

INTRODUCTION

The intent of these Bylaws is to provide the basic rules for the conduct of the business of the Hampshire Youth Football and Cheerleading (known as HYF&C). These Bylaws supersede all previous Bylaws. The HYF&C. will be subject to the Bylaws of the HYF&C. and of the NIFC.

DEFINITIONS

1. The Hampshire Youth Football & Cheerleading Association will be referred to as the "HYF&C"
2. The Hampshire Youth Football & Cheerleading Association Board of Directors will be referred to as the "Board."
3. The Hampshire Youth Football & Cheerleading Association Bylaws will be referred to as the "Bylaws."
4. The Northern Illinois Football Conference will be referred to as the "NIFC"

MISSION STATEMENT

HYF&C is dedicated to teaching the youth of our community the fundamentals and proper techniques of tackle football and cheerleading. Our emphasis is on developing physical fitness, sportsmanship, teamwork, and leadership skills in a positive and safe environment. We strive to provide opportunities for all participants to develop individual skills and abilities while being a contributing member of a team. It is important to HYF&C that we provide a way for our athletes to build lasting friendships, great memories, and have fun!

PURPOSE

The purpose of the HYF&C shall be to provide and coordinate youth football and cheerleading within the Hampshire High School attendance boundaries. The HYF&C shall be a member of the NIFC unless the Board expressly determines otherwise. The HYF&C shall operate as a non-profit association.

PHILOSOPHY

It shall be the philosophy of the HYF&C to recognize and set forth to its non-voting members that the word "opportunity" does not constitute the "right" to participate. It shall be the further philosophy of the HYF&C that because of the uniqueness, injury risk, and dedication required, the HYF&C football and cheerleading programs be presented as a "competitive" rather than a "recreational" program.

It shall be recognized and noted that the ideals and philosophies set forth by the HYF&C may differ from those of other organized youth sports. It shall also be stated that the HYF&C is staffed strictly by volunteers and is funded through private donations with no national organizational ties.

It shall be so stated that any participant in HYF&C shall understand and accept the philosophies of the HYF&C and adhere to the policies of its board and of NIFC rules and regulations.

OBJECTIVES

1. It shall be the objective of the HYF&C to provide an opportunity for all children ages 5 to 14 to participate in a competitive tackle football program and for all children in kindergarten through 8th grade to participate in a cheerleading program.
2. It shall be the objective of the HYF&C. to inspire youth to practice ideals of health, citizenship and character and to instill in its participant's camaraderie through means of a common interest in sportsmanship, fair play, dedication and fellowship.
3. It shall be the objective of the HYF&C, through its coaching staff, to acquaint participating football players with the fundamentals of the game of football. Fundamentals include, but are not limited to, stance, blocking, tackling, running, passing, kicking, catching, conditioning, and rules. Coaches are responsible for teaching, through the game of football, sportsmanship, love of the game and the ability to endure and enjoy physical effort.

4. It shall be the objective of the HYF&C, through its coaching staff, to acquaint participating cheerleaders with the fundamentals of cheerleading. Fundamentals include, but are not limited to, cheers, chants, jumps, stunts, good health and fitness. Coaches are responsible for teaching, through cheerleading, the building of self-esteem, leadership, and sportsmanship.
5. It shall be the objective of the HYF&C to reinforce the primary importance of schoolwork in the participant's lives.
6. It shall be the objective of the HYF&C to establish an understanding of the commitment necessary by the parents and the participant to enhance success, both on and off the field.

To achieve these objectives the HYF&C will provide a supervised program under the rules and regulations of the HYF&C. and the NIFC.

All directors, officers, coaches, and the membership shall bear in mind that the attainment of exceptional athletic skills or the winning of game is secondary, and the molding of future citizens is of prime importance.

MEMBERSHIP

The membership in the HYF&C shall include Board members, parents or guardians of participants, and volunteers. It is the intent of HYF&C to maintain an open association that welcomes participation from all who wish to be members.

INTERPRETATION OF BYLAWS

The Board shall decide all questions of interpretation of the Bylaws.

AMENDMENTS

Amendments to the Bylaws of the HYF&C may be proposed at any annual, regular or special meeting at which there is a quorum of voting members in attendance. An amendment will be declared effective once approved by the majority of the members present at such meeting.

