

# **The Lower Macungie Mustangs Football and Cheerleading Organization BYLAWS**

## **Article I – Name and Association**

1. The name of the organization shall be the Lower Macungie Mustangs Football and Cheerleading Organization. The Lower Macungie Mustangs Football and Cheerleading Organization will be referred to as the Organization in this document.
2. The Organization has been founded as a 501(c)(3) Non-Profit entity.
3. All participants will abide by the rules of the league with which the Organization is affiliated. As of the 2014 season the Organization is affiliated with the Suburban-Blue Mountain Youth Football League (S-BLYFL).

## **Article II – Purpose**

1. The objective of the Organization shall be to teach the basic principles of football and cheerleading and the rules of the game as well as promoting the high ideals of good sportsmanship as put forth in the principles of USA Football for the football program.
2. The Organization has the responsibility to organize, delegate, and decide how to best serve the program and its members. For example, league association and fees, coaches and their duties/responsibilities, coordinator positions and responsibilities, and how to provide an appropriate structure for the youth in our organization to improve in competition.
3. The Booster Club will operate as the primary fundraising arm for the Football and Cheerleading Programs.

## **Article III – Members/Organization**

1. Any parent of a registered player/cheerleader shall be considered a member of the Organization.
2. Members are classified as either Voting Member (VM) or Non-Voting Member (NVM).
  - a. Voting Member (VM) – A member shall be considered a VM if they have satisfied the following requirements:
    - i. They are a member in good standing of the Lower Macungie Football and Cheerleading Programs having satisfied all criteria set forth by that organization (follows the code of conduct, etc.)
    - ii. They have attended a minimum of four (4) Organization meetings in the previous twelve (12) months.
  - b. Non-Voting Member (NVM) – A member shall be considered a NVM if they have satisfied the following requirements:
    - i. They are a member in good standing of the Organization.
    - ii. They have not attended a minimum of four (4) Organization meetings in the previous twelve (12) months.
3. A NVM may still make motions and offer advice or opinions before a vote.

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## **Article IV – Executive Board**

1. The Executive Board (EB) positions shall be made up of four officers - President, Vice President, Treasurer, Secretary - and three (3) At-Large members.
2. Each EB member shall serve a term of two (2) years, commencing on December 1 of the election year and concluding on November 30 two (2) years later.
3. Election years will be staggered with four openings being filled on odd years and three openings being filled on even years.
4. Any elected EB member that leaves his/her position prior to the end of their term shall be replaced by a Voting Member nominated by the President and voted in by the remainder of the Executive Board for the remainder of the unexpired term.
5. Nominations for the Executive Board shall be made in writing or by email between October 15 and November 1 to the President of the Organization unless amended by an Executive Board vote.
6. Any member of the Organization may nominate another member to the Executive Board as long as the person being nominated is considered a VM of the Organization.
7. No member may nominate themselves for a position.
8. The VM of the Organization shall vote for the Executive Board positions at the November Organization Meeting.
9. Once an Executive Board has been voted in, those seven (7) members will choose the Executive Board officers (President, Vice President, Treasurer and Secretary.)
  - a. If no EB member accepts an officer position, the responsibilities of that officer (as outlined in Article V) will become the responsibility of the EB as a whole.
10. The Executive Board shall enforce penalties for any violation of the bylaws, rules and regulations of the Organization.
11. Any purchases greater than \$500 made on behalf of the Organization shall be approved by the executive board in advance of purchase. Any purchases less than \$500 made on behalf of the Organization shall be approved by the President or Vice President in advance of purchase.
  - a. All checks greater than \$500 must have two (2) signatures. The preferred signatures are those of the President and Treasurer. In the event that the President is unavailable, the Vice President's signature will suffice.
  - b. Exceptions: Concessions, Apparel, and Banquet coordinators will purchase within their budgets as outlined in Article VII of these bylaws.

## **Article V – Officers**

1. President:
  - a. Presides over the monthly meetings and shall decide on matters voted on by the Executive Board in the event of a tie.
  - b. Appoints members to special committees and special positions.
2. Vice President:
  - a. Shall preside over monthly meetings in the absence of the President.
3. Secretary:
  - a. Shall record all minutes of monthly booster club meetings and executive sessions, and submit to the Executive Board prior to the next meeting.

