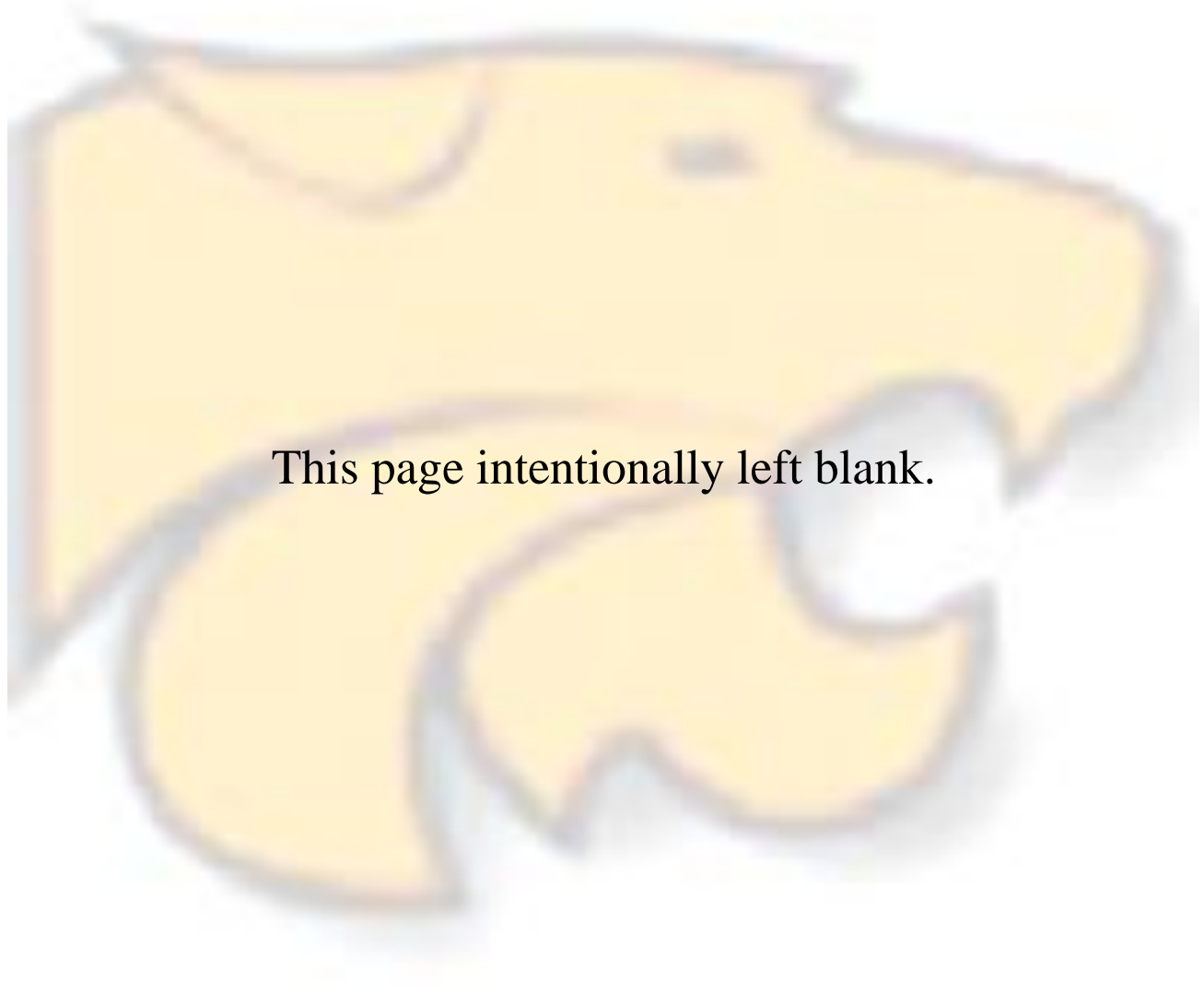




**Palmyra Midget Football and  
Cheerleading Association  
Bylaws**

Adopted January, 9 2017

**Palmyra Midget Football and  
Cheerleading Association By-Laws 2017**



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# **Palmyra Midget Football and Cheerleading Association By-Laws 2017**

## **Article I – Name**

### Section 1 Name

This organization shall be known as the Palmyra Midget Football and Cheerleading Association, (PMFCA). This governs the football players, cheerleaders, coaches and program managers.

### Section 2 Incorporated as Non Profit

The Association is incorporated under the non-profit corporation law of the Commonwealth of Pennsylvania in compliance with the requirements of Corporations and Unincorporated Associations, Title 15 Chapter 91, Unincorporated Associations.

