



Constitution and By-Laws
of the
Prince Frederick Eagles
Youth Organization



January 2018

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ARTICLE I - NAME and LOCATION

The name of the club shall be “Prince Frederick Eagles Incorporated” (hereafter referred to as “PFE”); a non-profit corporation established in the city of Prince Frederick, county of Calvert, state of Maryland.

ARTICLE II - OBJECTIVES and PURPOSE

SECTION I – Objective:

The objectives of the PFE shall be as stated in the Articles of Incorporation and such objectives shall be served by the PFE and its members in accordance with the applicable law of the State of Maryland relating to non-profit organizations, and in such a manner as shall be consistent with the requirements of maintaining tax-exempt status of the PFE pursuant to Section 501(c) (3) of the Internal Revenue Code of 1986, as amended, or any succeeding statute or governing legislation.

SECTION II – Purpose:

The purpose of the PFE is to:

- A) To encourage and promote interest and participation in youth football, cheerleading, and lacrosse amateur sports. The end result being the fullest possible development of health, character and good citizenship of boys and girls.
- B) To instruct participants in the fundamentals of a given sport, in order to allow them to become a better participant and grow as an athlete.
- C) To instill in the participants by leadership, the highest ideals and standards of sportsmanship.
- D) To confine all activities to the promotion of amateur athletics.
- E) To provide and maintain recreation areas, facilities and equipment to safely support these sports.
- F) To form and manage amateur athletic teams for the youth of Calvert County and to provide adequate uniforms (when feasible), equipment and coaching.
- G) To direct and/or conduct the raising and solicitation of funds, whether through subscription, sale of goods or services, donation, membership fees or other lawful means. All of the funds of the PFE shall be used exclusively for the above purposes and no part of the funds shall benefit any member or officer of the PFE, or any other organization.
- H) To make a positive difference in the life of a child.

SECTION III – Vision:

PFE is the club of choice in Calvert County for youth sports that provides a safe and fun environment to teach and learn sport fundamentals as well as positive life skills, ultimately making a positive difference in the lives of children.

SECTION IV – Goals:

The two basic goals for the Prince Frederick Eagles are to teach the fundamentals of sports and teach positive life skills to the youth that not only compliment but also extend beyond the specific sports. These goals are not mutually exclusive. In that vain, in addition to sport specific instructional training, we work to teach and instill the children with:

- Self-Esteem (mentorship, kind words, a person to talk with)
- Imagination (vision, to let our young people know dreams are good)
- Perseverance (no matter what happens to always stand tall)
- Belonging (a sense of belonging, team uniforms, team photo, team recognitions)
- Cooperation (to learn how to be a teammate, team player and work with anyone)
- Sportsmanship (always treat everyone with farness, and to encourage others to do their best)
- Focus (strive to be the best and to always have a goal in mind)
- Concentration (to stay on the path and if you change make a wise one)
- Education (a willingness and more importantly, a desire to continue to learn)

Our third and possibly most important goal is to ensure the kids have fun. “Fun” is: doing something you enjoy; feeling good about yourself; participating, not being left out; doing, hearing or seeing things that make you laugh; belonging, not being rejected; being praised, not ridiculed; being congratulated, not criticized; succeeding, not failing; and being appreciated or recognized by parents, friends, peers and strangers.

ARTICLE III – MEMBERSHIP

SECTION I – Members:

Parents, Guardians, coaches, actively involved adults (18 yrs or older), and children 5 to 14 years of age may be considered “members” of the PFE by attending called meetings, enrolling a child in the club, and/or exhibiting a desire to support the general welfare and education of the competing youth through an organizational sports program.

SECTION II – Rights:

All members shall have the right to voice an opinion or comment, or make a motion from the floor on matters before the general membership in accordance with the governing Roberts Rules of Order and these By-Laws. However, the President or Commissioner retains the right to limit discussion or debate for a specific length of time.

SECTION III – Registration:

Members shall be required to pay an annual registration fee for any participating youth. These fees vary by sport and shall be posted on the PFE Website and on available registration forms. The PFE Board of Directors (BoD) will determine the annual registration fees at the Annual Meeting. Scholarships will be made available to up to 10% of the current organization (i.e., for every 10 participants, there will be one scholarship). If no scholarships are available at the time

of submittal of the registration form, the form will be marked for scholarship, and put on a waiting list. Notification will be made when a scholarship is available. Football and cheerleading registrations must be received by August 1st of each year in order to be eligible for scholarship. Deadlines for lacrosse scholarships are to be determined each year and posted on the PFE website (www.princefrederickeagles.com). Scholarships are on a first come, first served basis.

SECTION IV – Duties, Behavior and Conduct:

It shall be the duty of every member of this organization to foster and promote the objectives of the PFE through attendance at called meetings and cooperation with the Board of Directors when called upon to perform volunteer duties necessary for the success of the Prince Frederick Eagles.

Members of PFE are expected to conduct themselves in an appropriate manner and in accordance with PFE By-Laws at all times when at or around PFE events. Behavior and conduct that will not be allowed from PFE members and may be grounds for disciplinary action include:

- 1) Aggressive verbal or physical altercations between parents and coaches, especially when children are present.
- 2) Continued or excessive use of cursing, foul, or obnoxious language before, during, or after PFE events (practices, games, parties, competitions, events).
- 3) Threatening of any kind.
- 4) Reckless driving in parking areas at or near PFE events.
- 5) Demeaning or disrespectful discussions of parents, coaches, or children at or near PFE events by coaches, parents, or children.
- 6) Vindictive behavior or actions toward parents, coaches or children.
- 7) Use of alcohol at a PFE event (unless previously approved by Board for an event without children).

SECTION V – Progression of Disciplinary Actions:

There will be a standardized progression of punishment for violation of PFE By-Laws. However, the following is a recommended progression. Seriousness of the offense may be a mitigating factor and may require direct progression to suspension or removal, as recommended by the Parent's Advisory Committee, reviewed by the Board and determined by the President (see Article IV, Section VII)

- 1) Verbal warning from President or Commissioner – documented in Board meeting minutes
- 2) Letter of reprimand, including conditions, restrictions, and consequences of further By-Law violations.
- 3) Suspension – Parent's Advisory Committee will recommend period of suspension
- 4) Revocation of membership

Specific member actions at PFE events that will result in immediate and automatic suspension from PFE:

- 1) Physical assault, including throwing of a punch.
- 2) Actions that endanger or which could cause injury to children, parents, coaches or spectators before, during, or after any PFE event (including the areas of the practice fields, sidelines, game fields, concessions, and parking areas) including but not limited to: physical or sexual abuse, reckless driving, brandishing and/or use of a weapon

This immediate and automatic suspension will remain in effect until the PAC reviews the alleged violations and makes recommendations to the President for action. This action should be taken within 7 days of the suspension.

