

Pelham Razorbacks Youth Football and Cheerleading Inc.

2017-BY-LAWS

ARTICLE I - THE DEFINITION OF ORGANIZATION

1. **NAME** - The name of the organization shall be the Pelham Razorbacks Youth Football and Cheerleading to be totally self-supporting and self-administering.
2. **DEFINITION** - This organization consists of a group of adults banded together to administer a youth football league. It is the first level of administration charged with the responsibility of overseeing fundraising, selection of equipment, coaching staffs and managers and the general overall operation of the league. It is responsible for recruiting players within prescribe boundaries as it has been established by the local authorities, an affiliate of American Youth Football and Cheerleading (AYF) and will be directly affiliated with N.H.Y.F.S.C.

ARTICLE II - OBJECTIVES

1. The specific objectives of the program are to familiarize all youth 7-15 years of age with the fundamentals of football, to provide an opportunity to play the game in a supervised, organized and safety oriented manner and to keep the welfare of our participants free of adverse moral or social impact.
2. To firmly implant in the minds of youths the ideals of good sportsmanship, scholarship and personal integrity so that they may become valuable contributing members of society and our community. The objectives will be achieved by providing supervised and competitive youth football teams and cheerleading squads. Supervisors will bear in mind that the molding of future adults is of prime importance. The attainment of exceptional athletic skills and winning of a game is secondary. Membership will have no bearing in the composition of any team. Squad selection will be made by the administration based solely on a youth's aptitude for, and interest in, football or cheerleading.
3. The board will insure that all actions of the organization and its members adhere to the articles herein and do not at any time conflict with the AYF or NHYFSC rules or regulations.

ARTICLE III - MEMBERSHIP

1. **Membership:** The Pelham Razorbacks league shall be limited to adults who have direct unselfish interest in the organization to include coaches, parents and/or legal guardians, and adult volunteers and who will not undermine the decisions made as an organization. To play or cheer in the Pelham Razorbacks you must meet all requirements in these by-laws and the state constitution and the national constitution. When equipment is issued, a check will be required. This check will be post-dated and will be given back if the complete uniform is returned on the scheduled date and is in reusable condition. If the equipment is not returned on time or is damaged, this check will be cashed and the player/cheerleader will still be responsible to return or replace the complete uniform or be billed for the balance of the cost of the equipment.

Members may be approved for membership at any regular or special meeting of the board, at which quorum is present, by a majority vote thereof. Membership shall be for a period of one year. Membership affords that person all the privileges rights, and responsibility associated with it.

Membership in this organization shall not vest in or give to any individual or member whatsoever, any asset or other property of this organization, whether real or personal and such property shall vest solely and entirely in this organization. No assets of the organization shall insure to the benefit of any member of its board or general membership.

2. **Registration Fees:** The Board of Directors shall set the annual registration fee prior to the first registration after careful consideration of the organization's financial position, and anticipated expenses.

3. Scholarship Assistance: The goal of the Razorbacks is to extend the football and cheer experience to as many children as possible. A family may request scholarship assistance for registrations annually by contacting the President and submitting the required paperwork, if any. The Board recognizes the sensitivity of this information and it shall be shared only on a need to know basis. The Board of Directors shall determine the criteria to be used in establishing and documenting all assistance on an annual basis. The established criteria will be used by the above named Board members in awarding a scholarship. In return, for this assistance, the organization will require that the family donate 10 hours of service back to the Razorbacks. Duties such as Field Maintenance, Fundraising and Concession are examples of how service hours may be returned to the organization.

4. Elections:

1. Officers shall be nominated at the November general meeting and elected at the December meeting and will take office January 1 of the following season and hold this office for one fiscal year.
2. Nominations will be held at the November meeting and will end at the conclusion of this meeting. Any candidate wishing to be nominated for a position on the Razorbacks' Board of Directors must be present at the November meeting to accept the nomination unless a waiver is granted by the President or his designee.
3. Elections will be held at the December meeting in which the polls will be opened for 30 minutes. Election time and place will be announced at the November meeting. In the event that any candidate is running unopposed, elections will be closed for that position in the November meeting and voting will not be necessary.
4. No individual may hold more than one office.
5. All election of officers shall be by secret ballot, unless positions are unopposed. Proxy votes will not be allowed.
6. To be nominated for an Executive Board position, you must be a member of the Razorbacks organization as defined in Article III-1 as of August 1st of the current season and have fulfilled all membership obligations.

5. Voting: All members as described in Article III-1 in good financial standing and trainees who are unable to be rostered shall have voting rights. The trainees must be registered with their parent's consent in that current fiscal year.

