amendments must be approved by a two-thirds majority of the quorum and submitted to the CEO for approval.

ARTICLE X – FINAL DISBURSEMENT OF FUNDS

In the event that the NORDC Booster Club shall be dissolved for whatever reason, distribution of remaining funds and assets shall be turned over to NORD.

ARTICLE XI – REGISTRATION FOR ATHLETICS PARTICIPATION

Section 11.1 Registration Fees Determination Registration fees shall be determined by the Board at least two months prior to the registration date. The Booster Club will submit recommended fees in writing to NORD.

Section 11.2 Registration Process Registration for athletics participation is payable prior to the start of each athletic season. Registration is non-refundable and is to be collected by NORDC Booster Club only. Receipts will be given upon payment.

Section 11.3 NSF Check Policy Any individual whose check is returned by the bank for NSF (Non-Sufficient Funds) will be charged \$15.00 for each NSF check, lose all check writing privileges, and may only pay with cash or money order for the following 24 months.

Section 11.4 Fee Utilization All registered children whose parent(s) or guardian(s) are NORDC Booster Club members in good standing receive, at no additional charge, team uniforms, invitations to year-end closing activities, awards and other incentives. Registration fees shall cover, but is not limited to:

- A. Facilities, maintenance, and improvement.
- B. Team uniforms and equipment
- C. Awards and other incentives for recognition and year-end closing activities.

ARTICLE XII – YOUTH PARTICIPATION & SUSPENSION CRITERIA

Section 12.1 Youth Participation Criteria

- A. Only registered players in good standing (paid and registration form signed by a parent or guardian on file) are eligible to compete in scheduled activities.
- B. Youth participants must meet the age, weight, and any other requirements of each program.
- C. A player who is suspended for any reason is not eligible to participate during the suspension period.
- D. Any game in which a team uses an ineligible player is declared a forfeit.
- E. Any game in which both teams use ineligible players is declared no contest and will not be replayed.
- F. Player must be enrolled in school.
- G. Inappropriate behavior will not be tolerated by parents/spectators of player(s).

Section 12.2 Suspension Criteria A coach may suspend any player who:

- A. Fails to attend three (3) practices or games without prior due notice.
- B. Fails to respect the authority of officials and supervisors.
- C. Displays any poor sportsmanship, either by word or deed.

ARTICLE XIII – NORD STAFF & VOLUNTEER COACHES

Section 13.1 NORD Staff Roles NORDC Site Supervisors shall supervise athletic coaches, leagues, programs and events. The NORD Booster Club Liaison shall act as a liaison between NORD administration, the NORD Foundation, and all officially recognized Booster Clubs. NORD staff shall **NEVER** handle Booster Club money. NORD staff members are **NOT** allowed to be Booster Club members and do **NOT** have voting rights.

Section 13.2 Volunteer Coaches The coaches for each athletic season will serve on a volunteer basis and will be selected by the NORDC staff. Each volunteer will be required to sign the coach's code of ethics and zero tolerance pledge; complete a volunteer coach application and background check form as provided by NORD. The coach's code of ethics, zero tolerance pledge and background check shall be renewed annually. At the end of each athletic season coaches will be evaluated by the NORDC staff, parents and Booster Club Board members.

Coaches are **NOT** to collect money, except when a coach is also an elected officer of a NORD-sanctioned Booster Club in good standing. All donations and fees are to be collected by Booster Club Officers.

Section 13.3 NORD District Manager Responsibilities

- A. Visit all of their sites twice a week
- B. Cover Booster Club Meeting for booster club liaison meeting when needed.
- C. Ensure Site Facilitator is following responsibilities
- D. Provide a written recommendation for or against booster club approval
- E. Report any issues with the booster club to the Booster Club Liaison
- F. Provide cleaning checklists to the Booster Club Liaison after each event/game

Section 13.4 NORD Site Facilitator Responsibilities

- A. Work as a collaborative partner with booster club and booster club liaison
- B. Attend booster club meetings
- C. Verify that booster club is posting and hosting quarterly meetings
- D. Ensure the concession area is clean
- E. Assist with recruiting booster club participation from parents
- F. Work in partnership with booster club to recruit youth and coaches for athletic leagues
- G. Provide a written recommendation for or against booster club approval
- H. Ensure the booster club cleans the clubhouse after every event/game.

