

# **LOWER NAZARETH RECREATION ASSOCIATION**

## **WILDCATS FOOTBALL/CHEERLEADER**

### **BY-LAWS**

#### **ARTICLE I – NAME**

The name of this association shall be the Lower Nazareth Wildcats (herein sometimes referred to as L.N.W.).

#### **ARTICLE II – PURPOSE & AFFILIATION**

##### **2.1 - Purpose**

To provide coaching to ensure that young athletes will have an enjoyable and safe sporting experience while learning the proper sports skills necessary to compete for Junior High, Junior Varsity and Varsity sports teams.

##### **2.2 – Lower Nazareth Recreation Association (L.N.R.A.) Affiliation**

The L.N.W. is a part of the L.N.R.A., and bound by their By-Laws, rulings, etc. The L.N.W. By-Laws may not contradict the By-Laws or any other mandates or rulings of the L.N.R.A.

##### **2.3 – Lower Nazareth Township (LNT) Affiliation**

The L.N.W. is subject to the guidelines and requirements set forth by the Lower Nazareth Township for Coaches Clearances, acquiring Permits, etc.

##### **2.4 – League Affiliation**

The L.N.W. is part of an established League – currently that is the Suburban Youth Football League (S.Y.F.L.). The L.N.W. is bound by the Rules and By-Laws of the League in which we participate.

## **ARTICLE III – MEMBERSHIP**

### **3.1 – Membership**

Any player who plays for a L.N.W sponsored team is considered an associate member. Parents or Guardians of these players are considered active members while their child is an associate member. If a player quits that team, both the player and Parent or Guardian will terminate their membership.

Any coach or assistant coach will also be considered an active member. All head coaches will submit the list of assistant coaches to the Secretary so they will be recognized as members.

### **3.2 – Effectiveness of Membership**

Memberships will be one year long. We will use the start of each sport as a registration time. For example, if a player/coach is involved in L.N.W. football/cheerleader team this year, they will be considered an active member until the start of football/cheerleader next year. At which time, if they play/coach football/cheerleader in the association next year they will continue their membership or if they choose not to continue with football/cheerleader, their membership will be terminated.

### **3.3 – Membership voting rights**

Any active member who attends at least five of the last ten regularly scheduled L.N.W. meetings will earn the right of one vote. This Section takes precedence over the statement regarding voting in “Section 7.1 – Members”.

## **ARTICLE IV – OFFICERS**

The Lower Nazareth Wildcats Elected Officers and Board Members shall serve a term, the length of which is defined in Section 4.3 below, beginning January 1<sup>st</sup> of the year following regularly scheduled elections and shall end December 31<sup>st</sup> of the final year of their Term to which they were elected.

### **4.1 – Election of Officers**

The following defines the process under which all Officers and Elected Board Members shall be selected by the general membership. This process shall apply during all years in which a general election is scheduled.

The Commissioner will select a nominating committee, which shall not include any current Office holders, on or before the August membership meeting. This committee will review the status of all Offices and provide the membership with a slate for any open positions at the September membership meeting. Anyone wishing to be considered for an Office should contact a member of the nominating committee on or before midnight of the day immediately preceding the October

membership meeting; no one will be denied entry onto the slate. The committee can also solicit the services of an individual for a particular Office for the betterment of the association. Only the names of individuals who have made their intentions known on or before the deadline shall be considered; late entries and adjustments to the Office to which they have made notice of being considered will not be permitted. During the October membership meeting, the slate will be presented by the nominating committee to the general membership. The presentation shall include a verbal reading of each open Office and the candidates who have submitted their name for consideration by the membership. During the November membership meeting voting will take place by the membership in attendance. The majority wins all elections.

#### **4.2 – Officer Duties**

**The Commissioner** shall preside at 90% of all L.N.W. scheduled meetings. He/She shall have the right to appoint standing committees and any temporary committees. He/She shall have the right to execute all decisions of the membership. He/She shall have no right to act on an important matter of his/her own accord unless authorized by the Officers. He/She shall be an ex-officio member on every committee. He/She shall sign with the Treasurer all legal papers and official documents in the name of the association. The Commissioner shall have no right while presiding to make any motion or to confirm any motion before the decision of the members unless he/she relinquishes the chair to the Assistant Commissioner for the purpose of any motion. The Commissioner will not have voting privileges except during elections and to break ties as indicated by this document. It is recommended that the commissioner have at least 3 years experience as a member in the association.