BOARD OF DIRECTORS

EXPECTATIONS OF BOARD MEMBERS

1. Board members are expected to understand and accept the mission, purpose, philosophy, and objectives of the HYF&C
2. Board members are expected to attend all Board and committee meetings and remain for the scheduled duration of the meeting.
3. Board members are expected to review the agenda and supporting materials before Board meetings.
4. Board members are expected to abide by all Board policies.
5. Board members are expected to assist in carrying out the fiduciary duties of the HYF&C
6. Through an evaluation of the available resources and the often-conflicting needs and demands of all interested parties, Board members are expected to move toward decisions and actions which best serve the HYF&C.

ENUMERATION

The Board of the HYF&C shall consist of a President, Vice President, Treasurer, Secretary, Football Director, Cheerleading Director, Field Director, IT Director, Concession Director, Sponsorship/Fundraiser Director and one Member At Large. For a total of 11 members

SUCCESSION

In the event that the office of the President becomes vacant, the next officer in succession following the order named under enumeration shall fill the position of Interim President. The Interim President shall conduct the election of a new President as soon as possible and will serve as President until a replacement is elected.

TERMS OF OFFICE

Board members shall serve a term of office of one year, commencing on January 1 and ending on December 31 of the same year.

BOARD ELIGIBILITY

Any person(s) of the membership are eligible to serve on the Board of Directors so long as they meet the following requirements:

1. Applicants must be at least 21 years of age.
2. Applicants must be involved with the HYF&C as a coach, volunteer, parent or guardian of a participant, or past Board member for one complete season before seeking a Board seat.
3. Applicants must not reside within the boundaries of or be affiliated with another NIFC organization.

THE ELECTORATE

The Board of Directors will be selected by the majority of votes submitted by the following individuals, who will be known as the Electorate, at the annual meeting in December.

President
Vice President
Secretary
Treasurer
Football Director
Cheerleading Director
Field Director
IT Director
Concessions Director
Sponsorship/Fundraising Coordinator
Member at Large

Head Football Coaches
Head Cheerleading Coaches
Person(s) of the membership who have attended at least six (6) HYFC Board meetings during the current year.

ELECTION PROCESS

1. The election process will be facilitated by the outgoing President or his/her designee. If the outgoing President is running for a second term of office as President, the next outgoing officer who is not running for reelection to office, following the order of enumeration will facilitate the election process. This person will be known as the Election Facilitator.
2. Applicants will be solicited from the current HYFC membership of that election year
3. Applicants will be required to complete a questionnaire and submit to a background search.
4. Past or current Board members seeking reelection must also follow this procedure.
5. Questionnaires will be made available on October 1st on the HYF&C website and must be completed and sent to the HYF&C president or Election Facilitator, by October 22. Questionnaires received October 23 or later will not be accepted. In the event that October 22 falls on a Sunday, questionnaires received October 24 or later will not be accepted.

6. Background checks will be conducted on applicants as questionnaires are received. Applicants who do not produce a clean background check will be notified and their applications withdrawn.
7. At the November meeting, the Election Facilitator will present members of the Electorate with an election packet. The packet will contain the questionnaires submitted by the applicants who produced a clean background check, sorted by the Board seat sought.
8. At the December meeting, the last item on the agenda before adjournment will be the election of the new Board of Directors. The Election Facilitator will distribute ballots to each member of the Electorate. Members of the Electorate must be present in order to cast a ballot. Only one ballot per person will be distributed regardless of number of positions held in the Electorate.
9. Completed ballots will be returned to the Election Facilitator who will tally the votes. Those who receive the largest number of votes per Board seat sought will be announced and will become Directors immediately upon the close of the election proceedings.

BOARD MEETINGS

All Board meetings are open to the HYF&C membership. A schedule of regular meetings will be permanently posted on the website. However, during these meetings, only Board members may vote on issues brought before the Board. Each Board member will have only one vote regardless of number of positions held on the Board. Each Director position will have only one vote regardless if there is a co-position for that director spot.

Board members are expected to attend all meetings. If a Board member is to be absent he or she should notify the Secretary prior to the meeting. Attendance will be recorded in the minutes as present, excused, or absent without notice.

