

Montour Little Spartans Football Association

Constitution and By Laws

Article I – Name

The name of this organization shall be known as the Montour Little Spartans Football Association. Henceforth, the Association will be referred to as MLSFA.

Article II – Definition:

The MLSFA shall be composed of youth football and cheerleading programs. MLSFA is a volunteer non-profit organization located in the Montour School District.

Article III – Objectives:

The goals and objectives of the MLSFA are:

- A. To promote good sportsmanship, discipline, honesty, integrity, and reverence in a safe playing environment.
- B. To teach basic fundamental skills of football and cheerleading.
- C. To encourage scholastic excellence as well as athletic achievement in anticipation of higher education.
- D. To assure that each youth is given the opportunity to develop athletic skills during practices and through game experiences without prejudice and to enhance character and sportsmanship with winning and losing.
- E. To provide capable and dedicated coaches and sponsors of sound moral character.

Article IV – Government

A. A Board of Directors, consisting of four Elected Officers, shall govern the MLSFA. In the event no member from the current cheer and football coaching staffs wishes to be an Appointed Officer, the Elected Officer of the Board of Directors shall have the right to appoint anybody whom they desire from the Association. Except, no one may be appointed to the board who has a spouse on the board. The Officers on the Board of Directors shall be:

1. President (Elected)
2. Vice President (Elected)
3. Secretary (Elected)
4. Treasurer (Elected)
5. Director of Cheer (Appointed)
6. Director of Football (Appointed)

- B. Duties of the Board of Directors:
 - 1. Carry out the policies of the Association.
 - 2. Carry out and enforce the By-Laws of the Association.
 - 3. Recommend changes to the By-Laws.
 - 4. Conduct the Business of the Association.
 - 5. Invite interested persons to attend meetings and apply for membership to the Association.
 - 6. Ensure the integrity of the Association.
 - 7. Appoint all committees.
 - 8. Carry out and enforce the Coaches Code of Conduct and the Sponsor's Code of Conduct.
 - 9. Approve Head Coaches Applications
 - 10. Set Registrations Fees.

Article V – Officers:

- A. The elected Officers of the Association shall be President, Vice President, Secretary, and Treasurer.
- B. Duties of the President:
 - 1. Preside over all scheduled meetings.
 - 2. Call and preside over special meetings.
 - 3. Supervise the duties of the Officers.
 - 4. Co-sign with the Vice President, Secretary, and Treasurer all written contracts and obligations of the Association (for purposes of this clause, co-sign means get the consent of at least one additional Elected Officer as the President can sign the written contracts and obligations).
 - 5. Cast tie-breaking votes or call for ballot votes.
 - 6. Call special elections to fill vacancies that may occur.
- C. Duties of the Vice President:
 - 1. Act as the assistant to the President and to perform the duties of the President in the absence that Officer.
 - 2. Perform the duties of the President until the next election of officers if the President is unable to serve a full term.
 - 3. Co-sign all written contracts and obligations of the Association as described in Article V.B.4.
 - 4. Perform other appropriate duties assigned by the President.
- D. Duties of the Secretary:
 - 1. Record the minutes of all meetings.
 - 2. Attend to all correspondence of the Association.

In the interest of appropriate segregation of duties, all communications(except for basic information emails) are to be reviewed by the Secretary and one additional Officer before distribution.

 - 3. Co-sign all written contracts and obligations of the Association as described in Article V.B.4.
 - 4. Read the minutes of the previous meeting.

5. Maintain an up-to-date mailing list of all members and participants of the Association.
- 6 . Perform other appropriate duties assigned by the President.

E. Duties of the Treasurer:

- A. Collect and account for all monies of the Organization.

In the interest of appropriate segregation of duties, all monies from the event are to be counted on site by the Treasurer and one additional Officer.

- B. Keep accurate records of revenues and expenditures of the Organization.
- C. Co-sign all written contracts and obligations of the Organization as described in Article V.B.4.
- D. Submit an up-to-date financial statement at all scheduled membership meetings.
- E. Perform other appropriate duties assigned by the President.

F. Terms of Office:

- All terms of elected officers shall be for two (2) years with no limits of succession by re-election.
- All terms of the appointed directors shall be for one (1) year with no limits of succession by re-appointment.
- The terms of offices for President and Secretary will alternate with the terms of offices for Vice President and Treasurer.
- Nominations and elections of Officers shall be conducted during October.
- Nominations and appointments of Officers shall be conducted during October after nominations and elections of Officers.
- Member who is nominated for office must be present at the time of nomination and in good standing with the Organization.
- New elected and appointed officers shall assume the duties of their respective offices on January 1st of the following calendar year.

Article VI – Meetings:

- A. Roberts Rules of Order shall govern the proceeding of all meetings.
- B. General membership meetings will be held no less than ten (10) times during a calendar year.
- C. The general membership meeting shall be scheduled to the extent possible on the same day of the month (e.g., the second (2nd) Wednesday of the month). If not possible, notice shall be provided.
- D. A majority of Board of Directors shall comprise a quorum for voting purposes.
- E. All Head Coaches and Cheerleader Sponsors must attend no fewer than six (6) of the at least ten (10) monthly General Membership meetings held by the Association during the twelve (12) months from the date of their appointment.