- I. Provide cleaning checklists to the District Manager after booster club has cleaned the clubhouse after event/game.
- J. Report any issues with the booster club to the District Manager.

Section 13.5 NORD Booster Club Liaison Responsibilities

- A. Attends or sends a proper representative to booster club board meetings for the purpose of developing a NORD presence in the community and serving as a liaison between NORD and external stakeholders.
- B. Collaborates with internal and external stakeholders for the purpose of building effective communication, enhancing relationships, and ensuring a high quality of customer service to achieve booster club goals and objectives.
- C. Provides responses and action plans as a result of interacting with the external stakeholders ensuring effective communication practices to meet NORD strategic goals and objectives and to provide NORD visibility.
- D. Develops, plans, and/or coordinates various system-wide activities (e.g. community outreach, media/public relations functions, etc.) for the purpose of enhancing district/community relationships, improving customer services/programs, and promoting a positive public image for booster clubs.
- E. Designs the implementation and solicitation of feedback from external stakeholders for the purpose of improving services and programs provided and forecasting future needs of the community.
- F. Prepares and delivers written and oral communication to a variety of stakeholders for the purpose of identifying issues and recommendations and serving as a representative of NORD.
- G. Recommends a variety of communication mechanisms for NORD communication to booster club stakeholders for the purpose of providing a creative and innovative venue to clearly and accurately convey NORD activity in alignment with organizational vision, goals, and objectives.
- H. Maintains constituent database of information.
- I. Supervises interns and volunteers.
- J. Creates booster club newsletter and other mailings and communications.
- K. Advises booster club members on basic program and policy affairs.
- L. Conducts research for reports and proposals; gathers statistical and fiscal information for budgetary plans and special reports.
- M. Promptly investigates and resolves booster club complaints.
- N. Leads the initiative to forming booster clubs at parks and recreation centers.
- O. Responsible for ensuring that all booster clubs are compliant.

ARTICLE XIV – CODES OF CONDUCT

The Booster Club will hold its athletes, coaches, and parents accountable to the way they conduct themselves at all NORDC facilities before, during and after an event. The Board of Directors has adopted the position that no umpire, referee, coach, player, parent or spectator should be subjected to either physical or mental abuse or disrespect, before, during or after a game.

Section 14.1 Player Code of Conduct

- A. All players are expected to show respect to players, coaches, and umpires, both on and off the field.
- B. Players are not to engage in any arguments with other players, coaches, or umpires during a game.
- C. Players will respect all equipment and abuse of any equipment will not be tolerated. Players will be held responsible for any equipment damaged due to abuse.
- D. Any player ejected from a game for unsportsmanlike conduct, including foul language, fighting or abuse of equipment will be suspended for a minimum of one game.
- E. In the event the parent or guardian is not satisfied with the resolution of the grievance, the next step is to file a written complaint and submit it to the NORD Athletic Director.
- F. In cases of violations of game participation rules, written protests must be filed within 48 hours of the incident. The NORD Athletic Director will receive any protests. It will be reviewed against the rules and the NORD Athletics rules committee will convene and render a decision if necessary.

Section 14.2 Parents Code of Conduct

NORDC implemented the following Parent Code of Conduct for the important message that it holds about the proper role of parents in supporting the youth of our community and their child in sports.

The essential elements of character building and ethics in sports are the foundations of sportsmanship and are demonstrated by the core principles of respect, responsibility, fairness, and good citizenship.