QUORUM

In order to conduct the business of the HYF&C the Board must make decisions at regular and annual meetings with a quorum of members present. Six Directors will constitute a quorum for the HYF&C. In the absence of a quorum, the Board members present will assemble and declare no legal meeting.

ANNUAL MEETINGS

The annual meeting of the Board shall be held the second Thursday in December at a suitable location within the boundaries of the HYF&C. This meeting will be held for the purpose of electing directors for the following season. The transaction of other business may be brought before the Board.

REGULAR MEETINGS

The regular meeting of the Board shall be held the second Thursday of each month at a suitable location within the boundaries of the HYF&C.

SPECIAL OR EMERGENCY MEETINGS

Special or Emergency meetings may be called by the President or any three members of the Board. Notice of such meetings stating the time and place of the meeting and the purpose for which said meeting is called, will be provided to Board members through the Secretary and to the membership through the website at least one day prior to such meeting, or as soon as practical.

RULES OF PROCEDURE

The rules contained in Robert's Rules of Order shall govern the HYF&C in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or other rules of the organization.

AGENDA

The Agenda will be as follows:

- I. Call to Order
- II. Roll Call

- III. Approval of Agenda
- IV. Approval of Minutes
- V. Members to be Heard
- VI. President's Report
- VII. Board Reports
 - 1. Vice President
 - 2. Secretary
 - 3. Treasurer
 - 4. Football Director
 - 5. Cheerleader Director
 - 6. Field Director
 - 7. IT Director
 - 8. Concessions Director
 - 9. Sponsorship/Fundraising Coordinator
 - 10. Member at Large
- VIII. New Business
- IX. Adjournment

VACANCY

Board positions may be vacated by the written resignation of the vacating member, submitted to the President and accepted by the Board at the next regular meeting.

Board positions may also be vacated if a Board member is absent without notice twice during their term in office and by a majority vote of the Board at the next scheduled regular meeting.

Vacancies will be filled by Presidential appointment and accepted by the Board at the next regular meeting or as soon as practical. Appointees will serve the remainder of the unexpired term.

BOARD DISCIPLINE

Any member of the Board may request to bring a grievance regarding another Board member by taking the following steps:

1. The member must file a signed grievance letter, naming the officer involved in the grievance and describing the reasons for discipline.
2. This letter will be submitted to the President and the person subject to discipline.
3. The President will call a special meeting of the Board within ten days to review the grievance.
4. The grievance punishment will have 3 levels. First offense is a verbal warning, 2nd offense is a written warning, and 3rd offense is removal from the board. Depending on the nature of the offense, a heinous act or severe neglect in judgement on the part of the board member in question can result in immediate removal from the board.
5. The Board, minus the President and the Board member subject to discipline, will vote on grievance punishment in an anonymous ballot. If a quorum is in favor of finding the said board member guilty, the stages set forth above will be enforced and the member will be so notified.
6. The decision of the Board is final.
7. Vacancies will be filled by Presidential appointment and accepted by the Board at the next regular meeting or as soon as practical. Appointees will serve the remainder of the unexpired term.

DUTIES OF VOTING MEMBERS

PRESIDENT

1. The President is the chief legislative officer of the HYF&C.
2. The President is the presiding officer at annual, regular, emergency and special meetings.
3. It will be the duty of the President to have general charge of the business of the HYF&C and make, execute and acknowledge for and on behalf of the HYF&C, any and all deeds, mortgages, leases, releases of mortgages, and any and all instruments which may be necessary in the acquisition or disposition of any property or rights of the HYF&C or in conducting the business of the HYF&C.
4. It will be the duty of the President to see that all policies of the Board are enforced and all orders of the Board faithfully executed.
5. In the absence of the Secretary at annual, regular, special and emergency meetings, the President will appoint a Secretary pro-tem.
6. The President will attend NIFC meetings or appoint a representative to be present as representative for the HYF&C.
7. The President will directly oversee activities of all Board members and volunteers.
8. The President will serve as the HYF&C liaison to the community.
9. The President shall have the ability to declare any player ineligible, to perform such duties as may be required by any league in which the HYF&C fields teams in without approval of the Board.
10. The President shall have the discretion to waive any charges or fees of the HYF&C with the Board's approval.
11. The President Shall Manage registration; dates, times, locations, volunteers, registration forms.
12. The President will serve as a member of the Grievance Committee when required.