## **Article II – Objective, Mission Statement, Code of Conduct, and Clearances**

### Section 1 Objective

The objective of PMFCA shall be to provide an organized program for youths to develop physical, mental, social, scholastic, and sportsmanship accomplishments. The PMFCA strives to set the standard of sport for youth football and cheerleading in a safe environment with adequate equipment.

### Section 2 How to achieve objective

The objective will be achieved through fundamentals of instruction, providing physical and mental training in supervised competitive athletic events. The attainment of exceptional athletic skills and winning of competitions shall be secondary to the molding of future productive adults, which is of prime importance. All participants can expect a fun, worthwhile experience that has application both on and off the field of play so that they may be finer, stronger and happier youths and will grow to be good, clean, healthy adults. PMFCA will pursue victory with honor.

### Section 3 Mission Statement

Palmyra Midget Football and Cheerleading Association believes that love and respect of the game, a high emphasis on safety, quality in coaching, team unity, family, and community involvement, are paramount to the success of every participant of youth athletics. The PMFCA also believes that all participants can achieve, learn and strive to be better citizens in their community, society, and to themselves with the exposure they get from the services provided to them by our Association. We, as an association, provide experiences in personal growth and development alongside peers of their own age. We also provide adult supervision, coaching and mentors who oversee the growth of the participants.

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## Section 4 Code of Conduct

PMFCA Code of Conduct shall be a set of pledges and statements built as a guideline for all Coaches, Parent Helpers, and Board Members. The Code of Conduct is as follows:

- I hereby pledge to provide positive support, care and encouragement towards all children participating in youth sports by following this code of conduct.
- I will encourage good sportsmanship by demonstrating positive support for all board members, parents, coaches, officials, and all youth participants at every game, practice or other youth sports events.
- I will insist that the environment be safe and healthy
- I will encourage a positive, enjoyable, and encouraging attitude to enhance the experience for all.
- I will use no foul language when performing my duties either for or as a representative of PMFCA.
- I will utilize no abusive physical corrective actions on or toward a participant.
- I will demand a sports environment for all that is free of drugs, tobacco, and alcohol. I will refrain from their use at all youth sports events.
- I will set the standard for others through mentorship, good basic fundamental teaching techniques and raise the ability levels of those around me.
- I will engage in no argument with any coach, parent, or board member in front of the youth participants.
- I will remember that all board member positions are volunteer positions of their time and efforts and will treat board members as well as parents, coaches, and all youth participants with respect, remembering that my actions represent the PMFCA.
- I will ask all board members, coaches, fans, parents, officials, and youth participants to treat each other with respect regardless of race, sex, creed or ability.
- I will fulfill my required obligations and duties to PMFCA to the best of my ability.

The respective Head Coach will issue any individual found to be in violation of the Code of Conduct a written warning and the Executive Board will be notified of the first offense. If a second violation arises, the Head Coach will immediately notify the Executive Board for a determination of suspension or termination as warranted.

## Section 5 Clearances

All volunteers of the organization that have direct interaction with an organizational participant minor will adhere to the Palmyra area school district policy regarding background checks. Please refer to [www.pasd.us](http://www.pasd.us) for detailed information regarding background checks. The Executive Board will be notified of any changes pertaining to an individual's clearances immediately.



# **Palmyra Midget Football and Cheerleading Association By-Laws 2017**

## **ARTICLE III – REGISTRATION AND FEES**

### **Section 1 Registration Date**

The Lebanon Valley Midget Football League determines the football registration date. The coaching staff, with approval of the Board of Directors, shall set cheerleading registration.

### **Section 2 Forms Distributed**

At registration, a form shall be given to all parents or guardians of youth participants in the Palmyra Midget Football and Cheerleading Program, which would not allow the Palmyra Midget Football and Cheerleading Association to be held financially responsible for any medical expenses other than what is provided by the Association's insurance policy, which meets League requirements.

### **Section 3 Financial Hardship**

No participant shall be turned away from the normal scheduled season of competition due to the inability to pay or other financial hardships. Other arrangements shall be made through the Executive Board to cover the costs privately.

## **ARTICLE IV – COACHES**

### **Section 1 Head Coach**

The Head Football Coach and the Head Cheerleading Coach of the Palmyra Midget Football and Cheerleading Program shall be approved by a majority vote of the Board of Directors in attendance at the January meeting each year.

### **Section 2 Coaching Staff**

The Palmyra Midget Football Program Head Football Coach and Head Cheerleading Coach shall select the football and cheerleading coaching staffs, respectively. The coaching staffs must be approved by a majority vote of the Board of Directors in attendance at a regularly scheduled meeting, with a minimum 21-day prior notice that this will be an order of business that meeting.

