

By-Laws

Adopted 05/11/2021

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ARTICLE 1: NAME

SECTION 1.1 The name of the organization shall be known as the Schuylkill Valley Football and Cheer Association, hereinafter referred to as SVFootCheer. Mailing address is P.O. Box 332 (4 East Wall Street), Leesport, PA 19533-0332 and whose website is www.SVFootCheer.com. SVFootCheer's EIN number ends in 9144. (As a security measure, only the last four digits of the E.I.N. number is displayed.) SVFootCheer is a non-profit organization as the result of its continued membership of the USA Football Association and the USA Football umbrella tax exempt policy.

SECTION 1.2 The teams shall be known as the Schuylkill Valley Panthers. The football teams and cheer squads shall consist of Flag, Mighty Mite, Mite and Midget levels as outlined by the Berks Area Youth Football League (BAYFL) and Berks Area Youth Cheer League (BAYCL).

ARTICLE 2: OBJECTIVES

SECTION 2.1 The object of the SVFootCheer is to:

- Develop and teach proper techniques and fundamentals of football and cheerleading.
- Promote opportunities for all participants.
- Promote good sportsmanship and teamwork.
- Promote Schuylkill Valley football and cheerleading to the community.
- Raise funds for the sole purpose of supporting the ongoing operation of the entire Association.

ARTICLE 3: MEMBERSHIP

SECTION 3.1 An Active Member is defined as follows:

- Must be eighteen (18) years of age or older
- Must be a resident of Schuylkill Valley School District
- Must not owe SVFootCheer any outstanding monies or fees a minimum of one month prior to the date of the current meeting, or in the case of any outstanding equipment, not eligible beyond the announced or contracted turn in dates.
- Effective December 1st of said calendar year, the member must attend a minimum of three (3) of the previous twelve (12) regular association meetings in order to be eligible to vote. The current meeting can count as one (1) of the three (3) meetings. Two (2) of the attended meetings must be consecutive prior to the voting meeting.
- Active members have full voting rights at regular association meetings.

SECTION 3.2 Fees will be required for children within the listed age groups to participate. These age groups are governed by BAYFL and BAYCL. Players shall not participate in any practice or game unless fees are paid in full, fundraising requirements are met (if applicable), and all required documents are on file with SVFootCheer. A hardship application will be available upon request and will be voted on by the board at a closed session.

SECTION 3.3 The prevailing Board has the right to terminate membership for insubordinate conduct. Behavioral problems will not be tolerated. The coach will determine if behavioral problems exist and will contact the parent(s). If these problems persist, the Board may remove the football player/cheerleader from their team and no fees will be refunded. The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline, suspend or terminate the membership of any Member of any class, including Football and Cheer Coaches, when the conduct of such a person is considered detrimental to the best interest of SVFootCheer. The Member involved shall be notified of such a meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges.

ARTICLE 4: GOVERNMENT

SECTION 4.1 The Preliminary Board of Directors shall consist of nine (9) Board Members.

SECTION 4.2 A Board Member shall be an Active Member, nominated by another Active Member in November and voted on by all Active Members in December (See Section 3.1 for definition of an Active Member.)

SECTION 4.3 All Board Members shall be elected to two (2) year terms. Any vacancies on the Board may be filled at any regular meeting of the association. The successor shall serve the unexpired term.

SECTION 4.4 The board shall hold monthly meetings for the general membership (customarily held on the 2nd Tuesday of each month). Emergency and/or executive meetings may be called at the Boards discretion with a minimum of two (2) days' notice. At emergency and/or executive meetings, the Board shall also have the power by unanimous vote of those present to override a previous general membership vote when deemed necessary and in the best interest of SVFootCheer.

SECTION 4.5 No two (2) Board members may be from the same immediate family. (i.e.: Mother, Father, Sister, Brother, Step-Mother, Step-Father, Spouse or Significant Other)

SECTION 4.6 All board members are subject to complete background / credit checks including, but not limited to a criminal history reports.

ARTICLE 5: OFFICERS

SECTION 5.1 The Board of Directors shall vote for the following officer positions:

- President*
 - Vice-President*
 - Treasurer*
 - Secretary*
 - Safety Coordinator
 - Sergeant-At-Arms
 - Website / Registration Administrator
- *Notates Executive Committee Position

SECTION 5.2 The Officers shall be elected immediately by the new board in December and shall remain for a one (1) year term.

SECTION 5.3 No Officer shall serve or perform in more than one Executive role during a one (1) year term.

SECTION 5.4 The Officers shall assume their position immediately upon their election.

SECTION 5.5 The President shall:

- Preside at the meetings of the Association and its Board.
- Approve all committees and shall be a member ex-officio of all committees.
- Liaison with Schuylkill Valley School District Administration Offices and Schuylkill Valley School District Athletic Director.
- Complete all use of facilities requests.
- Be responsible along with the Treasurer for completion of any applicable tax returns.
- Be responsible for keeping order at all SVFootCheer events. The President has the authority to delegate this task to another board member when not present.

SECTION 5.6 The Vice-President shall:

- During the absence, or temporary incapacity of the President, perform the duties and have the power of the President.
- Canvas insurance agencies to find an appropriate and fairly priced insurance policy for SVFootCheer prior to the start of a new season.
- Coordinate at home games:
 - Volunteers to run the chains and down marker stick for each game.
 - Make sure that there are qualified volunteers to run the scoreboard for each game.
 - An announcer for each game. (Not required for games not played in the Stadium).