VICE PRESIDENT

1. The Vice President is responsible for the preparation of the agenda for all Board meetings. A Board packet for the Board meeting including the meeting agenda, board reports and up to date statement of all of the income and expenditures listed by fund as well as a Treasurer's Report showing the financial condition of the HYF&C will be provided to all Board members by the Vice President no less than three days prior to the meeting.
2. The Vice President will be responsible for obtaining all forms of insurance as required by the HYF&C.
3. The Vice President shall work with the President and shall help with the charge of the business of the HYF&C and perform duties as assigned by the President.
4. The Vice President shall preside over all meetings with the President.
5. In the absence of the President or in the event of his/her inability to act, the Vice President shall perform the duties of the President and when so acting, shall have all of the powers and be subject to all of the restrictions upon the President.
6. The Vice President will oversee and organize the end of year banquet.
7. The Vice President will be responsible for conducting background checks on coaches and volunteers.
8. Schedule and manage participation in Coon Creek Days parade.
9. The Vice President will serve as a member of the Grievance Committee when required.
10. The Vice President will work with the school district and other organization leaders in regards to rental of space used throughout the season.

SECRETARY

1. The Secretary will be responsible for the minutes of all HYF&C meetings.
2. The Secretary will be responsible for the custody of the By-laws and all other official records and documents of the HYF&C.

3. The secretary will systematize registration paperwork; ensure required forms for each participant are acquired and complete.
4. The Secretary will be responsible for conducting all official correspondence of the Board.
5. It will be the duty of the Secretary to record the minutes of Board meetings and submit them in writing for approval or corrections by the Board before entering them in the permanent records of the HYF&C and submitted to the IT Director for posting.
6. The Secretary shall prepare weight class rosters for Football Director.
7. The Secretary shall prepare age class rosters for Cheerleading Director.
8. The Secretary will be responsible for keeping attendance records of Board members, Coaches, and persons of the membership who wish to participate in the Electorate.
9. The Secretary will be responsible for submitting the schedule of regular meetings for the year to the IT Director to post to the website and any social media sites.
10. The Secretary shall perform other duties as assigned by the President and/or Vice President.

TREASURER

1. The Treasurer shall govern the financial policy of the HYF&C and shall be responsible for the control of the funds of the HYF&C, for their proper disbursement, and for investment of funds as directed by the President.
2. The Treasurer will submit a monthly Treasurer's Report to the Board displaying all receipts and disbursements. The Treasurer will also provide detailed information or documentation as may be requested by the Board.
3. The Treasurer will be responsible for the filing of an annual information return to the Internal Revenue Service.
4. The Treasurer will be responsible for submitting all information to the Illinois Secretary of State to ensure the leagues active/good standing.
5. The Treasurer shall oversee the scholarship awards process for the President and administer scholarship awards based on financial need of the participant.
6. At the end of the term of office, all books, records, funds, papers, documents and all other property of the HYF&C having to do with the financial or other transactions of the HYF&C which may have come into the Treasurer's possession or may have been compiled or created during the term of office must be turned over to the successor.

FOOTBALL DIRECTOR

1. The Football Director is responsible for the execution of policies determined by the NIFC and the HYF&C.
2. The Football Director shall oversee the selection, training and activities of the football coaching staff throughout the season and will be responsible for developing a competent staff of youth football head coaches and assistant coaches.
3. The Football Director shall present a written or oral report of program schedule and progress to date with Board at regular meetings.
4. The Football Director serves as the Board liaison to the coaches.
5. The Football Director will compile a list of coaches, whom are chosen through a fair process of selection, and submit these recommendations to the Board of Directors for approval. This includes, but is not limited to, creating coach interview form and conducting coach candidate interviews according to Board's requirements.
6. The Football Director will be responsible to work with coaching staff for the assignment of players to particular teams according to the Board's requirements.
7. The Football Director shall develop training and resource materials, a strong relationship with Hampshire High School's football coaching staff and athletic director, and relationships with other recognized experts in football coaching who can serve as a resource to coaches.
8. The Football Director will serve as a member of the Grievance Committee when required.
9. The Football Director will arrange for football coaches to attend mandatory sports first aid training
10. The Football Director shall arrange for the following:
 1. Coaching clinics with Hampshire High School coaching staff.