### **Section 3 Staff Accountability**

The football and cheerleading coaching staffs are accountable to the Board of Directors.

### **Section 4 Staff Limitations and Team Breakdown**

A maximum of five coaches per team (Midget team, Pony team, and Peewee team) shall be carried. A Micro team will be added if player registration is high enough.

# **Palmyra Midget Football and Cheerleading Association By-Laws 2017**

## **Section 5 Operational Decisions**

All decisions regarding the operation of the football team and cheerleading squad shall be at the discretion of the Palmyra Midget Football and Cheerleading Program Head Football Coach and Head Cheerleading Coach, respectively, with the exception of practice schedules for football. Football practice schedules will be set by the Board of Directors and are not to be changed without approval from the Board of Directors.

## **Section 6 Head Coaches Executive Office Limitations**

The Palmyra Midget Football Head Coach and Head Cheerleading Coach cannot hold an Executive office on the Board of Directors.

## **ARTICLE V – COMPLAINTS**

### **Section 1 Organizational Complaints**

All complaints should be directed to the President. Those complaints considered to be of a significant nature or unresolvable, shall be presented to the Board of Directors for resolution.

## **ARTICLE VI – PLAYER PARTICIPATION**

### **Section 1 Player Amount Limits**

The number of designated players for the Midget Football team is governed by the Lebanon Valley Midget Football League Bylaws.

### **Section 2 Playing Time**

Playing time of participants is a coach's decision, not to be affected by the action of the Board of Directors.

### **Section 3 Missed Practices**

Any child missing practice due to illness, problems with school, or family emergency will be excused and not reprimanded.

# Palmyra Midget Football and Cheerleading Association By-Laws 2017

## ARTICLE VII – BOARD OF DIRECTORS

### Section 1 Composition

The Board of Directors shall be comprised of the Executive Board (President, Vice-President, Treasurer, Secretary, and Warden), the Officer Staff (Members who have specific rolls to ensure the Association's efficiency), and Board Members (Members who have voting rights within the Governing Body).

### Section 2 Election of Executive Board Members

#### A. President

The President shall be elected every other odd calendar year. The nominations for President shall be accepted up until the conclusion of the final board meeting of the previous calendar year. The election shall be held at the first meeting of the new calendar year. The President will serve a term of two (2) years. If the member resigns or is removed from office, they may not seek an Executive Office for one (1) calendar year from the date of termination.

#### B. Vice-President

The Vice-President shall be elected every other even calendar year. The nominations for Vice-President shall be accepted up until the conclusion of the final board meeting of the previous calendar year. The election shall be held at the first meeting of the new calendar year. The Vice-President will serve a term of two (2) years. If the member resigns or is removed from office, they may not seek an Executive Office for one (1) calendar year from the date of termination.

#### C. Secretary

The Secretary shall be elected every other odd calendar year. The nominations for Secretary shall be accepted up until the conclusion of the final board meeting of the previous calendar year. The election shall be held at the first meeting of the new calendar year. The Secretary will serve a term of two (2) years. If the member resigns or is removed from office, they may not seek an Executive Office for one (1) calendar year from the date of termination.

#### D. Treasurer

The Treasurer shall be elected every other even calendar year. The nominations for Treasurer shall be accepted up until the conclusion of the final board meeting of the previous calendar year. The election shall be held at the first meeting of the new calendar year. The Treasurer will serve a term of two (2) years. If the member resigns or is removed from office, they may not seek an Executive Office for one (1) calendar year from the date of termination.

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## E. Warden

The Warden shall be elected every calendar year. The nominations for Warden shall be accepted up until the conclusion of the final board meeting of the previous calendar year. The election shall be held at the first meeting of the new calendar year. The Warden will serve a term of one (1) year. If the member resigns or is removed from office, they may not seek an Executive Office for one (1) calendar year from the date of termination.

## Section 3 Election of Staff Officers

### A. Head Football Coach

The Head Football Coach shall be elected every calendar year. The nominations for Head Football Coach shall be accepted up until the conclusion of the final board meeting of the previous calendar year. The election shall be held at the first meeting of the new calendar year. The Head Football Coach will serve a term of one (1) year. If the member resigns or is removed from office, they may not seek an Executive Office for one (1) calendar year from the date of termination.

### B. Head Cheerleading Coach

The Head Cheerleading Coach shall be elected every calendar year. The nominations for Head Cheerleading Coach shall be accepted up until the conclusion of the final board meeting of the previous calendar year. The election shall be held at the first meeting of the new calendar year. The Head Cheerleading Coach will serve a term of one (1) year. If the member resigns or is removed from office, they may not seek an Executive Office for one (1) calendar year from the date of termination.