SECTION 5.7 The Secretary shall:

- Keep accurate records of all meetings of the Board and its Active membership.
- Keep an accurate roll of the Board and Associate membership attending all meetings. An attendance sheet should be signed before or after each meeting. The minutes and attendance sheet will be dated and filed in a minute book, owned by SVFootCheer. This book shall be present at all board meetings.
- E-mail meeting minutes to all board members and active membership who attended the meeting, in a timely manner.
- Generally perform all duties incident to the office of the secretary and such other duties as from time to time may be assigned by the President.

SECTION 5.8 The Treasurer shall:

- Be responsible for the receipt, care, and custody of all funds of SVFootCheer.
- Maintain safe custody of all association funds and securities. All funds of this association shall be deposited to the credit of this association in depositories designated by the Board of Directors or active members shall be withdrawn in person by either the President or Treasurer at a Bank branch location via a bank teller. Automated Teller Machines (ATMs) cannot be used in any capacity and credit/debit cards linked with any of the association's funds must have the ATM feature disabled. The Treasurer and/or the President may transfer funds electronically to other SVFootCheer owned accounts as deemed necessary. Automatic payments to support the SVFootCheer's operations must be approved by majority vote of the board.
- Keep correct books of account as the membership may require. The Treasurer's books and accounts shall be open for inspection at all times by any officer or active member.
- File the association's taxes and maintain state and federal licenses. Including, but not limited to, sales tax exemption, non profit status, and small games of chance licenses.

SECTION 5.9 The Safety Coordinator shall:

- Be responsible for the safety of all SVFootCheer events and it's members during SVFootCheer Operations.
- CPR/First Aid Training to all Football Coaches.
- Supply all coaches with adequate first aid supplies throughout the season
- Verify all coaches background checks and other credentials as deemed necessary
- Investigate any Safety related issues for the Association before and during the season.

Section 5.10 The Sergeant-At-Arms shall:

- Keep order during its meetings.

SECTION 5.11 The Website / Registration Administrator shall:

- Be responsible for ensuring SVFC maintains a proficient website used for informational and registration purposes.
- Prepare coaches applications, all forms pertaining to registration and all correspondence.
- Update rosters from current registration forms and keep a current mailing list.
- Mail all notifications and up to date materials to the active membership.

SECTION 5.12 A quorum for the Association business shall consist of five (5) Board Members. The Highest ranking officer will only be allowed to vote in case of a tie vote.

SECTION 5.13 The Board of the Association may remove from office any elected Officer of the Association or Member of the Board upon missing their third unexcused meeting in their term. The Board shall have the power by a two-thirds vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any general board member or officer when the conduct of such person is considered detrimental to the best interest of SVFootCheer. The board member or officer shall be notified of such a meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

SECTION 5.14 Upon completion, termination, or resignation of a board member's term, any property of SVFootCheer in their possession must be handed over at their last present meeting.

ARTICLE 6: COACHES

SECTION 6.1 The elected Board has the right to approve or disapprove all coaching positions.

SECTION 6.2 All coaches must adhere to the SVFootCheer, BAYFL and BAYCL codes of conduct.

SECTION 6.3 All coaches are subject to complete background checks including, but not limited to, criminal and child abuse history reports.

ARTICLE 7: DEBT OBLIGATION

SECTION 7.1 SVFootCheer may assume a debt obligation upon majority vote of the Board Members of the sole purpose and benefit of the Association. The Obligations of the note must be maintained by the Association. Both the President and the Treasurer must be signatures to the Debt Obligation.

ARTICLE 8: RECORD KEEPING

SECTION 8.1 To ensure the longevity and financial security of SVFootCheer, digital and/or physical records will be maintained for a length of no less than five (5) years.

SECTION 8.2 In-coming and out-going Board Members and/or Officers will conduct a turnover of said records and review as necessary.

ARTICLE 9: REVISIONS OF BY-LAWS

SECTION 9.1 These by-laws may be amended, providing a written notice of proposed amendments (s) is in the meeting minutes and such amendments (s) has been announced to the Board and active membership twenty-eight (28) days prior to the date set for the meeting at which the amendment(s) have been proposed.

SECTION 9.2 All amendment(s) to the by-laws must be voted upon by all Board Members, either in person or proxy.

SECTION 9.3 These by-laws and all proposed changes shall be adopted by a majority vote of the Board and Active Membership present at the time of its proposal to the Board and Active Membership for ratification. These by-laws and any changes shall be in full force and in effect immediately upon their adoption.

SECTION 9.4 Members shall be governed by such rules and regulations as the Board shall provide, and "Robert's Rules of Order" shall govern any disputes involving order. However, "Robert's Rules of Order" shall never overrule our own by-laws.

ARTICLE 10: DISSOLUTION

SECTION 10.1 In the event of dissolution of the Schuylkill Valley Football and Cheer Association, all assets of the Association shall be donated to a "not-for-Profit" organization of similar purpose, selected by the majority of the Board at the time of the dissolution. The use of any surplus funds for private inurnment (beneficial or advantageous) to any person in the event of a sale or dissolution of the Association is prohibited.