SECTION VI – Submission of Complaints/By-Law violations:

Complaints and alleged violations of PFE By-Laws must be documented in writing to the PFE Board via the Information Coordinator or Parent Advisory Committee for any possible action to be taken.

SECTION VII – Volunteering:

The non-profit PFE organization relies on volunteers for success. Each team is responsible for sharing the load of volunteering. Members are responsible for volunteering to help support concessions sales, spirit sales, game day snacks and drinks, fundraising, field setup and teardown, homecoming, and many other things. Team Moms will request volunteers for required activities. Team Moms will pass volunteer names to the appropriate coordinator as required, and will keep records of who from their team has volunteered for what event. Event POCs such as the Concessions Coordinator and Homecoming Coordinator will maintain list of actual volunteers who show.

ARTICLE IV - BOARD OF DIRECTORS

SECTION I – Membership:

The executive powers of the organization will be vested in an elected Board of Directors which shall consist of 12 voting members: President, Commissioner, Assistant Commissioner, Information Coordinator, Treasurer, Football/Assistant Football Coordinators, Cheerleading/Assistant Cheerleading Coordinator, Lacrosse/Assistant Lacrosse Coordinator and the Parent's Advisory Committee Chair; and 9 non-voting members consisting of Secretary, Registration Coordinator, Homecoming Coordinator, Spirit Sales Coordinator, Fundraising Coordinator, Concessions Coordinator, Website Coordinator, and Football, and Cheerleading Equipment Managers. This Board is depicted in an organization chart shown in Appendix A.

The President presides at all meetings and ensures PFE By-Laws, rules and procedures are followed at all times. If the President is unable to fulfill the duties of the office, until a replacement is elected, the succession line of authority will be Commissioner, Assistant Commissioner, and then Treasurer.

SECTION II – Terms:

The BoD assumes their duties immediately upon elections at an annual meeting, shall serve for a period of one year, and serve until elections are held at the annual meeting at the beginning of the next calendar year to elect a new Board of Directors.

Members elected to Board member positions fulfill that position for the entire year for the club, not for a particular sport only. These are year-round positions that may require support throughout the year. Failure to fulfill the duties or ensure the duties are performed for all sports may result in removal from the position.

SECTION III – Elections:

Elections of Board of Directors members will be held during an annual meeting in the beginning of the year. Open nominations will be accepted for a one week period, followed by elections which will be open for a two week period. Dates and candidates will be announced via email, website and social media.

SECTION IV – Vacancies and Removal:

Any vacancy occurring on the BoD between annual meetings shall be filled by a majority vote of the remaining Directors. A Director so elected to fill a vacancy shall serve the unexpired term of his/her predecessor. Any Director, by notice in writing to the BoD, may resign at any time. The BoD, at its discretion and by a 2/3 vote of ALL PFE Board members, may remove any officer from office with or without cause. All PFE Board members must be in attendance in order to constitute a quorum for this action. Exceptions are Board positions not currently officially filled by election or appointment.

SECTION V – Empowerment:

The BoD is the governing body of the PFE and shall have supervision, control and direction of the affairs of the PFE, its committees and publications; shall determine its policies of changes therein; shall actively prosecute its objectives and supervise the disbursement of its funds. The BoD may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted, delegate certain of its authority and responsibility to Executive Committees. The BoD shall be empowered by a majority vote to execute all contracts for the PFE and control all expenditures.

SECTION VI – Veto Authority:

The President is authorized veto authority over PFE Board decisions if the President determines the decision is not in accordance with appropriate PFE By-Laws and rules or is considered to not be in the best interests of the club. The Board may override the veto by a 2/3 majority vote of ALL PFE Board members. All PFE Board members must be in attendance in order to constitute a quorum for this action. Exceptions are Board positions not currently officially filled by election or appointment.

SECTION VII – Enforcement/Disciplinary Authority:

The BoD shall be empowered to enforce the Constitution and By-Laws and other rules of the PFE. At their discretion, they may request to the President, a review of alleged violations by the Parent's Advisory Committee (see Article V, Section II).

The PAC will provide a description of the alleged violations, substantiating information and recommendations for disciplinary actions to the President. The President will provide the Board with a description of the violations, the Committee recommendations, and a disciplinary decision. The President may seek Board member input prior to a decision, but is ultimately responsible for making disciplinary decisions in the best interest of PFE as a whole and to ensure that proper and fair procedures are followed. The President's decision will be documented in writing and included in Board minutes.

SECTION VIII – Future Eligibility:

If a board member, coach, member or player is removed for reasons of not upholding the integrity of the PFE, as per Article III, Section IV or Article III, Section V, they are not eligible, in the future, to hold a position as a board member, coach or member or player unless a review by a special committee established by the Board recommends reinstatement and is approved by the President.

SECTION IX – Compensation:

No Director or member of the PFE shall receive any compensation from the PFE except for services rendered in furtherance of the purposes of the PFE. The BoD may institute such policies and procedures, from time to time, to provide for reasonable and fair compensation to a member or members of the BoD. However, if a Director exceeds, directly or indirectly, the parameters set by the BoD, such Director shall cease to be a member of the BoD.

SECTION X – Game Day:

On game days, at least one of the following Board members will be present at all times: President, Commissioner, Assistant Commissioner, or respective sport Coordinator.

ARTICLE V - COMMITTEES

SECTION I – Appointment:

The BoD shall appoint committees as are necessary and to discontinue same at its pleasure to provide advisory and support services to the BoD.

- A) Committee appointments may be made by the BoD at its annual meeting or at any time such committee is deemed necessary.
- B) Committee appointments shall be made for a term of one year with renewable appointments when possible. Short-term committees of specific duration or goal are permitted.
- C) Committee chairpersons shall be elected from among the committee members themselves.
- D) Members of BoD committees need not be members of the BoD, though each committee should include at least one BoD member, if possible.

SECTION II – Parent’s Advisory Committee (PAC):

A Parent’s Advisory Committee (PAC) will be established and appointed by the Board from existing PFE members and serve for a period of one year. The committee will consist of 4 parents and the Commissioner. One parent will be designated the Chair. The committee will be responsible for voicing the opinions of the PFE parents as a whole, will have a single vote on the Board of Directors, and will review written complaints and possible By-Law violations. The PAC is empowered to seek additional information from the membership as needed. The PAC will notify the President for possible action on issues parents wish to be addressed. The committee will also provide findings on written complaints including specific By-Law violations and recommended actions to the President.