As a NORDC Parent, I hereby pledge to provide positive support, care, and encouragement for each child participating in NORD by adhering to the following code of conduct:

- I will encourage good sportsmanship by demonstrating positive support at all times.
- I will remember that children participate to have fun, and that the game is for youth, not adults.
- I will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing and taunting, refusing to shake hands, or using profane language.
- I will teach my child that doing one's best is more important than winning.
- I will respect the officials and their authority during games.
- I will not confront coaches or managers at any time during games.
- I will refrain from coaching my child or other players during games.
- Alcoholic beverages are prohibited.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action levied by the NORD Disciplinary Committee that could include, but is not limited to the following:

- Verbal Warning
- Written Warning
- Parental suspension for games
- Parental season suspension
- Parental removal from all league activities

NORD retains the sole authority to determine what, if any, disciplinary action is appropriate for any conduct infraction.

Section 14.3 Coaches Code of Conduct

- I understand that my responsibilities as a youth coach are of great importance and that my actions have the potential to significantly influence the young athletes whom I coach;
- I understand that many children participate in sports for numerous different reasons, and that the number one reason is to have fun;
- I understand that as a youth coach I am obligated to honor the games rules, opponents, officials, teammates and self, and to teach players to do the same.

Therefore, by participating as a youth sports volunteer, I will adhere to the following codes:

A. I will create an appropriate environment for our children that:

- Focuses on safety, fun, skill development and education;
- Has a positive lasting impact on the children of our community;
- Promotes building character and learning life skills;
- De-emphasizes a 'win-at-all-costs' attitude;
- Is fair, consistent and best meets the emotional and physical needs of all children;
- Builds a culture where winning is not defined by outcome of competition, but by the individual needs of all the children.

B. I will act responsibly and do my best to assure that:

- I provide playing time for every child that is consistent with the rules of NORDC;
- I properly educate players on the importance of teamwork, effort, having fun and playing fair while properly instructing age appropriate fundamentals and skills;
- I provide players with the best education, instruction and organization possible by attending required meetings, clinics and certifications;
- I am familiar with the objectives of the youth sports program. I strive to achieve these objectives and communicate them to my players and their parents;
- I cooperate with the administrator of our organization in the enforcement of rules and I will report irregularities that violate sound competitive practices;
- I provide a healthy and safe environment for my players, which are in accordance with my leagues' safety procedures and provide safe instruction and use of equipment.

- C. I will display appropriate behavior - I understand that violation of the following will jeopardize my privilege to coach.**
 - I will treat each player, opposing coach, official, parent or administrator with respect and dignity, and refrain from using profanity, intimidations tactics and inappropriate language;
 - I will uphold the authority of officials who are assigned to the contest in which I coach, and I will assist them in every way to conduct fair and impartial competitive contests.
- D. Terminal behavior - I understand that violation of the following codes will result in immediate termination of my privilege to coach with NORDC.**
 - I will never coach under the influence of drugs or alcohol.
 - I will never initiate or participate in any form of verbal or physical assault on staff, volunteer, official, parent or child.

The New Orleans Recreation Development Commission reserves the right to take appropriate disciplinary action involving any coach in violation of the code of conduct.

Section 14.4 Booster Club Member Code of Conduct

All booster club members are meant to be ambassadors for both the team and general public and should conduct themselves in accordance with NORD Booster Club By-Laws. NORD developed the Booster Club Code of Ethics for NORD Booster Clubs to encourage the thoughtful consideration of ethical standards for community leaders. The model code is not meant to address every potential ethical dilemma but is offered as a basic framework.

- A. Booster club members are to exhibit decorum and politeness at all booster club and team functions;
- B. All members will refrain from vulgar language, fighting, alcohol consumption, drug use, and weapons possession;
- C. Booster club board members are to be treated with respect;
- D. Members must make every effort to notify the appropriate booster member if unable to participate as assigned at an event or function; and,
- E. Complaints of member behavior are to be reported to any officer and/or NORD.