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- b. Shall handle all formal correspondence of the Organization.
  - c. Shall present all minutes from monthly meetings at the next monthly meeting for review by the Organization upon request.
  - d. Shall make the Executive Board members aware of any formal correspondence received.
  - e. Shall preside over monthly meetings in the absence of the President and Vice President.
4. Treasurer:
- a. Shall handle all financial transactions of the Organization.
  - b. Shall present a financial report at each monthly meeting for review by the Executive Board.
  - c. Shall preside over monthly meetings in the absence of the President, Vice President, and Secretary.
5. No member of the Executive Board can be either the Football or Cheerleading Coordinator.
6. Football and Cheerleading Coordinators
- a. The Coordinators for the Football and Cheerleading programs will be *ex officio* non-voting members of the Executive Board.
7. Removal From Office
- a. Any member of the Executive Board can be removed from office, with or without cause, by a two-thirds vote at an Organization meeting. Advance notice of the vote shall be given to the Organization membership at least one week prior to the vote.
  - b. Steps prior to a vote of removal must include advance notice to the officer and a trial in accordance to Robert's Rules of Order.
  - c. In the event the Executive Board member is removed, a notice will be sent to the Organization membership. At the following meeting a vote will take place to fill the Board vacancy.

## **Article VI – Meetings**

1. In order to transact business a majority of the Executive Board must be present and must include at least one (1) officer.
2. Meetings will be held on the second Monday of each month.
3. The President (via the website coordinator if necessary) will post the meeting location on the Organization website at least 2 weeks prior to the meeting. Changes in start time or location any closer than 2 weeks prior to the meeting date will be announced to the entire program via e-mail.
4. Nobody under the age of 18 is permitted to attend the Organization meetings.
5. The following meeting requirements will be enforced by the Executive Board:
  - a. The Football and Cheerleading Coordinators must attend all meetings during the active season (July – November) and at least three (3) meetings during the remainder of the year.
  - b. Each member of the Executive Board must be present for at least eight (8) meetings a year, and may not be unexcused two meetings in a row.

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- c. Any person acting as an Organization coordinator, as outlined in Article VII, must attend every meeting or prepare a report for the President prior to the meeting.
  - i. As of 2014, this includes: the Registrar, Concessions, Apparel, Banquet, Gameday, and Website coordinators.
6. Organization Budgets
  - a. The Organization shall maintain three individual budgets: Football, Cheerleading, Operations (to include Concessions, Apparel, Banquet, Website, etc.). These three budgets will be consolidated in a Master Budget.
  - b. The three budgets will be presented on an annual basis at the December meeting. At the January meeting the budgets will be formally voted on and a Master Budget will be formulated.

## **Article VII – Coordinators and Committees**

1. Football Coordinator
  - a. Appointment
    - i. The President of the Organization between October 15th and November 15th, 2015 will accept applications for the Football Coordinator.
    - ii. The Executive Board will interview candidates. The position will be filled based on an Executive Board vote during the November meeting.
    - iii. The Football Coordinator will assume responsibilities on December 1<sup>st</sup>.
  - b. The Football Coordinator is elected to a two-year term.
  - c. The Football Coordinator is responsible for the Football Head Coach selection Process as detailed in Article VIII.
  - d. On an annual basis at the May meeting, the Football Coordinator will nominate a member of the organization (either VM or NVM) as the organization's SYFL representative. The Football Coordinator can nominate himself. The nomination will be held to a vote.
2. Cheerleading Coordinator
  - a. Appointment
    - i. The President of the Organization between October 15th and November 15th, 2015 will accept applications for the Cheerleading Coordinator.
    - ii. The Executive Board will interview candidates. The position will be filled based on an Executive Board vote during the November meeting.
    - iii. The Cheerleading Coordinator will assume responsibilities on December 1<sup>st</sup>.
  - b. The Cheerleading Coordinator is elected to a two-year term.
  - c. The Cheerleading Coordinator is responsible for the Cheerleading Head Coach selection Process as detailed in Article VIII.
3. A Bylaws Committee will meet at least once every two years to review these bylaws. The President nominates a Bylaw committee chairman at the January meeting. The chairman will then organize a committee of Organization members to discuss and bring forth any proposed changes or amendments to the bylaws by the March Organization Meeting. Any changes must be approved by a two thirds (2/3) vote of the Executive Board at the April meeting.

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4. A Concessions Coordinator shall be appointed by the President and voted on by the Executive Board at the January Meeting.
  - a. The Concessions Coordinator will submit a preliminary budget for the upcoming season to the Executive Board at the July meeting.
  - b. The Concessions Coordinator will provide a season-end log of income and expenditures to the Executive Board at the November meeting.
5. An Apparel Coordinator shall be appointed by the President and voted on by the Executive Board at the January Meeting.
  - a. The Apparel Coordinator will submit a preliminary budget for the upcoming season to the Executive Board at the July meeting.
  - b. The Apparel Coordinator will provide a season-end log of income and expenditures to the Executive Board at the November meeting.
6. A Banquet Coordinator shall be appointed by the President and voted on by the Executive Board no later than the September Meeting.
  - a. The Banquet Coordinator will submit a budget based upon an allotted amount for the banquet to the Executive Board at the October meeting.
  - b. The Banquet Coordinator will provide a log of banquet income and expenditures to the Executive Board at the January meeting.
7. A Gameday Coordinator shall be appointed by the President and voted on by the Executive Board at the August Meeting, to serve through the season.
8. A Website Coordinator shall be appointed by the President and voted on by the January meeting, to serve through the following season.
9. A Registrar shall be appointed by the President and voted on by the January meeting. The Registrar will serve a two-year term.