ARTICLE VI - FINANCIAL STATUS

SECTION I – Authorization:

The PFE is a non-profit organization. Any disbursement of funds will require approval of the President, in coordination with the Treasurer, and must be in accordance with the approved yearly budget and these By-Laws. If the President is not able to

SECTION II – Expenditures:

All expenditures must be approved by a majority vote of the voting members of the Board with the following exceptions:

- A) Expenditures not to exceed \$500 may be authorized by agreement of any two of the following officers: President, Commissioner, Assistant Commissioner, and Treasurer when documented by the treasurer in the financial records.
- B) Routine and recurring expenditures for replenishment of concessions inventory may be approved by any one of the following officers: President, Commissioner, Assistant Commissioner, Treasurer.
- C) There is no guarantee of reimbursement for expenditure of personal funds without prior approval as outlined in these By-Laws.
- D) A Board of Directors meeting is not required to approve expenditures; however the Treasurer will document the source of approval (President, Commissioner, etc). The source of approval must follow the By-Laws as stated throughout this document for expenditures. The source of the approval shall also forward to the Secretary a summary of Board Member votes and the method of collection. A summary of these expenditures will be given by the Treasurer at the next called Board of Directors meeting.
- E) All expenditures must be in accordance with the approved yearly budget unless approved by a majority vote of the BoD.

SECTION III – Budget:

The President will present a yearly budget to the Board of Directors by March 31st of each year for approval.

SECTION IV – Reporting:

A financial report will be provided by the Treasurer at each Board meeting and a yearly closeout report will be presented to the Board no later than January 31st of each year.

SECTION V – Cash/Check Handling Procedures:

All cash/checks collected should be provided to the Treasurer within a maximum two week time period. This will assist us in minimizing the level of NSF checks, in addition to reducing the length of time any person is holding cash. Unfortunately, the longer the period that cash is held the greater the potential of either fraud or theft to occur. This two week time period should apply to all events, even those taking longer than a two week time period to finalize, for example, registration monies received this Saturday should be handed over to the Treasurer no later than two weeks later. The money should not be held until the end of the registration period.

All "final" cash handlers should turn over to the Treasurer a cash handler report. The report is attached and the report can easily be printed and provided to anyone prior to collecting money for the organization. (An alternative is that this report can be filled out at the time the monies are turned over to the Treasurer.)

All cash must be counted by the Treasurer immediately upon receipt and in the presence of the cash handler. This procedure will allow for proper confirmation of the cash received and provides for a proper transfer of funds from one party to the next. It is highly recommended that no funds be provided to the Treasurer via a carrier, i.e., someone who has not verified that the money turned over to their trust is indeed the documented amount. If the use of a carrier is absolutely necessary, the counting and confirmation of the documented funds by the carrier in the presence of the cash handler is required.

All cash received from concessions should be counted at the end of the concessions' day prior to leaving the park by the Treasurer and the Concessions Coordinators (or an alternate). This procedure will be the substitute for procedure number three above, as this will provide for the proper transfer of funds to the Treasurer.

It is recommended that "interim" cash handlers (for example, Team Moms) and "final" cash handlers follow the same procedures of recording and confirming cash transfers to reduce the potential for fraud and theft.

Requests for PFE checks to be written to cover approved expenses must be made to the President for approval and forward to the Treasurer for payment. This request must be made a minimum of one week in advance, except under extreme circumstances. Our Treasurer is a volunteer also, and cannot be expected to turn a request for payment in a day or two. The Treasurer will make payment with 10 days of President approval of payment.

Money bags will be provided to cash handlers as requested. If the need arises for cash to be left unattended in a vehicle, it must be placed in a non-visible spot (for example, a glove box, an enclosed console, or under a seat) and the vehicle must be locked.

All Treasurers records will be open for review and/or audit at the request and direction of the President of the Board, allowing for a minimum of one week's notice for coordination purposes.

In the case of a NSF, the check will immediately be redeposited. If the NSF check is returned a second time or if it is a closed account check, a letter will be sent out certified/registered by the Treasurer requesting the individual make restitution to our organization, including any NSF fees charged to PFE. If restitution is not made, a request is sent to the State's Attorney's Office requesting payment within ten days. If payment is still not received, the forms for bad check charges are completed and forwarded to the District Court Commissioner, along with copies of the letter from the State's Attorney's Office and a copy of the bad check. Additionally, in the case of an NSF check returned the second time or in the case of a closed account for any purpose, the individual's child will be immediately removed from participation with the Prince Frederick Eagles until such time that restitution is made. This communication will be made by the President of the Board.

SECTION VI – Dissolution of Organization:

If necessary to dissolve the PFE organization, in accordance with the provisions of Reg 1.501[c][3]-1[b][4], upon dissolution, assets shall be distributed for one or more exempt purposes within the meaning of section 501[c][3] of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE VII – MEETINGS

SECTION I – Annual Meeting:

The first meeting of each fiscal year shall be designated as the “Annual Meeting.” At this meeting, there shall be an election of a Board of Directors (BoD), consideration of reports, and transactions of any other business as may properly come before the Board. This will be a General meeting open to all members.

SECTION II – Special Meetings:

Special Meetings may be called by the BoD at any time. The President may call, at his discretion, a closed-door Board member-only meeting to discuss issues of a sensitive, personal, inflammatory, or disciplinary nature. PFE By-laws will govern the conduct, discussions, voting and decisions resulting from these meetings. Use of closed-door meetings should be minimized to the extent possible.

SECTION III – Frequency:

BoD meetings shall be held at least once each quarter of the calendar year at a time and place stipulated or agreed to by a majority of the voting members.

SECTION IV – Meeting Notice:

Notice of any meeting of the Board shall be given to each Director not less than seven (7) days before the date of the meeting. Notices may be made by phone, email, or by a notice on the PFE website. Twenty-one days advance notice should be made for the Annual Meeting. Special meetings called by the board require only 72 hours notice BY PHONE to address specific issues.

SECTION V – Voting:

The BoD represents the members and by virtue of election and these By-Laws is empowered to conduct business for PFE. As such, at all Board meetings, each of the following Directors and Advisors have one (1) vote, and may take part in and vote in-person only: President, Commissioner, Assistant Commissioner, Information Coordinator, Treasurer, Football Coordinator, Assistant Football Coordinator, Cheerleading Coordinator, Assistant Cheerleading Coordinator, Lacrosse Coordinator, Assistant Lacrosse Coordinator, and Parent’s Advisory Committee Chair. Unless otherwise specified in these By-Laws, a majority vote of those Directors and Advisors present shall govern assuming a proper quorum is met. All PFE members have the right to voice their opinions at BoD meetings (except for special closed door BoD meetings). BoD members, as representatives of the PFE members as a whole, should take member opinions and statements into account when voting on PFE issues. The Parent’s Advisory

Committee Chair will vote based on the pulse of the PFE membership at large. Voting rights shall not be delegated to another, nor exercised by proxy.

SECTION VI – Quorum:

At an annual, special or BoD meeting, a quorum of one-third of the filled Board and Advisory positions and simple majority of the filled voting positions is required to make any decisions requiring of vote of the Board unless otherwise specified in these By-Laws.

SECTION VII – Rules of Order:

Meetings and proceedings of the Board shall be regulated and controlled according to ROBERTS RULES OF ORDER (Newly Revised) for parliamentary procedures, except as may be otherwise provided by these By-Laws.