6. Alcohol Policy: There shall be at no Razorback games or practices involving Razorbacks parents, coaches, players and cheerleaders, any alcoholic beverages (unless publicly so licensed). Further more, if any individual comes to a Razorback activity or event in an intoxicated state, the Razorbacks Director of the event may ask that individual to leave and if necessary, may call on legal authorities to have that individual removed. That person shall lose his or her rights as a member of the Razorbacks for the rest of that year if so found guilty.

7. Drug Policy: There shall be at no Razorback games or practices involving Razorbacks parents, coaches, players, and cheerleaders any illegal drugs. Furthermore, if any individual comes to a Razorback activity or event with illegal drugs or using illegal drugs, the Razorback director at the event may call on legal authorities to have that individual removed. That person shall lose his or her rights as a member of the Razorbacks for the rest of that year if so found guilty.

8. Post Season Eligibility: All teams that qualify for the playoffs or participate in the state spirit competition may be required to advance to state, regional, and national championships as determined by the NYHFSC guidelines. Teams that are not required to go may choose to participate in regional and national tournaments as a wild card at the discretion of the Razorbacks Board of Directors.

9. Travel Fund: Each Player and Cheerleader from each team will be assessed a fee of \$10.00 from their registration fees, of which will be used exclusively as a travel fund for National Football and Cheerleading Championships. The head count as of the first book certification will be used to determine the amount due. This money will be moved from the General Fund to a Travel Fund Category within the current Razorbacks account. This will be done annually until the fund reaches \$20,000, at which interest of this fund will be accrued with the principal and will be held separate from all of the Razorbacks operating funds.

1. **Disbursements:** These travel funds will be dispersed to any Razorbacks Football or Cheer team that both qualifies and is required to participate in the National

Football and Cheerleading Championships. The annual total disbursement from this fund will not exceed the 3 year annual "per head" contribution defined above. The total disbursement will be proportional to the number of Razorback teams participating at Nationals, and will not exceed \$15,000 per team. It will be provided on a proportional basis to the participating teams and squads. Final disbursement will be initiated by a call from the Football Director or Cheer Director to the President, who will authorize the Treasurer to pay the attending rostered participants evenly. Rostered coaches (not trainers, student demonstrators or team parents) required to accompany qualifying teams who do not have a child on that team will be counted as a player/cheerleader for purposes of disbursements.

2. **Disbursements Guideline:** Disbursement will not exceed 90% of the total fund. These funds are to be used for travel fares, hotels and rental car arrangements only, and are not to be used as general spending money. Total funds disbursed shall not exceed the player's/cheerleader's "average trip cost" unless receipts are provided indicating the higher cost paid. These costs are not to include hotel room or airfare upgrades. Said Travel Fund shall only be disbursed to cover football players/cheerleader's travel costs (i.e., accompanying parents or other family members shall not benefit). Any funds raised over and above the individual's "average trip cost" shall be placed into the Travel Fund for the following season.
3. **Qualifying Teams:** For football teams to qualify for the Travel Fund, the team must be the New England Regional Champion. For a cheerleading squad to qualify for the travel fund the squad must be the New England Regional Champion or have placed in the top three in their division in the New England Regional Championships **and** the NHYFSC has mandated that all teams that finish in the top three are required to attend Nationals. These teams will receive 100% of the Disbursement Guidelines. Teams that choose to attend Nationals "at-large" that do not qualify as described above are not eligible for travel funds.

10. **All-Star Participants of any NHYFSC/AYF:** All Star sponsored event (football or cheer), shall receive no more than \$300.00 per participant with a cap of \$3000.00 (\$1500.00 football/\$1500.00 cheer). This money will be taken from the General Operating Fund upon review of the Board of Directors.

ARTICLE IV - BOARD OF DIRECTORS

1. **Government:** The government of this organization shall be vested in a board of directors. This board is responsible for the establishment and enforcement of all policies and objectives of the Pelham Razorbacks Football and Cheerleading, AYF and NHYFSC.
2. **Membership of Directors:** The board shall consist of ten voting members, consisting of: President, Vice President, Secretary, Treasurer, Program Administrator, Football Director, Cheerleading Director, Fundraising Director, Concession Director, and Field Maintenance. A past president who has served three or more years on the board may serve on the current board as a "President Emeritus." This is an advisory, non-voting position. The board may appoint up to two President Emeritus to the board in any given year.

Term of Office: The board will be voted upon by the general membership of the organization for a term of two years. Nominations and elections (if necessary) will be held in even numbered years for the positions of President, Football Director, Fundraising Director, Field Maintenance, and Secretary. Nominations and elections (if necessary) will be held in odd numbered years for the positions of Vice President, Treasurer, Cheerleading Director, Concession Director and Program Administration. In the event that a position becomes vacated in a non-election year for that position, then members may be nominated to fill that role in that year's election. The newly elected director will finish out the term and the position will be available again the following year.

