**CARLYNTON LITTLE COUGARS YOUTH FOOTBALL AND CHEERLEADING ASSOCIATION INC.**

**CONSTITUTION AND BY-LAWS**

**Amended March 2008**

**Revised April 2011**

**Revised March 2022**

**Article I, Name**

The organization shall be known as the Carlynton Little Cougars Youth Football and Cheerleading Association Inc.

**Article II, Objective**

1. The objective of the Association shall be to encourage the youth of the community to respect the ideals of good sportsmanship
2. The objective will be achieved by providing supervised competitive athletic games. The supervisors shall bear in mind that (a) the molding of future men and women is primary and (b) the attainment of exceptional athletic skills and the winning of games are secondary.
3. The purpose of the Carlynton Little Cougars Youth Football and Cheerleading Association is to provide a competitive sports program for the youth of its school district. based upon the current League’s By-Laws.

**Article III, Membership**

* 1. Membership shall be comprised of Coaches, Board Members, Appointed Positions, and any person(s) having children active in the organization.
  2. Members receive one vote per family, provided they are in good standing, for election of officers only. A member in good standing is a person who adheres to the purposes and objectives of the Organization and who does not have registration fees or other debts owed to the Organization.

**Article IV, General Meetings**

The temporary office shall be Carlynton Athletic Field House, Second Floor, with meetings to be held at the Carnegie Borough Building, second floor conference room. The principal mailing address of the Association shall be P.O. Box 34, Carnegie, PA 15106. The rules contained in *Robert’s Rules of Order* shall govern the society in all cases in which they are applicable, and in which they are not consistent with the Constitution and By-Laws of the Association.

* 1. General meetings shall be held the first Sunday of every month or as deemed necessary by the President.
     1. Board of Directors shall meet prior to the General Membership.

1. The meeting place will be at the discretion of the Executive Officers of the Association.

2. If a meeting is cancelled and not rescheduled without sufficient notice, all members will receive credit for attendance.

* 1. Majority of the Board Members shall constitute a quorum.
  2. The President may call special meetings at such time and places he/she deems necessary. Three members of the Board of Directors may call special meetings or in case of an emergency and must state the nature of the meeting. No matters shall be discussed at the special meeting except those stated by the President or stated previous. Three-day advance notice must be given for all special meetings.
  3. Recommendations made to the agenda at the General Meeting will be taken into consideration at the next scheduled Board of Directors Meeting and a report made at the following General Meeting.
  4. A mandatory meeting will be held with all head coaches and assistant coaches prior to the start of the season. Any staff not attending without just cause shall revoke his/her coaching privilege.

**Article V, Government**

* 1. The elected officers of the Association shall be the President, Vice-President, Secretary, and Treasurer and constitute the Executive Board.
  2. The overall government of this association will be under the supervision of the Executive Board. The Board of Directors will consist of the Executive Board, and at least five of the following positions of:

Coaches Representative, Cheerleading Coordinator, Parent Representative

League Representative, Equipment Manager, Fundraising Coordinator, and

Concession Manager/Volunteer Coordinator

* 1. All Board of Directors shall follow his/her duties as outlined in Officer Duties and Responsibilities. All Board members must have PA Child Abuse Clearance and PA State Criminal Check Clearance. Clearances are only required once but the Association reserves the right to require any Board Member to resubmit a clearance.

a. The Past President shall remain seated on the Board of Directors for a period of one year after commencing his/her Presidency.

4. The Board of Directors will finalize all policy by vote at a regularly scheduled meeting. Voting shall not take place without a quorum. Changes must pass by majority of the vote. The President will vote only in the event of a tie.

5. Effective February 1, 2002, each office shall be for a term of two years. The President and Recording Secretary are to be elected in the month of January in the odd numbered years; the Vice-President and Treasurer are to be elected in the month of January in the even numbered years.

a. New officers will assume their office the day after the reorganization (voting) meeting unless no other representative is available.

b. The Board of Directors at the regular stated December meeting shall make nominations open. Any person wishing to be a candidate must so announce his or her candidacy in writing to the Secretary not later than the December meeting and all other nominations from the floor shall be made at the December meeting.

c. No one person shall hold two offices.

5.5 The President shall annually appoint in the month of February, subject to final approval of the Board of Directors, the following positions:

League Representative, Equipment Manager and Fundraising Coordinator

1. The President shall also appoint, subject to final approval of the Board of Directors:

Coaches Representative, Parent Representative, Concession Manager and Cheerleading Coordinator.

a. Shall no person be available for appointment, the position shall remain open until such appoint can be made.

b. Candidates for appointed member positions must submit a written application of interest to the Secretary no later than the January meeting.

c. Consideration for all appointed positions will be given based on the following:

(1) experience (2) length of membership in the organization (3) involvement in the organization. All candidates must be members in good standing as defined in Article 3 #.2

* + 1. Qualifications of officers:

1. All members of the Board shall be active members of the Association for a period of at least one (1) full year, must have attended five meetings per calendar year and must have participated in the organizations activities and be in good standing as defined in Article 3, #2. (Exceptions – See Article 5.6.1 #2

a. The President shall have been a member of the Board of Directors for a period of one prior fiscal year.