ARTICLE VIII - DUTIES and RESPONSIBILITIES OF DIRECTORS

SECTION I - President:

The President shall be elected by a majority vote of all eligible members present and preside at all BoD meetings. The President shall also serve as a member, ex-officio, on all committees. The President shall make all required appointments of standing and special committees with the approval of the Board of Directors.

At the Annual Meeting, The President will provide a draft calendar of yearly events for approval by the BoD. At such other times as the President shall deem proper, the President shall communicate to the Directors such matters and make such suggestions as may in his/her opinion tend to promote the welfare and increase the usefulness of the PFE. He/she shall perform such other duties as are necessarily incident to the office of President or as may be prescribed by the Board of Directors. The President will ensure the BoD members fulfill their responsibilities as outlined in these By-Laws.

The President shall oversee the Board of Directors, and along with the Commissioner is responsible for the overall organization of the PFE. The President will also coordinate activities between outside organizations (high schools, corporate sponsors, etc.) and the PFE, and as well as provide guidance to the Board of Directors for all club functions. The President shall serve as the PFE voting representative to the Calvert Youth Activities Club (CYAC), Inc. and/or the Calvert County Parks and Recreation (CCPR). The President shall bring to the Board of Directors any issues not covered under the Constitution and By-Laws for the consideration and adoption of the issues by the Board of Directors.

SECTION II - Commissioner:

The Commissioner is responsible for the overall daily activities of the PFE organization. The Commissioner may coordinate activities between outside organizations (high schools, scrimmages, corporate sponsors, etc.) and the PFE, and is responsible for team assignments of Football and Cheerleading players as well as providing guidance to the Board of Directors for all club functions. The Commissioner, in the absence of the President, will serve as the PFE representative to the Calvert Youth Activities Club (CYAC), Inc. and/or the CCPR. The

Commissioner shall bring to the Board of Directors any issues not covered under the Constitution and By-Laws for the consideration and adoption of the issues by the Board of Directors. The Commissioner will preside at all Board of Director meetings in the absence of the President. The Commissioner is responsible for receiving recommendations from any Coaching Committee on waiver requests, for making final waiver decisions, and for signing waiver release forms for all sports.

The Commissioner is responsible for ensuring the procurement of necessary equipment to safely equip participants for each respective sport. The Commissioner will determine the required equipment purchase in coordination with the each sport Coordinator and their respective Equipment Managers, and gain approval for procurement from the BoD as stated within these By-Laws.

The Commissioner will coordinate with all sport coordinators to ensure all coaches and assistants are certified by the National Youth Sports Coaches Association (NYSCA) and have passed appropriate CCPR background checks prior to the start of scrimmages.

The Commissioner will be at the field for the entire game day and at Playoff games unless previous coordination is made to ensure the Commissioner responsibilities have been delegated appropriately. The Commissioner will ensure the PFE Hotline is updated as expeditiously as possible when PFE activities are changed or cancelled.

SECTION III - Assistant Commissioner:

The Assistant Commissioner, shall, in the absence of the President and Commissioner, preside at the General Meetings of the PFE and meetings with CYAC and/or CCPR. The Assistant Commissioner will assist the Commissioner in fulfilling any of the Commissioner duties as requested and may be delegated these duties by the Commissioner. In the event of the death or resignation of the Commissioner, the Assistant Commissioner shall succeed to all duties and powers of the Commissioner until a new Commissioner shall be elected. The Assistant Commissioner shall serve on all committees.

SECTION IV - Secretary:

The Secretary shall keep the minutes of all meetings of the PFE; shall maintain and keep all records of the PFE except the books of account. The Secretary shall attend to all correspondence of the PFE. Copies of outgoing correspondence shall be given to the Secretary for files. The Secretary will also be responsible for the yearly professional picture taking process. This includes scheduling of the photographers and overall coordination of the event.

SECTION V - Treasurer:

The Treasurer shall receive and keep the PFE funds in an approved bank, pay all authorized obligations and make reports of receipts, disbursements and financial status in ledger form for each entity at each meeting. The Treasurer shall present the financial records by January 31st of each year for a review by the Board of Directors and an independent review to be completed every three years within six months of presentation of the Annual Closeout Report. The Treasurer will ensure that all fiduciary activities associated with the PFE are in accordance with the applicable law of the State of Maryland relating to non-profit organizations, and in such a

manner as shall be consistent with the requirements of achieving and maintaining tax-exempt status of the PFE pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or any succeeding statute or governing legislation. The Treasurer will have final say on PFE financial activities that would be illegal or threaten the PFE organizations' non-profit/tax-exempt status.

SECTION VI - Football Coordinator:

The Football Coordinator (FC) shall be responsible for the overall organization of the football teams. The FC may, in support of and by invitation of the President, attend any CYAC or Calvert County Parks and Recreation (CCPR) meeting that addresses football issues. The Football Coordinator shall solicit candidates for Head Coaching vacancies, coordinate practice locations and schedules, and coordinate preseason and post-season scrimmages and games. The Football Coordinator will head a coaching committee consisting of the President, Commissioner, Football Coordinator, and Assistant Football Coordinator, and two outside representatives such as a local high school football coaches, or a local high school athletic administrator. The Assistant Commissioner will sit on the committee as a substitute for when a coaching committee member must remove himself from the deliberations due to conflict of interest (e.g., when applying for a head coaching position at a weight class with multiple candidates). The coaching committee will be empowered to conduct interviews to select head football coaches, conduct exit interviews following the season to review head and assistant coach performance, and is the review authority for waiver requests. The committee will make waiver request recommendations to the Commissioner for action. Exit interviews should be conducted to address the positive things witnessed of the coach and to identify areas of possible improvement. In the event that either the Football Coordinator or Assistant Football Coordinator is a Head Coach, then their surveys will be collected and reviewed by the President.

The Football Coordinator is responsible for coordinating the efforts of the Football Equipment Manager to maintain, inventory, distribute, and collect proper equipment to safely equip and support our participating athletes. The Football Coordinator is responsible for identifying required and desired equipment acquisitions to the Commissioner. The Football Coordinator is responsible for coordinating volunteers for Officer-of-the-Day for home game days. The Football Coordinator will ensure all football coaches, assistant coaches and videographers have been certified by the NYSCA and submitted CCPR background check paperwork prior to the beginning of scrimmages. Those coaches requiring certification will be identified to the Commissioner. The Football Coordinator will assist the Registration Coordinator in identifying volunteers to man registration sites.

The Football Coordinator will be at the field for the entire game day and at Playoff games unless previous coordination is made to ensure the Football Coordinator responsibilities have been delegated appropriately.

SECTION VII - Assistant Football Coordinator:

The Assistant Football Coordinator, shall, in the absence of the Football Coordinator, serve as the PFE representative to the CYAC and/or Calvert County Parks and Recreation. In the event of death, resignation, or removal of the Football Coordinator, the Assistant Football Coordinator

shall succeed to all duties and powers of the Football Coordinator until a new Football Coordinator shall be elected.