2. Equipment training for all coaches, specifically in proper helmet fitting technique.
3. Production of a playbook for all levels made available before the first day of practice.
4. Distribute, retrieve, and compile parent and participant feedback forms at the end of the season.
5. Review each coach's performance at the end of the season with the Board.

CHEERLEADING DIRECTOR

1. The Cheerleading Director will be responsible for the execution of policies determined by the HYF&C.
2. The Cheerleading Director shall oversee the selection, training and activities of the cheerleading coaching staff throughout the season and will be responsible for developing a competent staff of youth cheerleading head coaches and assistant coaches.
3. The Cheerleading Director shall present a written or oral review of program schedule and progress to date with Board at regular meetings.
4. The Cheerleading Director serves as the coach liaison to the Board.
5. The Cheerleading Director will compile a list of coaches, whom are chosen through a fair process of selection, and submit these recommendations to the Board for approval. This includes, but is not limited to, creating coach interview form and conducting coach candidate interviews according to Board's requirements.
6. The Cheerleading Director shall develop training and resource materials, a strong relationship with Hampshire High School's cheerleader coaching staff and athletic director, and relationships with other recognized experts in cheerleader coaching who can serve as a resource to coaches.
7. The Cheerleading Director shall manage a grievance process for review of coaching performance.
8. The Cheerleading Director will serve as a member of the Grievance Committee when required.
9. The Cheerleading Director will arrange for cheer coaches to attend mandatory sports first aid training
10. The Cheerleading Director shall arrange for the following:
 1. Coaching clinics with Hampshire High School coaching staff.
 2. Distribute, retrieve, and compile parent and participant feedback forms at the end of the season.
 3. Review each coach's performance at the end of the season with the Board.

FIELD DIRECTOR

1. Manage football and cheerleading inventory.
2. Work with Registration Coordinator, Football Director, and Cheerleading Director to ensure sufficient equipment is available and/or ordered before the start of the season.
3. Manage equipment hand-out; dates, place, volunteers, notices, equipment/participant tracking.
4. Manage exchanges and replacements of equipment during season.
5. Manage equipment hand-in; dates, place, volunteers, notices, equipment/participant tracking.
6. Manage football and cheerleading inventory after hand-in to ensure all items have been returned.
7. Ensure fields are prepared for practices; adequate space, fields lined, practice equipment available.
8. Monitoring condition of practice and game fields for safety.
9. Ensure game day field is properly prepared; fields are opened 1 1/2 before game, fields lined, scale, markers, pads, and chains ready, garbage cans lined.

10. Ensure game day field properly relinquished; home and away stands, fields, and crowd's nest are cleared of debris, scale, markers, pads, chains are put away, garbage cans emptied, fields locked up.

IT DIRECTOR

1. Manage the HYF&C website.
2. Manage Social Media sites including Facebook, Twitter, Instagram and Snap Chat.
3. Oversee online registration materials and supply information to President in a timely manner
4. Create and maintain efficiency of a communication platform for various messages and updates to go out to members.

CONCESSIONS DIRECTOR

1. Schedule game day personnel; chain gang, clock/scoreboard operator, announcer.
2. Secure volunteers and organize schedule for home games concession.
3. Order and stock product and supplies for the concession stand.
4. Maintain inventory and sales records.
5. Handle all funds securely, making timely deposits to the Treasurer.

SPONSORSHIP/FUNDRAISING DIRECTOR

1. In coordination with the Treasurer, the Fundraising Coordinator will create a fundraising plan, designed to meet HYF&C fund requirements for the coming year,
2. Wildcat Wear; item selection, secure quotes, set pricing, create & distribute order forms, collect order forms & money, place order, distribute orders.
3. In-season fundraiser; item selection, secure quotes, set pricing, create & distribute order forms, collect order forms & money, place order, distribute orders. Schedule and manage H. Y. F. & C. Homecoming in conjunction with Hampshire High School.
4. Develop terms and levels of sponsorship for the program to present to the board for board approval
5. Schedule and organize football and cheerleading pictures.
6. Acquire sponsorships from previous sponsors and obtain new sponsors.
7. Manage correspondence to meet tax requirements for sponsors.
8. Ensure sponsors achieve sponsorship level gifts such as a banner at games, website ad space, program ad space, and sponsor picture plaques.