**The Assistant Commissioner** shall perform all the duties of the Commissioner in the absence of the Commissioner and shall be entitled to all his/her prerogatives. It is recommended that the Assistant Commissioner have at least 2 years experience as a member in the association. The Assistant Commissioner, unless acting as the Commissioner, will be considered a member of the Board when it comes to voting.

**The Secretary** shall keep a correct record of all proceedings at all meetings of this association and keep a correct and full roll of members' names and addresses. He/She shall attend to all correspondence of the association, including correspondence to membership dealing with meetings, notices, etc. and any and all other correspondence. He/She shall turn over to his/her successor in office all property of the Association in his/her custody. It is recommended that the Secretary have at least 1 year experience as a member of the association. The Secretary will be considered a member of the Board when it comes to voting.

**The Treasurer** shall receive all moneys, dues and funds due to the association, give receipts thereof and deposit all moneys received in an interest-paying bank. He/She shall keep a careful and correct record of all moneys received, deposited, and expended. He/She shall countersign all drafts or warrants drawn on the Treasury properly signed by the Commissioner. He/She shall report the financial condition of the association at each regular meeting of the membership. An auditing committee shall audit his/her accounts and records annually. The auditing committee shall consist of three people appointed by the Board. It is recommended that the Treasurer have

at least 3 years experience as a member in the association. The Treasurer will be considered a member of the Board when it comes to voting.

#### **4.3 – Terms of Officers**

Commissioner – 1-year term

Assistant Commissioner -1-year term

Secretary – 1-year term

Treasurer – 1-year term

#### **4.4 – Expulsion of an Officer**

An Officer can be relieved of his/her duties in the middle of a term only by a majority vote by Officers/active members with voting privileges present at a regularly scheduled meeting.

#### **4.5 – Continuation of services**

If for some reason an Officer cannot fulfill the length of his/her term, the Officers will appoint a replacement to be voted on at the next regularly scheduled meeting.

#### **4.6 – League Representative**

The League Representative of the L.N.W. will serve as the liaison between the L.N.W. and the League in which we participate. The League Rep will be elected by the General Membership at the same time that annual elections are held for the Officers of the L.N.W., to the same Term defined in Officers (Section 4.3 – Terms of Officers). The League Rep must attend all League meetings and report back to the L.N.W. The League Rep must attend at least 75% of the L.N.W. meetings. The League Rep will serve as a member of the Board of the L.N.W., but is not an Officer position. The League Rep will be considered a member of the Board of the L.N.W. when it comes to voting on matters not specifically reserved for Officers of the L.N.W.

#### **4.7 – Director of Cheerleading**

The Director of Cheerleading of the L.N.W. will serve as the liaison between the L.N.W. Board and the Cheerleading Coaches and participants (Cheerleaders) in the L.N.W. The Director of Cheerleading will be elected by the General Membership at the same time that annual elections are held for Officers of the L.N.W., to the same Term defined for Officers (Section 4.3 – Terms of Officers). The Director of Cheerleading will oversee the regular conduct of business of cheering. The Director of Cheerleading will serve as the Chairperson of the Coaches Committee for cheering; will publish monthly information for each level as applicable; Coordinate the activities of the Recreation and Competition cheering teams as applicable; assist the Commissioner with the mediation of disputes of rules formulated by the Board Officers, for rules pertaining to cheering

only; be a member of the Coach Selection Committee for the selection of Cheering Coaches. The Director of Cheerleading will serve as a member of the Board of the L.N.W., but is not an Officer position. The Director of Cheerleading will be considered a member of the Board of the L.N.W. when it comes to voting on matters not specifically reserved for the Officers of the L.N.W.