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4. **Method of Filling Vacancies on the Board:** In the event of a vacancy or vacancies as an officer of the board by reasons of resignation, removal or death, the members of the board shall be empowered to fill said vacancy or vacancies by selection of member or members in good standing. The Vice President will automatically take over all the duties of the President for the remainder of the term if the President for one reason or another cannot fulfill his term in office. The Vice President's position will then be filled by the board.

5. **Removal from Office:** By written resignation submitted to the board.
6. **Board quorum requirements:** At any regular or special meeting, in no instance will there be more than three (3) directors absent at any one meeting to constitute a quorum. The President shall vote only to break a tie.
7. **Authority to Act:** Every act or decision, done or made, by a majority of the board at a meeting duly held at which a quorum is present, shall be regarded as an act or decision of the board, and shall be binding on the organization as a whole, unless such act or decision shall be specifically prohibited by these by-laws and/or the Administration Manual or shall be in violation of procedures and/or conditions set forth herein.
8. **Purchases:** All requests for equipment purchases (both player and cheerleader), fundraising, trophies exceeding \$500 or any other decision that needs to be made concerning the well being and financial standing of the Pelham Razorbacks will be presented to the board.
9. **Budgets:** Football and cheerleading shall have separate operational budgets.
10. The President, Football Director and Cheerleading Director may not hold any head coaching position in the Organization. Spouses or immediate family members are prohibited from serving on the Board at the same time.
11. All forms of correspondence received by any member of the board (email, letter, etc.) which affects any member of the organization (coach, football player, cheerleader or board member) is to be brought to the attention of the entire Board of Directors, so as to ensure that all board members are aware of any issues affecting the association.

ARTICLE V - OFFICERS

1. Duties of Officers

PRESIDENT

1. Preside at all meetings.
2. Oversee all organization activities.
3. Act as the official representative for Pelham at all league and official functions or to appoint a representative to do so.
4. Fill by temporary appointment any elected office that becomes vacant for any reason.
5. Arbitrate all conflicts that may arise between members of the organization.
6. Designate all meetings, their time and place.
7. Call a special meeting and notify all members at least twenty- four hours in advance.
8. Shall be responsible for imposing and enforcing any league disciplinary action voted on by the board.

VICE PRESIDENT

1. Perform in the absence of the President the duties of the President.
2. Participate as ex-official member of all appointed committees.
3. Ascertain that the organizational business remain within the duly ratified articles of the constitution.
4. Update the constitution by annotating additions, deletions, and changes duly ratified by the membership.

TREASURER

1. Shall keep and maintain correct amounts of the properties and business transactions of the organization, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and income of any sort and kind derived by the organization from any of its activities.
2. Shall promptly deposit all monies and other valuables in the name and to the credit of the organization with such depositories as shall be designed by the board, and shall render to the President, whenever it is requested by the board, an account of all transactions as treasurer, and of the organization.
3. All money transactions no matter how big or small will not be paid without a receipt.
4. Shall be responsible for securing fundraising monies for the organization.

5. Two (2) signatures are required on all checks before they are sent out no matter what the amount. The signatures will be the Treasurer and any one of two other board members approved by the board each year.
6. All payments no matter how big or small will be paid by check only. No cash will be given out.
7. All moneys owed to the Pelham Razorbacks will be paid by cash or check.
8. No funds will be granted without board approval with the exception of \$50.00 for general business as deemed necessary by a board member.

SECRETARY

1. Shall keep a book of minutes of all meetings of the organization with the time and place of holdings, whether regular or special, the names of those present and the proceedings thereof and to include all motions and votes.
2. Shall have the by-laws of this organization and shall have said by-laws at all meetings where organization and business is being held.
3. Shall give notice of all meetings of the board and other meetings provided for under these by-laws.
4. Accomplish those administrative assignments assigned by the board/president.
5. Maintain all official records of the Pelham Razorback Football League organizational team (i.e. rosters, Birth Certificates, etc.).
6. Prepare general discussion agenda, in coordination with the president for upcoming meetings and distribute to the board at meetings.
7. Shall be responsible for the management of the organization's web presence and social media including but not limited the website, Facebook, twitter, etc.
8. Shall manage the creation and distribution of all print and electronic mass communication.