## Section 4 Board Member Accessions

A. Any Active Participant's Family Member, Legal Guardian, or Other Adult that directly interacts with the participants daily during the regular season that attends two consecutive Board meetings, can be nominated to the "wait list" or to an open position on the Board of Directors in New Business in their second meeting. Membership may be confirmed by a majority vote at the conclusion of the third consecutive regularly scheduled meeting. The nominated person must be physically present, at the meeting, to be voted onto the "wait list" or the board. The candidate for the Board is considered a member in good standing with voting privileges at the start of the members' fourth meeting. Candidates for the Board are voted on in the order in which they are nominated (if present).

B. Any Board member, absent two consecutive monthly meetings without an explanation, will lose voting privileges. This member is considered not in good standing. The Board member shall retain their membership and will become a voting member in good standing upon a majority affirmation by the Board at the next scheduled meeting.

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- C. Any Board member, that misses five monthly meetings over the calendar year, excused or otherwise, will be terminated from the Board in the meeting of their fifth absence.
- D. The total members on the Board shall be limited to Twenty-Five (21) members. The limit is inclusive of the Executive Board and Staff Officers.
- E. All Board members (voting and non-voting) will be an active participant on a PMFCA sub-committee or they will be brought before the Board for elimination.

## Section 5 Financial Approval of the Board

Any requests for PMFCA to pay greater than \$500 and/or above the approved annual budgeted amount, requires 30-day waiting period for all requests. The Board of Directors will be contacted, if not proposed during a regularly scheduled meeting, and the request will be voted on at the next scheduled meeting. If the requirement for the purchase is needed prior to 30 days, the President may call an emergency meeting.

## **ARTICLE VIII – EXECUTIVE & STAFF OFFICERS’ DUTIES**

### Section 1 President

The President shall be the Chief Executive Officer of the Association and shall attend all meetings. The President shall schedule and preside over all the meetings and shall be responsible for the Operational Management of the business of PMFCA. The President shall take a vote on all motions after they have been properly seconded and decide the question when the vote is a tie. The President shall appoint all committees not otherwise provided for and perform such other duties as required. The President shall require such reports, in addition to those prescribed by the Bylaws, as deemed necessary to the proper supervision of PMFCA activities. The President shall see that the Bylaws are enforced and ensure coherence is preserved throughout the PMFCA. At the expiration of their term, the President will deliver to their successor all books, papers, and other property in their possession belonging to the PMFCA

### Section 2 Vice President

The Vice-President shall be vested with all the powers of the President and be responsible for the duties of the President during an absence and shall attend all meetings. The Vice-President shall maintain a continuity binder for PMFCA with a true and updated historical log of all events for future reference. The Vice-President shall maintain an up-to-date Board of Directors participant roster in conjunction with the Secretary. The Vice-President shall perform other duties as assigned by the President. At the expiration

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of their term, the Vice-President will deliver to their successor all books, papers, and other property in their possession belonging to the PMFCA.

### **Section 3 Secretary**

The Secretary is responsible for keeping a true record of the proceedings of PMFCA, in a book (unless digital means are preferred) provided for them for that purpose, subject at all times to the inspection of the Executive Board. The Secretary will attend all meetings of the PMFCA with the requisite books and papers at the time prescribed and act as clerk thereof and shall record all minutes and votes in a book to be kept for that purpose. The Secretary shall be the custodian of all of the books and records of the Association, except as otherwise provided. The Secretary shall keep a direct contact list of all Board Members, program participants, and perform such other duties pertinent to the office as the President may designate. At the expiration of their term, the Secretary will deliver to their successor all books, papers, and other property in their possession belonging to the PMFCA

### **Section 4 Treasurer**

The Treasurer shall receive all monies and dues of the PMFCA giving a receipt for the same, approve, and pay all obligations of the PMFCA in accordance with the provisions of the Bylaws and shall attend all meetings. The Treasurer shall maintain an accurate accounting system and immediately notify the Executive Board when the accounts are not in balance. The Treasurer shall keep a just and true account of all monies paid out, make a full written report of finances based on the accepted budget, and present them to the PMFCA at every scheduled meeting in hardcopy or digital means or at the request of the President. The Treasurer shall provide a bank statement or general ledger, made available to all Board Members, upon documented request. The Treasurer shall perform such other duties pertinent to the office as the President may designate. The Treasurer will maintain a balanced budget and will present the previous calendar year's executed budget with the presentation of the current year's proposed budget at the February Board meeting for approval. At the expiration of their term, the Treasurer will deliver to their successor all books, papers, and other property in their possession belonging to the PMFCA. It is the responsibility of the Treasurer to be on site and available at all PMFCA functions to handle funds being moved through the organization. If unable to attend a function, he/she must have a designated member of the Executive Board or Fundraiser Committee Chairman available. All funds received for the program shall be deposited in the bank within five (5) business days from the date of the event.