2. Upon the death, resignation or retirement of the President, the Vice-President shall assume the duties until the next regular membership meeting at which time a President shall be elected for the balance of the term.

3. Vacancies in any of the elective offices other than President shall be filled by appointment by the remaining members of the Board of Directors.

4. The President shall, subject to the approval of the Board of Directors, appoint any other officials necessary to make the Association function properly (must be part of the Association for a minimum of 1 year).

5. Impeachment of elected officers requires two Board Members and the Complainant to present to the President, in writing, their complaint. The complaint must include the part of the Constitution offended, the action to be taken and the signature of the complainant. Excessive absence without probable cause will be grounds for impeachment from office. For impeachment to pass, the complaint must pass through a two-thirds vote of the Board of Directors.

If the complaint is against the President, the Vice President shall receive the complaint and proceed as stated above.

* 1. The rules contained in the current edition of the *Robert’s Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not consistent with these By-Laws and any special rules of order the Association my adopt.
  2. If a Board Member misses three (3) meetings in a twelve (12) month term, then they will have a meeting with the Executive Board to determine disposition.
  3. All Board Members must have PA Child Abuse History Clearance and PA State Police Criminal Checks. Should State requirements on clearances change, the Association will alter its requirements to follow State requirements. The Board will review any criminal background.

**Article VI, Funds**

* 1. The Treasurer shall maintain all funds. The Board of Directors must approve all non budgeted expenditures before purchases are made unless the amount does not exceed $50.
  2. The Treasurer, with the assistance of the President, shall prepare an annual budget to be approved in the month of February by the Board of Directors. Committees will not need additional approval of budget item funds once said budget is approved.
  3. The Treasurer and President shall sign all checks drawn from the Treasury
  4. An audit shall be made annually by a qualified individual appointed by the President. This audit shall be conducted no later than May 1st and a report made at the Board of Directors Monthly Meeting in June.
  5. The fiscal year shall run from February 1st through January 31st.
  6. The Board of Directors shall determine registration fees and fund-raisers. Registration fees are non-refundable, except if between August 1st and August 15th there is a case of a child deciding he/she does not want to participate; such case(s) will be managed and decided on an individual basis.
  7. Any fund-raising activity must be approved by the Executive Board and shall be under the direction of the Fundraising Coordinator and all funds shall be placed in a common treasury.
  8. Failure to return all equipment, in good condition, by any boy(s)/girl(s) after quitting or at the end of the season, and after no attempt is made by either the parents or child/children to return equipment, in good condition; a notice will be given to the District Justice for collection. Parents of child/children in violation will pay ALL expenses.

**Article VII, Age, Grade and Weight Requirements/Limits for Boys; Girls**

* 1. Age and weight requirement shall be determined by league rules.
  2. A football player may move up to a higher team only if there is a need to field a team with fourteen or fewer players on the roster or if they are over the age as outlined below. Players will be moved based on birth date, parental discretion, and within league rules.

1. Division I (A Team) – 5th & 6th grade division. Any child who turns thirteen prior to July 1st of the current year will be ineligible to play in the WPYFL.
2. Division II (B Team) – 3rd & 4th grade division. Any child who turns eleven prior to July 1st of the current season must move up to Division I.
3. Division III (C Team) – K – second grade division. Any child who turns nine prior to July 1st of the current season must move up to Division II. There is no minimum age requirement to play in Division III

**Article VIII, Behavior of Players/Cheerleaders and Parents**

* 1. If in the event a player/cheerleader or parent causes constant harassment to coaches and/or other players/parents while a member of our Association, he/she will be given a warning to stop such conduct.
  2. In the event the warning is ignored, and the player/cheerleader parents have made no attempts, or parents themselves (if the offenders) to help stop this situation, the child along with parents, or parents only (if the offenders) will be immediately suspended and removed from the premises pending further action by the Board. The final decision will be issued by a written, certified letter to all parties involved as well as a confidential addendum to the monthly minutes.
  3. Parent(s) and/or guardian(s) of a child dismissed from the organization for conduct reasons have the right to appeal to the Board of Directors.
     + 1. All appeals must be in writing within five (5) days of the formal dismissal.
       2. The Board of Directors must acknowledge and issue a confirmation within three (3) days of receipt of written appeal.
       3. Appeal hearings must be conducted by a quorum of the Board within ten (10) days of the appeal confirmation.
  4. Penalties:

1. The Board of Directors shall have the right to assess any penalty they deem necessary to protect and preserve the Organization other than the penalties that have already been written into the By-Laws.
2. In the event an Officer, Coach, Sponsor, or Game Official is attacked by a spectator or family member of a participating youth, the following penalty will apply: That person(s) will be immediately expelled from activity and if that person is a family member of a participating youth, that person and the participant will also be expelled from the Organization

5. All participants must follow the “Code of Conduct” which will be distributed at the time of registration.

**Article IX, Coaches and Staff**

* 1. A staff may consist of a Head Coach and a minimum of four (4) assistant coaches for all football teams and a Head Coach and a minimum of one (1) assistant for all cheerleading teams. All coaches must have majority Board of Director approval. If any coaching staff appointee is a member of the Board of Directors, he/she must abstain from that vote. All coaching terms are for one year.
  2. An application must be submitted to the Association for an open position of Head Coach no later than the February general meeting. The Executive Board will appoint a committee of no more than five (5) individuals to review application for recommendation of position of Head Coach. Qualifications will be determining factor for recommendations. The Board of Directors will approve by majority all selections for head coaching positions. Should qualifications be equal among recommendations then seniority in the organization shall be next determining factor.
     1. Any coach who has been absent from the organization for more that one year will lose seniority rights.