MEMBER AT LARGE

Help with special event planning, and help each board member with their tasks as needed.

LIMITATION ON LIABILITIES AND INDEMNIFICATION

LIMIT ON LIABILITIES

Nothing herein shall constitute members of the HYF&C as partners for any purpose. No member, officer, agent, or employee of this HYF&C shall be liable for the acts or failure to act on the part of any other member, officer, agent, or employee of the HYF&C. Nor shall any member, officer, agent, or employee be liable for his acts or failure to act under these Bylaws, excepting only acts or omissions to act arising out of his/her willful misfeasance.

INDEMNIFICATION

Any officer or director of the HYF&C or former officer or director of the HYF&C shall be reimbursed against reasonable expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which he/she or any of them are made parties, or a party, by reason of having been directors or a director or officer of the HYF&C, except in relation to matters as to which such a director or officer, or former director or officer, shall be adjudged in such actions, suits, or proceeding to be liable for gross negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such a liability.

FINANCIAL POLICY

1. The Board shall decide on all matters pertaining to the finances of the HYF&C.
2. All funds shall be deposited to the credit of the HYF&C in such banks or other depositories as the Board may select.
3. No expenditure over \$200.00 shall be made without prior Board approval.
4. All checks, drafts, or other orders of payment of money shall be signed by two of the following officers: President, Vice-President or Treasurer.
5. The fiscal year of the HYF&C for financial purposes and the filing of all regulatory reports with the federal, state, and local agencies, shall begin on January 1 of each year and end on December 31 of the same year.

DISCIPLINARY PROCEDURES

DUE PROCESS

1. Due process is essential for all conduct complaints, grievances and disciplinary actions.
2. All people participating in, or at, any function of the HYF&C is subject to this article.
3. All issues should try to be resolved at the lowest possible level. Participants, parents and coaches are encouraged to communicate openly with one another. If issues remain unresolved, contact should then be made with the President, Vice President and/or the Football or Cheerleading Director. If the issue is not resolved to the satisfaction of the party or parties involved, the complainant has recourse as described below.

GRIEVANCE COMMITTEE

The President will acknowledge the members of the grievance committee at the annual meeting. The grievance committee will consist of the President, Vice-President, and, depending on the nature of the grievance, the Football or Cheerleading Director. The grievance committee is responsible for investigating all grievances and conduct complaints.

GRIEVANCE PROCEDURE

1. Any grievance or conduct complaint must be submitted in writing to any member of the grievance committee. The member receiving the complaint will notify all other committee members of the nature of the charge.
2. The charge will be assigned to one or more committee members to investigate. The initial investigation must start within 3 days after the charge has been submitted.
3. The grievance committee must submit a report of their findings to the President within 5 days of the start of the investigation. The report must include a recommendation of whether disciplinary action should be taken.
4. Within 2 days the President will determine if disciplinary proceedings are necessary. If they are necessary, the President will call a special meeting of the Board of Directors within 4 days.

DISCIPLINARY PROCESS

1. The President may temporarily suspend anyone from participating in the HYF&C until the Board may convene to execute the disciplinary process. Suspensions of this type should occur only for the most severe charges.
2. The Board will listen to the charges, allow witnesses to speak and allow the parties being charged to defend themselves.
3. The Board may then vote to drop the charges, suspend or expel the individuals involved.
4. Punishments will be handled in a tier process. First offense will be given a verbal warning, 2nd offense will be a written warning, and 3rd offense will result in removal from the program.
5. All punishments will have the appropriate paperwork to support each warning stage to be signed by the grievance committee and the party(s) being disciplined.

SUSPENSIONS

Any person suspended may not participate or observe any HYF&C functions until the suspension has been fully served.

APPEAL PROCESS

The recipient of any disciplinary action has the right to appeal.

1. The appeal must be submitted to the President in writing within 3 days of the Board's decision.
2. The President must forward the appeal to the Board within 3 days.
3. After forwarding the appeal, the President must call for a vote to uphold the disciplinary action.
4. The vote may be taken in person and witnessed by the President and the Secretary or by phone conference call as both the President and the Secretary must witness the vote.
5. If the situation warrants, the President may call a special meeting of the Board to discuss the appeal and to a vote to uphold the disciplinary action.