### **Section 5 Warden**

The Warden shall be the PMFCA Bylaw and Policy custodian and is responsible for ensuring effective meetings using Robert's Rules of Order. The Warden will be the subject matter expert on PMFCA's Bylaws and Policies as well as the Lebanon Valley Midget Football League Constitution, Bylaws, and Rules. The Warden will issue written warnings for violations of the Code of Conduct, issue summons notices to any second offender of the Code of Conduct to appear before the board (if applicable), and be responsible for notification of a Board Member of their loss of voting privileges or impending termination. The Warden shall hold a Bylaw committee in the month of

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November comprised of, at a minimum, the Executive Board, however, all interested parties may attend. Any new recommendations from the Bylaw committee shall be presented in the next meeting and brought to vote no sooner than twenty-one (21) of the presentation. The Warden is responsible for governing all secret ballot votes and ensures voting eligibility. At the expiration of their term, the Warden will deliver to their successor all books, papers, and other property in their possession belonging to the PMFCA.

## Section 6 Board of Director's Members

Members of the Board of Directors shall have the power and duty to determine all policies of the Association and to vote the way that they feel will be in the best interest of the program. Members must attend at minimum of eight (8) meetings per calendar year or they shall be terminated from the Board. A member is consider "in attendance" through digital or telephonic means at the discretion of the President.

## ARTICLE IX – CONDUCT OF BUSINESS

### Section 1 Association Property and Business

The Board of Directors shall manage the property and business of the Association. The Board shall have, in addition to the powers vested in them by the virtue of their office and good standing, the power and duty to determine all policies of the Association, and to pass upon the recommendations of the standing committees or other active committees so designated by the President. The Board of Directors shall have the sole and exclusive right to govern the expenditures of monies and properties of the Association.

### Section 2 Members in Good Standing

Each voting member in good standing shall have one (1) vote. No proxy votes shall be authorized for Board Member Accessions, elections of Staff Officers, or the election of Executive Officers.

### Section 3 Frequency of Meetings

- The Board of Directors shall meet every month on the first Monday of the month.
- The President of the Board has the authority to change a meeting date provided he gives no less than 15 days' notice to the Board Members.
- A quorum shall consist of 1/2 of the existing voting Board members physically present and no meeting may be held without a quorum.
- A majority vote of those present shall govern, except when specifically provided otherwise.

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## Section 4 Special / Emergency Meetings

The Secretary will be responsible to communicate any special / emergency meeting called by the President; the Secretary accomplishes this by written or telephonic request, must have no less than a confirmed quorum of the Board of Directors, and must be a matter of extreme importance.

## Section 5 Quorum Present to Vote

No voting shall take place without a quorum present. QUORUM – is 1/2 of the existing voting members physically present, including the Executive Officers.

## Section 6 Voting requirements at Board Meetings

- Eligibility: Eligible voters include all Board Members and Officers, with exception of President, who are in good standing, must be physically present to vote, with the exception of previously coordinated E-mail option.
- The President must abstain from all votes, other than a secret ballot, and may only cast a vote to determine the question.
- A Board Member may not vote if he/she missed two consecutive monthly meetings without an explanation.
- Method of Voting at Board Meetings: Method of voting shall be made at the President's discretion. Four methods used are:
  - Voice
  - Hand count
  - Electronic by e-mail (This "Absentee ballot" must have prior coordination before the question at monthly meeting. Voting block time will be established and 100% board representation will be utilized.)  
Example: Voting to approve XYZ will take place from 7:00am April 25<sup>th</sup> through 5:00pm May 2<sup>nd</sup>.
  - Secret ballot

## ARTICLE X – AMENDMENTS

### Section 1 By-Law Changes

The Bylaws Committee may, at any Board meeting, recommend amendments to the Bylaws. A minimum 21-day notice of proposed amendments must be provided to all Board members and a two-thirds majority vote of all eligible voting Board members is required to amend these Bylaws. The Bylaw Committee will meet every November and chaired by the Warden.



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**ARTICLE XI – DISSOLUTION OF THE ASSOCIATION**

Section 1 Board of Directors’ Responsibilities

Upon dissolution of the Association, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 ( C ) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.

Amended Jan 2017

mrs2017



**PURSUE  
VICTORY  
WITH  
HONOR**