SECTION VIII - Cheerleading Coordinator:

The Cheerleading Coordinator (CC) shall be responsible for the overall organization of the cheerleaders. The CC may, in support of and by invitation of the President, attend any CYAC or Calvert County Parks and Recreation (CCPR) meeting that addresses cheerleading issues. The Cheerleading Coordinator shall solicit candidates for Head Coaching, coordinate practice and game locations and schedules, and coordinate cheerleading competitions. The Cheerleading Coordinator will head a coaching committee consisting of the President, Commissioner, Cheer Coordinator, and Assistant Cheer Coordinator, and two outside representatives such as local high school cheer coaches, or a local high school athletic administrator when possible. The Assistant Commissioner will sit on the committee as a substitute for when a coaching committee member must remove himself from the deliberations due to conflict of interest (when applying for a head coaching position at a weight class with multiple candidates). The coaching committee will be empowered to conduct interviews to select head cheer coaches, conduct exit interviews following the season to review head and assistant coach performance, and is the review authority for waiver requests. The committee will make waiver request recommendations to the Commissioner for action. Exit interviews should be conducted to address the positive things witnessed of the coach and to identify areas of possible improvement. In the event that either the Cheerleading Coordinator or Assistant Cheerleading Coordinator is a Head Coach, then their surveys will be collected and reviewed by the President.

The Cheerleading Coordinator is responsible for coordinating the efforts of the Cheerleading Equipment Manager to maintain, inventory, distribute, and collect proper equipment to safely equip and support our participating athletes. The Cheerleading Coordinator is responsible for identifying required and desired equipment acquisitions to the Commissioner.

The Cheerleading Coordinator will ensure all cheer coaches, assistant coaches and videographers have been certified by the NYSCA and submitted CCPR background check paperwork prior to the beginning of the season. Those coaches requiring certification will be identified to the Commissioner. The Cheerleading Coordinator will assist the Registration Coordinator in identifying volunteers to man registration sites.

The Cheerleading Coordinator will be at the field for the entire game day and at Cheer Competitions unless previous coordination is made to ensure the Cheerleading Coordinator responsibilities have been delegated appropriately.

SECTION IX - Assistant Cheerleading Coordinator:

The Assistant Cheerleading Coordinator, shall, in the absence of the Cheerleading Coordinator, serve as the PFE representative to the CYAC and/or Calvert County Parks and Recreation. In the event of death, resignation, or removal of the Cheerleading Coordinator, the Assistant Cheerleading Coordinator shall succeed to all duties and powers of the Cheerleading Coordinator until a new Cheerleading Coordinator shall be elected.

SECTION X - Lacrosse Coordinator:

The Lacrosse Coordinator (LC) shall be responsible for the overall organization of the Lacrosse program. The LC may, in support of and by invitation of the President, attend any CYAC, SMYLA or Calvert County Parks and Recreation (CCPR) meeting that addresses lacrosse issues. The Lacrosse Coordinator shall solicit candidates for Head Coaching and coordinate practices, scrimmages and games. The Lacrosse Coordinator will head a coaching committee consisting of President, Commissioner, Lacrosse and Asst Lacrosse Coordinators and two outside representatives such as a local high school or lacrosse club coaches, or a local high school athletic administrator when possible. The Assistant Commissioner will sit on the committee as a substitute for when a coaching committee member must remove himself from the deliberations due to conflict of interest (when applying for a head coaching position with multiple candidates). The coaching committee will be empowered to conduct interviews to select head lacrosse coaches, conduct exit interviews following the season to review head and assistant coach performance, and is the review authority for waiver requests. The committee will make waiver request recommendations to the Commissioner for action. Exit interviews should be conducted to address the positive things witnessed of the coach and to identify areas of possible improvement. In the event that either the Lacrosse Coordinator or Assistant Lacrosse Coordinator is Head Coaches, then their surveys will be collected and reviewed by The President.

The Lacrosse Coordinator is responsible for coordinating the efforts of the Lacrosse Equipment Manager to maintain, inventory, distribute, and collect proper equipment to safely equip and support our participating athletes. The Lacrosse Coordinator is responsible for identifying required equipment acquisitions to the Commissioner.

The Lacrosse Coordinator will ensure all lacrosse coaches, assistant coaches and videographers have been certified by the NYSCA and submitted CCPR background check paperwork prior to the beginning of scrimmages. Those coaches requiring certification will be identified to the Commissioner.

SECTION XIII - Assistant Lacrosse Coordinator:

The Assistant Lacrosse Coordinator, shall, in the absence of the Lacrosse Coordinator, serve as the PFE representative to the CYAC and/or Calvert County Parks and Recreation. In the event of death, resignation, or removal of the Lacrosse Coordinator, the Assistant Lacrosse Coordinator shall succeed to all duties and powers of the Lacrosse Coordinator until a new Lacrosse Coordinator shall be elected.

SECTION XIV – Information Coordinator:

The Information Coordinator is responsible to the President and Commissioner for communicating all PFE information to and from the BoD and the coaches, Team Moms, and parents. The Information Coordinator will ensure information is communicated appropriately via means such as phone, PFE Hotline, email, postal mail, radio, handouts, or the PFE website. The Information Coordinator will be responsible for assisting the other Coordinators to communicate required information to and from the teams of the PFE. This includes but is not limited to: fundraising information, picture information, volunteer scheduling requirements, practice and game schedules, etc. The Information Coordinator will be responsible for developing and

maintaining a PFE contact roster each year that will include as a minimum, all Board members, team moms, team coaches, team rosters, and team parent volunteers. Team coaches and Team Moms will be responsible for responding to requests from the Information Coordinator, Commissioner, Assistant Commissioner or Football Coordinator. The Information Coordinator will ensure, along with the Commissioner, that the PFE Hotline is updated with relevant information.

SECTION XV – Website Coordinator:

The Website Coordinator is responsible to the Information Coordinator for the maintenance and functionality of the PFE website. The Website Coordinator is responsible for updating the PFE website with information as requested by the Secretary, Information Coordinator, President, Commissioner, or Assistant Commissioner.

SECTION XVI – Registration Coordinator:

The Registration Coordinator shall be responsible for scheduling of registration dates and locations, advertisement of registration dates and locations for football and cheerleading, coordinating volunteer support at the registration locations, and maintaining registration records. The registration coordinator will obtain signs for advertising registration dates and times, obtain permission to locate the signs, and coordinate installation and removal of the registration signs. The Registration Coordinator will provide the registration records to the President for auditing and recordkeeping purposes.