#### **4.8 – Director of Football**

The Director of Football of the L.N.W. will serve as the liaison between the L.N.W. Board and the Football Coaches and participants (Football players) in the L.N.W. The Director of Football will be elected by the General Membership at the same time that annual elections are held for Officers of the L.N.W., to the same Term defined for Officers (Section 4.3 – Terms of Officers). The Director of Football will oversee the regular conduct of business of football. The Director of Football will serve as the Chairperson of the Coaches Committee for football; will communicate information for each level as applicable; Coordinate the activities of the football teams as applicable; assist the Commissioner with the mediation of disputes of rules formulated by the Board Officers, for rules pertaining to football only; be a member of the Coach Selection Committee for the selection of Football Coaches. The Director of Football will serve as a member of the Board of the L.N.W., but is not an Officer position. The Director of Football will be considered a member of the Board of the L.N.W. when it comes to voting on matters not specifically reserved for the Officers of the L.N.W.

### **ARTICLE V – AMENDMENTS**

#### **5.1 – Approval**

Amendments to these By-Laws must be approved by majority votes, with each active member with voting privilege allowed one vote.

- a) Amendments to these By-Laws must be read and approved at two successive regularly scheduled meetings.
- b) Amendments to the By-Laws may not be approved at a single L.N.W. meeting.

#### **5.2 – Submission of Amendments**

Amendments to the By-Laws to be considered by L.N.W. must be initiated by an Officer or initiated by majority vote at a general meeting.

### **ARTICLE VI – MEETINGS**

#### **6.1 – Annual Meeting**

An annual election meeting will be held no later than February 1<sup>st</sup> for the purpose of election of Officers and re-organization.

## **6.2 – Other Meetings**

The Commissioner / Assistant Commissioner shall call all other meetings, as they are required. There must be at least **Ten** L.N.W. meetings a year.

## **6.3 – Quorum**

A majority of the Officers must be present for the transaction of normal business of the L.N.W.

## **6.4 – Meeting Attendance**

All Officers, Director of Cheerleading, Director of Football, League Rep, and Head Coaches are required to attend 75% of all L.N.W. meetings for a year (Season). Any offending person listed in the previous sentence could be relieved of this/her position if the Officers/Membership see fit, by majority vote.

# **ARTICLE VII – VOTING MEMBER (GENERAL MEETINGS/ELECTIONS)**

## **7.1 – Members**

Each adult active member of the L.N.W. shall be entitled to one vote, provided they meet the requirements defined in “Section 3.3 – Membership voting rights”. The name of the voting member must be declared at roll call. Voting members must be present at the beginning of the meeting to be eligible to vote in that meeting.

## **7.2 – Abstaining**

At voting roll call, a member may either vote or abstain from voting. Abstaining is defined as giving up your voting privilege.

## **7.3 – Players**

No member under the age of 18 shall be a voting member.

## **7.4 – Tie Vote**

The Commissioner shall cast the deciding vote in the case of a tie, with exception to the Commissioner election where another vote would have to be taken.

## **ARTICLE VIII – FUNDS**

### **8.1 – Registration Fees**

- a) All athletes are required to pay a registration fee. The Board reserves the right to waive registration fees because of financial inability. There will be a limit placed on the registration fees for families with multiple participants. (L.N.W. members will review the amount of the registration fees annually)
- b) A work, equipment and fund raiser bond will be required at registration. (amount to be determined by Board)

### **8.2 – Purchases**

- a) Purchases less than \$300.00, two Board members must approve; anything higher than \$300.00 must be Board approved.
- b) All major decisions shall be presented to the Board for final vote. A majority rules, Commissioner only breaks ties.
- c) Priority of funds will be determined and voted on by the Board.
- d) All money received (fundraising, gifts, contributions, etc) will go into a general fund, which is used to support all L.N.W. (unless specified)
- e) Priority will be given to older teams when purchasing new equipment.
- f) Officers, Board members, or Coaches shall not receive personal gain from any sales or fundraising events.
- g) L.N.W. does not support the giving of gifts to Coaches, Board members, and Officers from individual players or teams.
- h) L.N.W. does not recognize individual achievements such as MVP, etc. T-shirts or trophies will be given for Division Championships and jackets will be awarded for League Championships (cannot receive both). If funds dip below acceptable levels, L.N.W. can separate fundraisers and funds for purchasing the jackets. All championship jacket orders need to be Board approved.
- i) Cheerleading squads associated with championship teams will also receive jackets, T-shirts, or trophies. (If same squad places 1<sup>st</sup> at a Cheerleading competition same jacket will also reflect this accomplishment.)
- j) Coaches, Volunteers, Board members, etc who have been with the L.N.W. for 8 years or more will receive a merit award upon leaving the association.
- k) If a team does not have enough players at a given level, the association may move athletes to the next level to complete a team.
- l) L.N.W. does not provide individual medical insurance unless the league we compete in requires it. L.N.W. carries liability insurance on all teams, which is required for the facilities that are used.
- m) Each participant of a sport will receive a certificate/gift recognizing his or her participation.