### **Article VIII - Football and Cheerleading Head Coach selection process**

1. Head coach selection for all weight classes takes place starting on December 1 and head coaches must be approved for all levels by April 1.
2. Football Head Coaches must be nominated to the Football Coordinator and Cheerleading Head Coaches must be nominated to the Cheerleading Coordinator between December 1 and January 1. Any person with relevant experience can be considered.
3. All head coaching candidates will be subject to interview and review by the Football Coaches Committee (FCC) between December 1 and February 1.
4. The President shall appoint an FCC chairperson and all members of the FCC. The Executive Board must approve the FCC chairperson and FCC members by December 1. The FCC shall
  - a. Consist of no less than 7 or more than 13 members.
  - b. Consist of representation for each weight class.
  - c. Consist of at least one member of the previous season's football coaching staff for all competitive levels. As of 2012: 95 lb., 110 lb., and 125 lb.
  - d. Not consist of any Executive Board member.
  - e. Not consist of any Head Coach nominee
5. The FCC will make head coach recommendations for each weight class to the Executive Board in time for review at the February Organization meeting.
  - a. At least one FCC representative shall be present at the February Organization meeting to present the FCC head coach recommendations.

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6. The Executive board shall approve the FCC's recommendations and will accept or refuse any or all selections. Upon refusal of any candidates, the board will return the matter to the FCC for further deliberation and recommendation in time for the March Organization meeting.
7. The FCC shall remain in place during the season to monitor and review situations involving the coaches.
8. All Head Coaches shall become NV Board Members unless they are already VM or EB members.

## **Article IX - Conflict resolution**

1. The Football Coordinator shall handle any and all problems between parents and football coaches. Any problems which cannot be resolved by the Football Coordinator shall be escalated to the Executive Board.
2. The Cheerleading Coordinator shall handle any and all problems between parents and cheering coaches. Any problems which cannot be resolved by the Cheerleading Coordinator shall be escalated to the Executive Board.
3. Any individual (coach, assistant coach, player, board member, parent) may be expelled or suspended from participation in organization events and functions for any of the following reasons, although not limited to, by majority vote of the Executive Board:
  - a. Violations of the Bylaws or rules of the Organization, NYSCA, or the league to which the Organization is affiliated (as of 2014 that league is the S-BLYFL).
  - b. When the actions of the individual(s) are unsportsmanlike or detrimental to the Organization during any game, practice, or function at which the Organization is affiliated.
  - c. Smoking or consumption of alcoholic beverages on the bench, playing field, or anywhere on school district property is prohibited.
  - d. The intentional use of an illegal player.
  - e. Verbal attacks toward or between coaches, referees, players, or parents especially with the use of profanity during games or practices.
  - f. Any physical altercation or fight.
  - g. Conviction of the laws of the Commonwealth of Pennsylvania for any act involving controlled substances, child abuse or sexual abuse, or otherwise involving moral turpitude.
  - h. All coaches and assistants shall truthfully complete and submit for review an application for a background check on the form provided by the Executive Board.

## **Article X – Disbandment**

1. Should the organization ever disband all money and property accumulated until the time of disbandment shall be liquidated and disbursed, after payment of all liabilities and obligation, to the Lower Macungie Township, unless reorganization is successfully pursued.
2. If reorganization is successfully pursued it is the right of the Executive Board to decide if the organizational name and logo can be forwarded or withheld from said organization.

## **Article XI – Miscellaneous**

1. Anything not covered by these bylaws will be determined at the sole discretion of the Executive Board of the Organization.

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2. The Executive Board will remember that monies raised by the Lower Macungie Mustangs Football and Cheerleading Organization shall be reinvested into the youth of the organization pursuant to the provisions of the internal revenue service code and the Commonwealth of Pennsylvania Corporation Law under which the Lower Macungie Mustangs Football and Cheerleading Organization is organized.
3. Coordinators of committees cannot vote on proposals presented by their committees.
4. Appropriate liability insurance must be secured and maintained on an annual basis.
5. Letterman jackets will be awarded to qualified football players and cheerleaders upon completion of 5 consecutive years within the organization at the tackle levels.