SECTION XVII - Equipment Managers:

The Equipment Managers shall be immediately responsible to their appropriate sport Coordinator, and ultimately the BoD for the identification of requirements for, maintenance, inventorying, distribution, and collection of equipment to safely equip and support our participating athletes. The Equipment Managers shall meet with the appropriate coaching staffs to decide the pre/post season equipment status of the above. They are individually responsible for documenting and providing equipment records to the BoD to support our designation as a non-profit organization. All equipment acquisitions must be approved according to the requirements outlined in Article VI, Section II of these By-Laws.

SECTION XVIII – Spirit Sales Coordinator:

The Spirit Sales/ Coordinator shall be responsible for acquisition, inventorying, and sales of PFE-related merchandise to instill team spirit amongst the PFE. The Spirit Sales Coordinator will be responsible for documenting and providing purchase and sale records to the Treasurer to support our designation as a non-profit organization. All equipment acquisitions must be approved according to the requirements outlined in Article VI, Section II of these By-Laws. The Spirit Sales Coordinator shall present a final report to the BoD at the final meeting of the calendar year. The Spirit Sales Coordinator shall also be responsible for the promotion of the overall PFE organization, including marketing the PFE football and cheerleading organization to the community at large.

SECTION XIX – Fundraising Coordinator:

The Fundraising Coordinator shall be responsible for coordinating efforts to raise funds to support the PFE. The Fundraising Coordinator shall identify candidate fundraising activities

(including estimated costs, profit, and workload required) and present them to the BoD for approval at the Annual Meeting. The Fundraising Coordinator may also identify required committees to assist in specific fundraising efforts. Upon approval by the BoD of particular fundraising activities, the Fundraising Coordinator will be responsible for coordinating the efforts to acquire assets, distribute information, schedule volunteers, and execute the fundraising activities. The Fundraising Coordinator will coordinate with the Information Coordinator to ensure fundraising activities are widely publicized and supported within the PFE.

SECTION XX - Homecoming Coordinator:

The Homecoming Coordinator shall be responsible for identifying homecoming theme, activity, and budget options and presenting them to the BoD for approval by August 31st of each year. Upon approval by the BoD of the homecoming theme, activities, and budget, the Homecoming Coordinator will be responsible for establishing a homecoming committee, acquiring assets, distributing information, maintaining the approved budget, scheduling volunteers, and executing the PFE homecoming activities. No costs are to be incurred prior to BoD approval of the budget. The Homecoming Coordinator will coordinate with the Information Coordinator to ensure homecoming activities are widely publicized and supported within the PFE. The Homecoming Coordinator will be responsible for providing records of all expenses and income to the Treasurer within 7 days of the completion of the Homecoming activities. The Homecoming Coordinator shall present a final report to the BoD at the final meeting of the calendar year.

SECTION XXI – Concessions Coordinator:

The Concessions Coordinator shall be responsible for acquiring, stocking, inventorying, and selling of concessions at PFE practices and home games to support the PFE. The Concessions Coordinator is responsible for identifying volunteer support requirements and coordinating the volunteer support through the Information Coordinator. The Concessions Coordinator shall also be responsible for coordinating required maintenance and movement of the PFE concession stand trailer and supporting equipment to support concessions sales. The Concessions Coordinator may form a committee to perform concessions duties but is ultimately responsible for coordination of concessions.

The Concessions Coordinator will be responsible for documenting and providing inventory purchase and sales records weekly to the Treasurer to support our designation as a non-profit organization. All acquisitions must be approved according to the requirements outlined in Article VI, Section II of these By-Laws.

SECTION XXIII – Parent’s Advisory Committee (PAC) Chair:

The PAC Chair is responsible for being the voice of the members as a whole. Independent of the Board members, the Chair and PAC may elicit information from the membership at-large concerning issues the Board or the members are interested in. The Chair and PAC should spend time each week soliciting inputs formally or informally during practices, games or other PFE activities. The intent of the PAC is to ensure that member’s voices are heard, to address items before they become issues if possible, and to identify the positive things that PFE is doing. It is not intended to be a complaint committee, and in fact should seek positive inputs as well. The PAC will also review any alleged By-Law violations and offer insights and recommendations to the President for possible action.

SECTION XXIV – Non-Board Member Positions:

Frequently PFE will require volunteers for non-Board positions such as Team Moms and Officer-of-the-Day to support PFE activities.

Team Moms: Team Moms are responsible for receiving and passing information between the Information Coordinator and their respective teams. They are also responsible to their respective team Coach for ensuring required information is transmitted to parents and participants. Team Moms, in conjunction with the Team Coach will be responsible for ensuring their team receives and responds to fundraising and volunteer requests when necessary.

Officer-of-the-Day (OD): The OD will be responsible for managing and controlling game day activities at the field for home games. This effort may be supported by multiple volunteers on a shift basis, but an OD will be present for the entire game day schedule including setup and teardown. The OD will patrol the game field and sidelines to ensure proper sportsmanlike conduct of coaches, parents and participants, and ensure a clean and safe environment. At PFE home games, this will include patrolling the visitor sidelines for similar conduct and environment. Any unacceptable behavior or safety issue will be addressed immediately by the OD in a polite manner. If behavior does not stop, the OD will immediately contact the President, Commissioner, or Assistant Commissioner for action.

ARTICLE IX– AMENDMENTS and REVISIONS

Section I – Amendments:

PFE By-Laws may not be set aside at any time for any reason. Specific By-Law changes are to be addressed by the membership of PFE as a whole, not just Board members, as per these By-Laws. Proposed By-Law changes and voting are to occur on or around the second Board meeting of the calendar year. Only in specific cases of safety or obvious lack of current guidance in the By-Laws, as determined by the President, may the Board call a special meeting of all PFE members to address By-Law amendments. Current By-Laws regarding voting and amendments will be followed otherwise.

The Constitution and By-Laws of the PFE must be amended by the majority vote of the members present provided, however, that a notice of the proposed change accompanies the call for the general meeting 30 days in advance. Requests for amendments shall be presented in writing to the PFE Board of Directors and shall be voted on at the next meeting following their receipt (that meets the 30 day notification requirement). Copies of proposed and approved changes/amendments to PFE By-Laws will be posted on the PFE website for all members to read.

Section II – Notification of Changes:

Notification of any changes shall be furnished to the Internal Revenue Service, the Maryland State Department of Assessments and Taxation, and any other appropriate state or local agency as necessary to maintain our non-profit/tax-exempt status per Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or any succeeding statute or governing legislation.

Section III – Posting:

The most current and approved copy of the PFE By-Laws will be posted on the PFE website.

ARTICLE X – QUALIFICATIONS and RESPONSIBILITIES OF COACHES and ASSISTANTS

SECTION I – Head Coaches:

Head coaches of football and cheerleading teams must be 21 years of age or older. They must have a working knowledge of their respective sport and some previous coaching experience is desired. They must be certified as coaches by the National Youth Sports Coaches Association and maintain their yearly certification. They must pass a background check through CCPR. Head Coaches may select their own assistants, mindful of parents' requests to help. No one will be allowed to assist on a practice or game field without NYSCA certification and a background check. Head Coaches have final say over who may be an assistant for their team and must approve any application for an assistant position and a background check. Head Coaches are required to attend at least one coaching clinic (at their own expense) during the off-season prior to the season applying to be a Head Coach, and should attend a coaching clinic once a year.