## **ARTICLE IX – SUB-COMMITTEES**

All Sub-Committees will have a budget for spending approved by the board.

- a) Equipment – (football/cheerleading)
- b) Promotional Items
- c) Fundraising
- d) Snack Stand
- e) Banquet
- f) Coach Selection

## **ARTICLE X – CODE OF CONDUCT, DISCIPLINARY ACTION, APPEALS PROCESS**

### **10.1 – Code of Conduct for Coaches**

- a) Coaches should respect each Player’s decision to participate in sports, supporting the respective Player’s desire to play the sport for their enjoyment.
- b) Coaches should encourage each of their Players to play by the rules.
- c) Coaches should be a role model of good sportsmanship showing respect for all other Coaches, Volunteers, Officials, Players, Parents/Guardians, Opponents, L.N.W & L.N.R.A. Board Members, and LNT Supervisors, Employees and Officials.
- d) Coaches will not engage in unacceptable behavior toward or involving other Coaches, Volunteers, Officials, Players, Parents/Guardians, Opponents, L.N.W & L.N.R.A. Board Members, and LNT Supervisors, Employees and Officials, while at any Wildcats-related sporting event, practice, scrimmage, or meeting.
- e) Unacceptable behavior includes, but is not limited to the following: using foul or abusive language or gestures, physical or verbal confrontations for fights, slanderous or libelous remarks or statements, threats, intimidation, or crimes punishable by Civil or Criminal Laws.
- f) Coaches will abide by the Code of Conduct as specified by the Lower Nazareth Recreation Association, the Lower Nazareth Township, and the League in which we participate.
- g) Any infractions of this Code of Conduct may result in Disciplinary Action by the L.N.W. Board of Directors, up to and including expulsion as a Coach in the L.N.W.
- h) Any appeals for any dispute of Disciplinary Action levied by the L.N.W. Board of Directors will require the affected person(s) to file notice to the President of the LNRA Board of Directors for a Disciplinary Review and ruling by the LNRA Board of Directors. The Appeals Process outlined in the LNRA By-Laws will then be followed.

## **10.2 – Code of Conduct for Elected Officials and Representatives**

- a) L.N.W. Board Members should respect each Player's decision to participate in sports, supporting the respective Player's desire to play the sport for their enjoyment.
- b) L.N.W. Board Members should encourage each of their Players to play by the rules.
- c) L.N.W. Board Members should be a role model of good sportsmanship showing respect for all other Coaches, Volunteers, Officials, Players, Parents/Guardians, Opponents, L.N.W & L.N.R.A. Board Members, and LNT Supervisors, Employees and Officials.
- d) L.N.W. Board Members will not engage in unacceptable behavior toward or involving other Coaches, Volunteers, Officials, Players, Parents/Guardians, Opponents, L.N.W & L.N.R.A. Board Members, and LNT Supervisors, Employees and Officials, while at any Wildcats-related sporting event, practice, scrimmage, or meeting.
- e) Unacceptable behavior includes, but is not limited to the following: using foul or abusive language or gestures, physical or verbal confrontations for fights, slanderous or libelous remarks or statements, threats, intimidation, or crimes punishable by Civil or Criminal Laws.
- f) L.N.W. Board Members will abide by the Code of Conduct as specified by the Lower Nazareth Recreation Association, the Lower Nazareth Township, and the League in which we participate.
- g) Any infractions of this Code of Conduct may result in Disciplinary Action by the L.N.W. Board of Directors, up to and including expulsion as a Coach in the L.N.W.
- h) Any appeals for any dispute of Disciplinary Action levied by the L.N.W. Board of Directors will require the affected person(s) to file notice to the President of the LNRA Board of Directors for a Disciplinary Review and ruling by the LNRA Board of Directors. The Appeals Process outlined in the LNRA By-Laws will then be followed.

