



**Palmyra Midget Football and
Cheerleading Association
Bylaws**

Adopted May, 3 2016

Palmyra Midget Football and Cheerleading Association By-Laws 2016

Article I	Name	Page	5
	<ul style="list-style-type: none">• Section 1	Name	5
	<ul style="list-style-type: none">• Section 2	Incorporated as Non-Profit	5
Article II	Objective, Mission Statement, Code of Conduct	Page	5
	<ul style="list-style-type: none">• Section 1	Objective	5
	<ul style="list-style-type: none">• Section 2	How to achieve objective	5
	<ul style="list-style-type: none">• Section 3	Mission statement	5
	<ul style="list-style-type: none">• Section 4	Code of conduct	5
	<ul style="list-style-type: none">• Section 5	Clearances	6
Article III	Registrations and Fees	Page	7
	<ul style="list-style-type: none">• Section 1	Registration Date	7
	<ul style="list-style-type: none">• Section 2	Forms Distributed	7
	<ul style="list-style-type: none">• Section 3	Inability to Pay	7
Article IV	Coaches	Page	7
	<ul style="list-style-type: none">• Section 1	Head Coaches	7
	<ul style="list-style-type: none">• Section 2	Coaching Staff	7
	<ul style="list-style-type: none">• Section 3	Staff Accountability	7
	<ul style="list-style-type: none">• Section 4	Staff Limitations and Team Breakdown	7
	<ul style="list-style-type: none">• Section 5	Operational Decisions	7
	<ul style="list-style-type: none">• Section 6	Head Coaches Executive Office Limitations	8
Article V	Complaints	Page	8
	<ul style="list-style-type: none">• Section 1	Organizational Complaints	8

**Palmyra Midget Football and
Cheerleading Association By-Laws 2016**

Article XI Dissolution of the Association

Page 12

- Section 1 Board of Directors' Responsibilities

12



Palmyra Midget Football and Cheerleading Association By-Laws 2016

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.

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:

Palmyra Midget Football and Cheerleading Association By-Laws 2016

- 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 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 2016

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 Inability to Pay

No youth shall be turned away from the program due to the inability to pay.

ARTICLE IV – COACHES

Section 1 Head Coaches

The Head Football Coach and the Head Cheerleading Coach of the Palmyra Midget Football and Cheerleading Program shall be nominated and 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.

Section 5 Operational Decisions

Palmyra Midget Football and Cheerleading Association By-Laws 2016

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 2016

ARTICLE VII – BOARD OF DIRECTORS

Section 1 Nominations

After attending two consecutive Board meetings, interested persons can be nominated to an open position on the Board of Directors. Membership must be confirmed by a majority vote at the conclusion of the next regularly scheduled meeting. The nominated person must be physically present, at the meeting, to be voted onto the board.

Section 2 Termination

Any Board member who misses three monthly meetings without an explanation will be terminated from the Board.

Section 3 Limitations

The Board of Directors shall be limited to twenty-one (21) voting members. The President is a member of the Board, but casts a vote only to break a tie. Any non-voting Board member will become a voting member in the order they were nominated and voted on.

Section 4 Committee Participant

All Board members (voting and non-voting) will be an active participant on a PMFCA committee.

Section 5 Financial Approval of the Board

Any requests for PMFCA to pay greater than \$500 and/or above the budgeted amount, requires 30-day waiting period for all Board of Directors to be contacted 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 OFFICERS

Section 1 Executive Officers and Elections

The Executive officers of the Association shall be President, Vice President, Secretary, and treasurer. The Board of Directors, at the first meeting of each calendar year, shall elect these officers.

Section 2 President

Palmyra Midget Football and Cheerleading Association By-Laws 2016

The President shall be the Chief Executive Officer of the Association. He/She shall schedule and preside over all the meetings and shall be responsible for the management of the business of the Association.

Section 3 Vice President

The Vice President shall be vested with all the powers and be responsible for the duties of the President during his/her absence.

Section 4 Secretary

The Secretary shall attend all meetings and act as clerk thereof and shall record all minutes and votes in a book to be kept for that purpose. He/She shall be the custodian of all of the books and records of the Association, except as may be otherwise provided.

Section 5 Treasurer

The Treasurer, under direction of the Board of Directors, shall have charge of the funds of this Association and shall make deposits of all monies for the Association. He/She shall pay all vouchers or orders properly attested by the President and Secretary. He/She shall also keep a complete and accurate record of the finances to be shown to any member upon request. 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 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.

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

Palmyra Midget Football and Cheerleading Association By-Laws 2016

Each voting member in good standing shall have one (1) vote.

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.

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.
- A Board Member may not vote if he/she missed the last meeting as unexcused.
- Method of Voting at Board Meetings: Method of voting shall be made at the President's discretion with the exception of vacant Board membership positions, which shall be done by secret ballot. 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 25th through 5:00pm May 2nd.
 - Secret ballot

Palmyra Midget Football and Cheerleading Association By-Laws 2016

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.

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.

**Palmyra Midget Football and
Cheerleading Association By-Laws 2016**

This page intentionally left blank.



**PURSUE
VICTORY
WITH
HONOR**