The Head Coach is responsible for laying out expectations at the beginning of the season. This should include coaching philosophy, what the parents can expect from the coaches, what the coaches expect from the parent and children, etc. Coaches are responsible for ensuring information is passed on the parents and children in a timely fashion (such as, but not limited to: practice and game times and cancellations, fundraising information, volunteer requirements, etc.). Head Coaches are ultimately responsible for ensuring their team parents fulfill volunteer responsibilities throughout the year.

Head coaches are responsible for ensuring their team is fully equipped at the beginning of the season and should coordinate with the equipment manager for missing equipment or equipment needing repairs. The Head Coach is also responsible for assisting the equipment managers with issuing, collecting, inventory and cleanup of equipment at season's end. Failure to provide this assistance will be taken into account when considering future coaching applications.

Head Coaches are also ultimately responsible for the conduct of themselves, their assistants and their players. Failure to act in a sportsmanlike manner and control those around them similarly may result in suspension or removal as a head coach.

Head Coaches are NOT exempt from other volunteer duties. Head Coaches should lead by example in volunteering. Head Coaches are required to volunteer, or to arrange for a member of their coaching staff to volunteer, to support pre-season registration. Failure to volunteer or provide a volunteer for registration will be taken into account when considering future coaching applications.

SECTION II – Assistant Coaches:

Assistant coaches of football and cheerleading teams must be 18 years of age or older. They must have a working knowledge of their respective sport and must be certified as a coach by the National Youth Sports Coaching Association and maintain their yearly certification. They must pass a background check through CCPR. Assistant Coaches are responsible for conducting themselves in a sportsmanlike manner and ensuring similar conduct from their players. Failure to act in a sportsmanlike manner may result in suspension or removal as a coach. Assistant Coaches are NOT exempt from other volunteer duties. Assistant Coaches should lead by example in volunteering. Assistant Coaches are requested to volunteer to support pre-season registration. Failure to volunteer for registration will be taken into account when considering future coaching applications.

SECTION III – General Assistants:

Any member wishing to assist a PFE team on the practice field or game field must be certified by the National Youth Sports Coaches Association, maintain their yearly certification, and pass a background check through CCPR. No one is permitted on a practice field or game field (including sidelines inside the ropes) without certification and a background check. This includes but is not limited to: those who would assist at practices holding equipment and team videographer. However, it is the Head Coach's decision on whether assistance is needed from any given member. The Head Coach must approve the assistant application and notify the President and Commissioner prior to submittal of any background check to CCPR.

SECTION IV – Behavior:

All coaches must be mature adults, capable of organizing, instructing and leading youth groups. They should present a positive image to the members of the PFE, uphold the By-Laws, rules and procedures of the PFE, and restrain from any conduct that could discredit themselves or the PFE. Failure to follow these By-Laws is reasonable grounds for suspension or removal as a coach.

ARTICLE XII – INDEMNIFICATION

The PFE will pay on behalf of a person who is serving or has served as a Director or Officer of the PFE for any judgments, fines, liabilities, costs, amounts paid or payable in settlement, and expenses (including attorney's fees) actually and reasonable incurred by him or her in connection with the defense of any action, suit, or proceeding in which he or she is made a party by reason of being or having been a Director or Officer of the PFE, except in relation to matters as to which such person is adjudged in such action, suit or proceeding to be liable of negligence or misconduct in the performance of duty. For purposes of the preceding sentence:

- A) "Action, suit, or proceeding" shall include every action, suit or proceeding, civil, criminal, administrative, investigative, or other, and shall include any action, suit, or proceeding that shall be otherwise terminated as against such Director or Officer with a final determination on the merits, if it shall be determined that such Director or Officer had not been negligent in his or her performance of duty, such determination to be made by a majority of the Directors who are not parties to such action, suit or proceeding, though less than a quorum, or by any one or more disinterested persons to whom the question may be referred by the BoD;

- B) The right of payment and indemnification conferred thereby shall extend to any threatened action, suit, or proceeding and the final determination on the merits;
- C) The termination of action, suit, or proceeding by a plea of nolo contendere or other like plea shall not constitute a final determination on the merits;
- D) A judgment or conviction in any criminal action, suit, or proceeding shall not constitute a determination of the person or persons so convicted has been negligent in the performance of his or her duties if it is determined by a majority of the Directors who were not a party thereto, though less than a quorum, or by one more disinterested persons to whom the question may be referred by the BoD, that the person or persons so convicted acted in good faith, or for a purpose for which she or she reasonably believed to be in the best interests of the PFE and that he or she had no reasonable cause to believe his or her conduct was unlawful; and
- E) Advances may be made by the PFE against the costs, expense and fees, as and upon the terms, determined by the BoD. The PFE shall pay on behalf of and indemnify an employee who is not an officer to the same extent that it does an Officer. The foregoing right of indemnification shall be exclusive of any other rights to which any Director or Officer may be entitled as a matter of law or which may be lawfully granted to them; and the indemnification hereby granted by the PFE shall be in addition to and not in restriction or limitation of any other privilege or power which the PFE may lawfully exercise with respect to the indemnification or reimbursement of Directors, Officers, or employees.

ARTICLE XIII – MISCELLANEOUS

SECTION I – Retirement of Jersey Numbers:

The BoD may choose to entertain a motion to retire a particular jersey number in perpetuity for any sport. Any such motion shall be entertained in an open Board meeting and voted on by a Board quorum. The PFE membership should be provided an opportunity to voice their opinions on the motion prior to voting as per these by-laws. Approval of any motion must be by a majority vote of the voting members of the BoD. The currently retired football jersey numbers to date for PFE are:

#99 – retired in 2005 in memory of football and lacrosse player Jarod D. Tompkins (26 Sep 97 – 18 Jun 05)

#3 – retired in 2006 in memory of football player Louis “Trey” Gross (6 Sep 1995 – 3 Jun 2006).

SECTION II – Issuance of End of Season Awards:

The BoD may choose to entertain a motion to issue particular end of season awards in any sport. Any such motion shall be entertained in an open Board meeting and voted on by a Board quorum. The PFE membership should be provided an opportunity to voice their opinions on the motion prior to voting as per these by-laws. Approval of any motion must be by a majority vote of the voting members of the BoD. Continuance of yearly awards is assumed unless a new motion is brought before the Board addressing the discontinuance of any such award.

SECTION III – Naming of End of Season Awards:

The BoD may choose to entertain a motion to issue particular end of season awards in recognition of a particular person or entity. Each such award may be appropriately called, for example, the “Billy Smith Hustle Award” or the “XYZ Corporation Volunteer of the Year”. Once named, these awards will remain appropriately titled until a new motion is brought before the Board for discontinuance or renaming. There will be no expressed time limit for continuance of a particular named award.