## **10.3 – Code of Conduct for Participants (Football Players & Cheerleaders)**

- a) Participants should respect each Player's decision to participate in sports, supporting the respective Player's desire to play the sport for their enjoyment.
- b) Participants should encourage each of their Players to play by the rules.
- c) Participants should be a role model of good sportsmanship showing respect for all other Coaches, Volunteers, Officials, Players, Parents/Guardians, Opponents, L.N.W & L.N.R.A. Board Members, and LNT Supervisors, Employees and Officials.
- d) Participants will not engage in unacceptable behavior toward or involving other Coaches, Volunteers, Officials, Players, Parents/Guardians, Opponents, L.N.W & L.N.R.A. Board Members, and LNT Supervisors, Employees and Officials, while at any Wildcats-related sporting event, practice, scrimmage, or meeting.
- e) Unacceptable behavior includes, but is not limited to the following: using foul or abusive language or gestures, physical or verbal confrontations for fights, slanderous or libelous remarks or statements, threats, intimidation, or crimes punishable by Civil or Criminal Laws.
- f) Participants will abide by the Code of Conduct as specified by the Lower Nazareth Recreation Association, the Lower Nazareth Township, and the League in which we participate.

- g) Any infractions of this Code of Conduct may result in Disciplinary Action by the L.N.W. Board of Directors, up to and including expulsion as a Coach in the L.N.W.
- h) Any appeals for any dispute of Disciplinary Action levied by the L.N.W. Board of Directors will require the affected person(s) to file notice to the President of the LNRA Board of Directors for a Disciplinary Review and ruling by the LNRA Board of Directors. The Appeals Process outlined in the LNRA By-Laws will then be followed.

#### **10.4 – Code of Conduct for Parents/Guardians of Participants**

- a) Parents/Guardians will recognize the importance of Volunteer Coaches and support the Program.
- b) Parents/Guardians will remember that the game is for the children and NOT for the adults.
- c) Parents/Guardians will respect the LNT Park and all fields where we may play, their rules and the property.
- d) Parents/Guardians should learn the rules of the game and support the Coaches and Officials.
- e) Parents/Guardians should respect each Player's decision to participate in sports, supporting the respective Player's desire to play the sport for their enjoyment.
- f) Parents/Guardians should encourage each of their Players to play by the rules.
- g) Parents/Guardians should be a role model of good sportsmanship showing respect for all other Coaches, Volunteers, Officials, Players, Parents/Guardians, Opponents, L.N.W & L.N.R.A. Board Members, and LNT Supervisors, Employees and Officials.
- h) Parents/Guardians will not engage in unacceptable behavior toward or involving other Coaches, Volunteers, Officials, Players, Parents/Guardians, Opponents, L.N.W & L.N.R.A. Board Members, and LNT Supervisors, Employees and Officials, while at any Wildcats-related sporting event, practice, scrimmage, or meeting.
- i) Unacceptable behavior includes, but is not limited to the following: using foul or abusive language or gestures, physical or verbal confrontations for fights, slanderous or libelous remarks or statements, threats, intimidation, or crimes punishable by Civil or Criminal Laws.
- j) Parents/Guardians will abide by the Code of Conduct as specified by the Lower Nazareth Recreation Association, the Lower Nazareth Township, and the League in which we participate.
- k) Any infractions of this Code of Conduct may result in Disciplinary Action by the L.N.W. Board of Directors, up to and including expulsion as a Coach in the L.N.W.
- l) Any appeals for any dispute of Disciplinary Action levied by the L.N.W. Board of Directors will require the affected person(s) to file notice to the President of the LNRA Board of Directors for a Disciplinary Review and ruling by the LNRA Board of Directors. The Appeals Process outlined in the LNRA By-Laws will then be followed.

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