1. An application must be submitted to the Association no later than the May general meeting for all assistant coaches. A Head Coach must sponsor assistant coach application. The Head Coaching will review all sponsored assistant coach applications staff as well as the President, or his/her designee, and the Football Coaches Representative or Cheerleading Coordinator. Final approval of all coaches will be made at the June General meeting and qualifications will be determining factors.

a. Should additional appointments be made to fill vacancies, this will be done at the general meetings following the recommendation.

2. All football and cheerleading teams must be represented at the general monthly meeting by the Head Coach or his/her designee.

* + 1. A one game suspension will be applied against the head coach for any violation of Article 9

1. A coach may be suspended and/or expelled by the Board of Directors for any of the following:

Mistreatment of players, habitual tardiness or absence, deportment unbefitting a teacher of children such as profane language or intoxication, alcohol or drug related incidents and smoking/tobacco use on the practice or playing field.

2. All coaches must be on the playing or practice field promptly at the start of practice and remain on the field until the end of practice. If just reason is substantial (i.e., league meeting, prior work commitment, etc.) this will be waived. However excessive occurrences may result in discipline.

3. The following is the procedure for discipline and/or termination from coaching privileges. The Board of Directors has final determination in length of discipline and action can only occur with the majority vote of the Board.

* + - 1. Verbal warning followed by written documentation will be given for first offense.
      2. Suspension as deemed necessary by the Board of Directors will be given upon second offense.
      3. Termination will be given for third offense. Termination is immediate and complete.
    1. Should the offense be severe in nature (i.e., abuse to individual, physical confrontation, drug use) termination will be immediate. Should any child be put into harms way termination will be immediate. Termination is immediate and complete.

1. All Coaches must have PA Child Abuse History Clearance and PA State Police Criminal Checks. Should State requirements on clearances change, the Association will alter its requirements to follow State requirements. The Board will review any criminal background.

* + - 1. Forms will be supplied by the Secretary and the Association will absorb the cost of the clearances.
      2. Forms must be completed within 7 days of Board approval of position and given to the Secretary. Coaches may not be on the practice field until applications are received.
      3. Clearances are sent directly to the individual and it is their responsibility to return the original clearance to the Secretary.
      4. Any person denied clearance will not be permitted on the practice or game field.
      5. Clearances are only required once but the Association reserves the right to require any coach to resubmit a clearance.

2. Coaches must adhere to the Code of Conduct and Policy and Procedures which will be given at the annual coaches meeting. All coaches must attend the mandatory meeting. Coaches shall not interfere with other teams in the Organization.

3. Any coach shall not give or cause to be given any financial benefit or material awards to an individual member of a team including gifts that are more than a combined total of $5.00 in value. In this regard, no individual or outside organization shall be permitted to purchase trophies for the team or any individual on a team unless authorized by the Board of Directors. Violation of this article may result in immediate dismissal from the organization.

4. Each team shall have a coach that manages the equipment to record, distribute, and collect. This will be appointed by the Head Coach of each team and report to the Equipment Manager. The Equipment Manager will have say as to distribution of materials and equipment. Recommendation of needed items shalll be made by the Equipment Manager subject to final approval of the Board of Directors.

**Article X Award Policy**

* 1. The Board of Directors must approve any citation or award to a team or individual.
  2. All players/cheerleaders will only receive participation award if they attend the banquet
  3. Trophies will be awarded to the players and cheerleaders who make the League Championship game.
  4. To qualify for any awards, players/cheerleaders must complete the entire season.

**Article XI, Violation(s) of the CLC Constitution and By-Laws and League By-Laws**

* 1. Any violation(s) of the Carlynton Little Cougars Youth Football and Cheerleading Association Inc. Constitution and By-Laws and/or League By-Laws may constitute disciplinary action up to and including termination.

**Article XII, Amendment(s) of the Carlynton Little Cougars Constitution and By-Laws**

* 1. The Carlynton Little Cougars Constitution and By-Laws may be opened in February and closed in April of the same year.
  2. Changes in the Constitution and By-Laws must pass at two (2) consecutive meetings by a two-thirds vote of the authorized representatives to go into effect.

**Article XIII, Dissolve**

* 1. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

* 1. Upon the dissolution of the Carlynton Little Cougars, 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 federal code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

We the following, representing the Carlynton Little Cougars Youth Football and Cheerleading Association Inc., do hereby declare the adoption of this amended Charter By-Laws this date:

Date Signed

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President

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Vice President

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Treasurer

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Secretary