SECTION IV – Pre-season Football Scrimmages:

The Football Coordinator is responsible for arranging no more than three (3) pre-season scrimmages between the August 1st (first day of practice) and the first official regular season game. The first scrimmage will be an unofficiated 10/10 scrimmage without referees where each team is given 10 plays on offense, then 10 on defense, then repeated until the allotted time is up. This scrimmage will be held on assigned practice fields. The second scrimmage will be an officiated scrimmage under regular season rules. This scrimmage must be played at an “away” field due to CCPR limitations on pre-season scrimmages on our home field. The third preseason scrimmage each year will be the Kickoff Classic and will be held the last weekend prior to the start of the regular season (unless this date falls on Labor Day weekend). The PFE Kickoff Classic was created and named for one of our former players, Jarod Tompkins, who died in 2005. The kickoff classic will be named the XX Annual Jarod Tompkins Memorial Kickoff Classic unless otherwise changed by a majority vote of the membership of PFE per by-law Article IX, Section 1. During an appropriate time, Prince Frederick Eagles will recognize players, coaches, friends and family that have passed with an announcement of each our fallen

members by name, followed by a moment of silence for all. Trophies are to be given for offensive players of the game, defensive player of the game, and lineman of the game for each team at each weight class in the tackle games. In conjunction with the Jarod Tompkins Memorial Kickoff Classic, PFE will host a Flag Bowl for all Flag teams in our league. Games are played concurrently with the tackle games on separate fields. Flag participants are usually given goody bags or Flag Bowl t-shirts as prizes vice trophies.

The scheduling outlined in this section may be modified for a particular season without by-law change if required by limitations imposed by CCPR as the controller of the available fields and our league rules. These by-laws will be modified accordingly if CCPR rules are to be a continuing factor in the scheduling of preseason scrimmages.

SECTION V – Information Technology Assets:

The following article documents information technology assets are intellectual property of the Prince Frederick Eagles and shall only be used for official business directly associated to the existence and promotion for the Prince Frederick Eagles Youth Organization. The assets and the ownership thereof shall not be sold, combined with, and/or transferred to any entity and/or person. In addition, the assets shall be used in an appropriate manner and in accordance with PFE By-Laws at all times.

The existing list of assets as of January 2017 are as follows:

- Domain name of “princefrederickeagles.com”
- Domain name of “playpfe.com”
- Domain name of “southernmarylandfootball.com”
- Facebook page of Page ID: 108649169223144 - “@PrinceFrederickEagles”
- Google G Suite of princefrederickeagles.com
- Instagram Account “princefrederickeagles”
- Twitter Account “pf_eagles”
- YouTube User ID “7iWeY2WMm4xehhEXmYK4Tg”

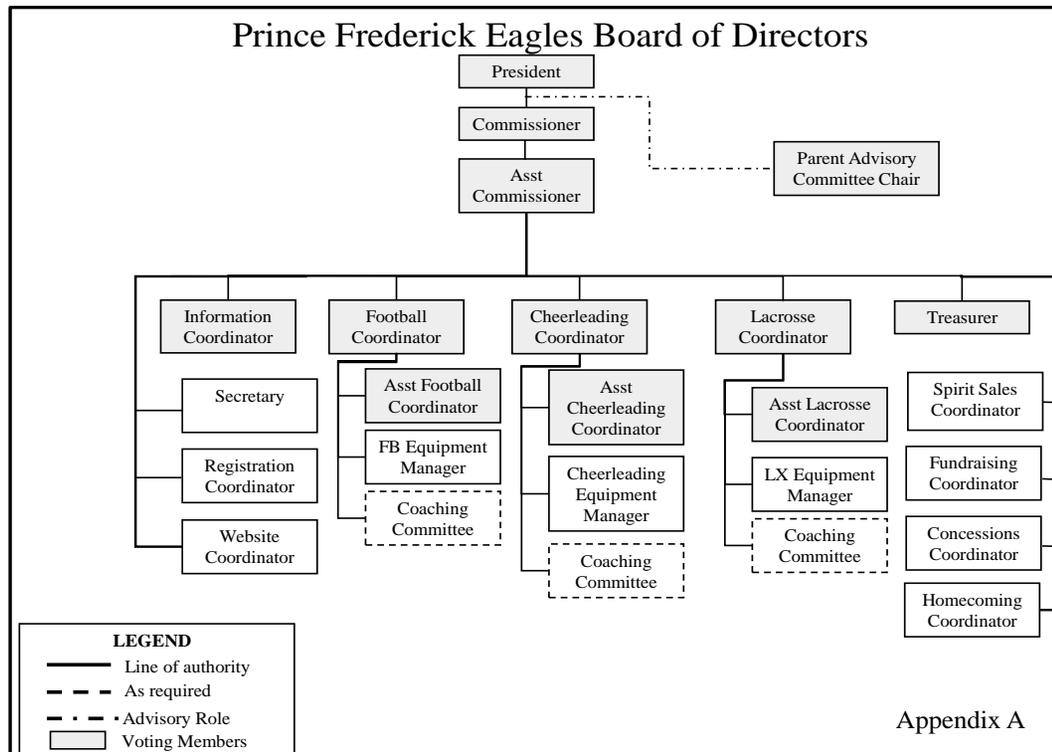
Any additional information technology assets created for and/or using the likeness of the Prince Frederick Eagles are viewed as an information technology asset of the Prince Frederick Eagles and are subject to the article. Use of the organization name and/or likeness is prohibited without prior written consent from the Board of Directors. Such consent is subject to majority Board vote. Any unapproved and/or undocumented usage is subject to disciplinary action.

Information technology assets are protected as long as the organization is in existence. Refer to Article VI, Section VI for Dissolution of Organization procedures.

By-Laws approved as amended by the Prince Frederick Eagle’s Board of Directors by signatures affixed below:

_____ Antoine White President	_____ Date		
_____ Corey Sollers Commissioner	_____ Date	_____ Jason LiCalzi Assistant Commissioner	_____ Date
_____ Sherry Mansfield Treasurer	_____ Date	_____ Tracie Duerr Information Coordinator	_____ Date
_____ Joe Lembo Football Coordinator	_____ Date	_____ Mike Ebey Asst Football Coordinator	_____ Date
_____ Ken Frey Lacrosse Coordinator	_____ Date	_____ Scott McCabe Asst Lacrosse Coordinator	_____ Date
_____ <i>Vacant</i> Cheer Coordinator	_____ Date	_____ <i>Vacant</i> Asst Cheer Coordinator	_____ Date
_____ <i>Vacant</i> Parent Advisory Chair	_____ Date		

Adopted March 1990
 Amended March 1994, April 2000, July 2001, January 2005, May 2007, March 2008,
 April 2009, February 2016, January 2018



Organizational Chart