NORD Booster Club members should:

- F. Strive at all times to serve the best interests of the booster club as a whole regardless of their personal interests.
- G. Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances and resources.
- H. Act within the boundaries of their authority as defined by law and the governing documents of the association.
- I. Provide opportunities for parents, coaches and community members to comment on decisions facing the booster club.
- J. Perform their duties without bias for or against any individual or group.
- K. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the booster club.
- L. Conduct open, fair and well-publicized elections.
- M. Always speak with one voice, supporting all duly adopted board decisions—even if the board member was in the minority regarding actions that may not have obtained unanimous consent.

Board members should not:

- A. Reveal confidential information of booster club members or park, playground or recreation center participants (including parents) or share information with those attempting to conduct business with the booster club unless specifically authorized by the board and approved by NORD.
- B. Make unauthorized promises to a contractor or bidder.
- C. Advocate or support any action or activity that violates a law or regulatory requirement.
- D. Use their positions or decision-making authority for personal gain or to seek advantage over another board member, parent, coach or community member.

- E. Spend unauthorized booster club funds for their own personal use or benefit.
- F. Accept any gifts—directly or indirectly—from parents, coaches, contractors or suppliers.
- G. Misrepresent known facts in any issue involving booster club business.
- H. Divulge personal information about any booster club member, parent, coach, or employee that was obtained in the performance of board duties.
- I. Make personal attacks on colleagues, staff, parents, coaches or community members.
- J. Harass, threaten or attempt through any means to control or instill fear in any board member, parent, coach, employee or community member.
- K. Reveal to any parent, coach, employee, community member or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.

Section 14.5 Fan Code of Conduct

The New Orleans Recreation Development Commission is committed to creating a safe, comfortable and enjoyable experience for all fans. We want all fans to enjoy our games in a responsible fashion. When attending a game, you are required to refrain from the following behaviors:

- Behavior that is unruly, disruptive, or verbally offensive such as name calling or the use of profanity;
- Foul/abusive language, verbal or physical harassment, or obscene gestures of opposing team staff, players, and/or fans;
- Illegal behavior such as public intoxication or other signs of substance impairment that results in irresponsible behavior;
- Interference with the progress of the game, such as throwing objects onto the field and hopping barricades to come onto the field; and
- Failing to follow instructions of NORDC personnel.

All fans are responsible for their conduct as well as the conduct of their guests. In the event of an issue, NORDC staff and/or security will intervene to support an environment where all fans can enjoy the event comfortably. Fans who exhibit any of the behaviors above will be asked to leave the event.

Section 14.6 Unwarranted Contact No unwarranted contact between players or other Booster Club members will be tolerated. Unwarranted contact shall include, but is not be limited to:

- A. Unauthorized and/or inappropriate contact with players, players' families, or significant others unless sanctioned by the player;
- B. Abusive or excessive mail, fax and internet abuse;
- C. Unauthorized possession, distribution, or use of private phone numbers, home addresses or private e-mail addresses; and/or
- D. Stalking as defined by State statute.

Section 14.7 Cause for Complaints will be investigated as detailed in the Booster Club By-laws. Cause for complaints include, but are not limited to:

- A. Violations of any City, State, or Federal law
- B. Violations of Booster Club Bylaws;
- C. Violation of any rule or practice duly adopted by the membership; and/or
- D. Conduct likely to endanger the welfare; interests, or character of the (Insert Mascot) players or volunteers.

Section 14.8 Complaint Procedure Failure to abide by NORD policy by booster clubs will be reviewed NORD.

ARTICLE XV – ANNUAL AGREEMENTS

Section 15. Annual Agreements Booster clubs will complete concessions rights agreements, facility use agreements, key agreements on an annual basis. Failure to complete annual agreements may result in disciplinary action, up to and including suspension.