FOOTBALL DIRECTOR

1. Responsible for all football activities that the league may engage in.
2. Administer all rules and regulations of the Pelham Razorbacks, AYF and NHYFSC.
3. Recommend football head coach positions, to be approved by the board.
4. Serve as liaison between team coaches and board.
5. Shall review the required roster and birth certificate checks and shall be final arbitrator of any disputes concerning these rosters and/or birth certificate checks.
6. Responsible for inspecting all facilities, services, materials, athletic equipment, and those items directed by the board. Purchase of equipment will be recommended to and approved by the board as necessary.
7. Shall visit each team at least once a week.
8. Shall provide other duties as may be described in the by-laws and/or the board not inconsistent with these by-laws.
9. Shall be responsible for supervising all coaching staffs

CHEERLEADING DIRECTOR

1. Responsible for all cheerleading activities that the league may engage in.
2. Administer all rules and regulations of the Pelham Razorbacks, AYF and NHYFSC.
3. Recommend cheerleading coach positions, to be approved by the board.
4. Serve as liaison between cheerleading teams and the board.
5. Shall review the required roster and birth certificate checks and shall be final arbitrator of any disputes concerning these rosters and/or birth certificate checks.
6. Responsible for inspecting all facilities, services, materials, athletic equipment, and those items directed by the board. Purchase of equipment will be recommended to and approved by the board as necessary.
7. Shall visit each squad at least once a week.
8. Shall provide other duties as may be described in the by-laws and/or the board not inconsistent with these by-laws.
9. Shall be responsible for supervising all coaching staffs

FUNDRAISING DIRECTOR

1. Responsible to form and coordinate all fundraising activities on an annual basis.
2. Develop a fund-raising plan and submit to the Board for approval.
3. Provide a monthly status report of fund raising progress to the Board.
4. Will do any promotional communications needed after review of the Board.
5. Shall monitor all fund raising activities

CONCESSION DIRECTOR

1. Responsible for organizing and running all aspects of concessions through the year.

FIELD MAINTENANCE

1. Responsible for field preparation and dismantle for all home games.
2. Responsible for maintaining all practice areas and game day areas.

PROGRAM ADMINISTRATOR

1. Shall maintain all records pertaining to the Association Participants.
2. Maintain the Association's database.
3. Maintain Scholastic Fitness for all Association participants.
4. Maintain all mailings.
5. Shall serve as the Team Parent Coordinator. Duties shall include, but not be limited to, identifying all Team Parents and acting as the non-exclusive communication liaison between the Board and the Team Parents, Educating Team Parents about the responsibilities and expectations for the season, assisting with coordinating game day volunteers, including snack shack and Game Field personnel, and any other assistance that Team Parents or various Board Members may request.

ARTICLE VI - DUTIES OF HEAD COACHES FOOTBALL AND CHEERLEADING

1. The head coach shall be responsible for designating an assistant head coach (with the approval of the board) who will succeed him or her for the duration of his or her term and fulfill his or her duties should he or she not be able to carry on during the football season. Head coaches and assistant head coaches must be at least 21 years of age.
2. Coaches are required to familiarize themselves with local, HLA and National rules. Any violation of the Coach's Code of Conduct may result in suspension. Please see also minimum mandated penalties in the Administrative Manual.
3. The President must be aware at all times where teams are practicing. The Head Coach is responsible to correspond directly with the President, Football Director or Cheerleading Director.

ARTICLE VII - COMMITTEES

1. The Board shall authorize special committees as may be required, appoint the chairman and shall prescribe the maximum number of committee members permitted to serve on them. Committees for the purpose of fundraising shall be appointed as necessary and agreed upon by the board.

ARTICLE VIII - MEETINGS

1. **Regular meetings** - The time and place of the meetings will be established by the President and notifications to each member will be made by the Secretary. All meetings will be conducted in accordance with Robert's Rules of Order at the discretion of the presiding officer. Voice, hand, and/or standing vote are acceptable. A secret ballot will be taken if a majority of the voting members present so vote. The monthly meetings for the months of July, August, September, October will be twice a month (to be determined by the board at the beginning of the calendar year).
2. **Special Meetings** - Special meetings may be called in accordance with the by-laws. Discussion will be limited to the subject which caused the necessity of the meeting. A special meeting may be called by a quorum vote of the board or by the President. The President must notify all the members at least 24 hours in advance of such meetings, indicating the time and place, and also the agenda. A majority vote of the voting members will be required to carry any motion, unless otherwise specified.

ARTICLE IX - CHANGE OF CONSTITUTION AND BY-LAWS

Amendments to these by-laws may be presented in writing by any member 30 days prior to the January meeting. A majority vote by the members present is required to ratify the amendment. The amendment shall become effective immediately upon acceptance.

DATE OF ADOPTION: February 4, 2014

PRESIDENT

VICE PRESIDENT

TREASURER

SECRETARY