ARTICLE XVI – CONCESSIONS

Section 16. Concessions Privileges

A Concession Privileges Agreement issued by NORDC will only be issued to the officially recognized organization representing the facility or program. Furthermore, the recognized organization will be the only group allowed to sponsor fund raising activities for NORDC programs in a NORDC facility, unless otherwise notified by NORDC. Upon execution of this Concession Privileges Agreement, the booster club organization agrees to abide by all the requirements, found herein as follows:

1. The booster organization shall not make physical changes or additions to any NORDC facility without written approval from the Chief Executive Officer (CEO). The organization understands and agrees to adhere to all provisions in the revised NORDC Booster Club Policies and Procedures. Also, the organization is required to clean and remove all trash and debris generated by their concession from the facility at the close of each day. The booster club further agrees **NOT** to sell beverages in glass containers, and adhere to NORDC's policy on such.
2. NORDC reserves the right to inspect any and all facilities used by the organization either during an activity or during non-use time in order to insure that all health, building, electrical, mechanical, etc. codes of the City are being adhered to. If non-compliance with City codes or NORDC policy is discovered, the facility may be closed immediately.
3. All funds raised by the Booster Club are to remain the funds of the Booster Club and not the Officers of the organization. This agreement covers the sale of products within and from the confines of the designated Concessions area(s) of the center /playground except vending machines that are operated by NORDC.
4. The Booster Club agrees to provide quality refreshments and concessions, including but not limited to water, fruit juice, chips, candy, etc., in sufficient quantities and variety, at rates not to exceed the local retail prices. All refreshments are to be sold in paper or plastic containers. **Glass bottles are not permitted.**
5. All profits from the operation of any concessions by the above mentioned organization on NORDC Centers / Playgrounds shall be used solely for the benefit of athletic related expenses and/or cultural activities sponsored by the Booster Club.
6. The Booster Club agrees to comply with all City, State and Commission regulations, and any that may be passed in the future relative to the operation of concession stands.
7. All newly formed and approved Booster Clubs will be placed on a three (3) month probationary period, during which time their Concession privileges may be revoked without notice or cause.
8. The Booster Club cannot rent or lease the playground or the building. **ONLY NORDC CAN RENT OR LEASE A CENTER/PLAYGROUND.** Failure to comply will result in revocation of the Booster Club Recognition and Concession privileges.

Section 16.1 Permits All concession stands must have a current, valid permit through the Louisiana Department of Health and Human Services. NORDC will serve as the permit holder. Concession privileges may vary by site and shall be afforded based upon the permit designation provided by DHH, and NORDC. Permit fees will be paid by NORDC.

Section 16.2 Food Safety Managers Each booster club will identify and designate, at minimum one (1) Food Safety Manager to be certified through the Louisiana Department of Health and Human Services. Food Safety Managers will abide by all applicable laws consistent with Louisiana law.

Failure to maintain a certified Food Safety Manager may result in revocation of concession privileges. Clubs that relinquish their concessions privileges are exempt from this requirement; however, they may not apply for reinstatement of their concessions privileges until such time that a Food Safety Manager becomes certified.

ARTICLE XVII SUPERCEDES ALL PREVIOUS AGREEMENTS

Section 17.1 Supersedes Previous Agreements These by-laws supersede all prior or contemporaneous negotiations, commitments, agreements (written or oral) and writings between NORDC and Booster Club with respect to the subject matter hereof. All such other negotiations, commitments, agreements and writings will have no further force or effect, and the parties to any such other negotiation; commitment, agreement or writing will have no further rights or obligations there under.

ARTICLE XVIII – CERTIFICATION

Herein, the undersigned officers of the Booster Club hereby certify the preceding Articles to be a complete and correct edition of the By-Laws of the Booster Club, adopted as of _____.

So Signed and So Ordered, this ____ day of ____ in the year ____.

President

Vice-President

Secretary

Treasurer

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