F. All Assistant Coaches and Cheerleader Sponsors must attend no fewer than six (6) of the at least ten (10) monthly General Membership meetings held by the Association during the twelve (12) months from the date of their appointment.

G. Any disciplinary actions will be reviewed and carried out by the Board of Directors.

- Player disciplinary actions will generally follow these steps:
 - A. Step 1 – Coach and Board Member Meet with Participant and Parent to discuss situation and remedy
 - B. Step 2 – Coach and Board Member Meet with Participant and Parent to enforce one week suspension from MLS
 - C. Step 3 – Coach and Board Member Meet with Participant and Parent to enforce expulsion from MLS

Article VII – Membership Requirements:

- A. Any person eighteen (18) years of age or older who has an interest in the purposes and objectives of the Organization can become a member by applying for membership at a monthly membership meeting.
- B. Parents or legal guardians of participants become members upon payment of a registration fee for any program or activity sponsored by the Organization.
- C. Any members in Good Standing with the Organization and present at the meeting can vote on items at the meeting.
 - i. A member in Good Standing is a person that adheres to the purposes and objectives of the Organization and who does not have registration fees or other debts owed to the Organization.
- D. If any Elected Official deems the results of the vote to not be in the best interest of the Organization, that Elected Official may veto that vote.
- E. All Officers, Coaches, Sponsors, Committee Members or candidates for these purposes must be members of the Organization.

Article VIII – Financial Policy:

- A. No Officer, Coach, Sponsor, or Member shall gain any profit whatsoever from their affiliation with the Organization.
- B. All funds will be deposited in a checking account with a banking institution named by the Board of Directors, and disbursement from said account should be made only by approval of at least two (2) Elected Officers.
- C. The checking account will be designated according to the name of the organization as officially registered on Form SS-4 with the Department of the Treasury, Internal Revenue Service.
- D. The Treasurer and another Elected Officer must sign all checks and disbursements (for purposes of this clause, sign means get the consent of at least one additional Elected Official as the Treasurer can sign checks and disbursements). A second Elected Officer who has approval by the Organization and registers a signature card may sign checks and disbursements if the Treasurer is not available.

- E. All revenue collected for any reason will be given to the President or designee on designated date. Failure to surrender money belonging to the Organization by anyone associated with the Organization will result in expulsion from the Organization with possibility of the Organization taking legal action against the accused.
- F. The President or Treasurer of the Organization or in the event of special fundraiser, the appointed Chairperson of the Fundraiser, or President's designee will collect all revenue. A written receipt will be issued upon requests.
- G. Upon dissolution of the Organization, any and all assets of the Organization will be distributed to one or more charitable non-profit organizations as defined by Section 501c (3) of the Internal Revenue Code. Said distributions are to be made only after all liabilities of the Organization have been satisfied.
- H. No one other than those approved by the Board will make purchases.
- I. Request for purchase must be submitted to the Board and approved by the Board for small \$ amounts and approved by vote by the Organization for non-small \$ amounts before disbursements will be made.
- J. Any person making purchases under the official name of the Organization without prior approval of the Organization shall be liable for such purchases.

Article IX – By Law Changes:

- A. Proposals to change the By Laws shall be read at two (2) general membership meeting not within four days of one another. A vote to accept the proposal shall be taken during the third (3rd) consecutive meeting. A majority of the quorum is required for the change to take effect.
- B. In the event a majority vote is not reached, the By Laws in effect will read as stands.
- C. The By Laws will be voted upon and reaffirmed by the Organization biennially (once every two (2) years) or more frequently based upon the discretion of the Board of Directors.

Article X – Committees:

- A. The Board of Directors will be responsible for appointing all committees and chairpersons.
- B. A committee shall be appointed for any activity the Board of Directors deems necessary.
- C. Duties of committee chairperson:
 - i. Assist in formulating the committee
 - ii. Direct activities to meet the challenge of the committee
 - iii. Report all activities to the Board of Directors
 - iv. In the event of special fundraiser, the chairperson will collect revenues and be responsible for said revenue until it is given to the Treasurer.

Article XI – Insurance:

All participating personnel will be covered by insurance.

Article XII – Penalties:

- A. 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.
- B. In the event an Officer, Coach, Sponsor, or Game Official is attacked by a spectator(s) or family member(s) of a participating youth, the following penalty will apply: That person or persons 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.

Article XIII – Football Divisions:

- A. The Organization will sponsor a football program for youths who reside in the Montour School District.
 - i. **Division I (A Team)** – 5th & 6th grade division. *Any child who turns 13 prior to July 1st of the current year will be ineligible to play in the WPYFL.*
 - ii. **Division II (B Team)** – 3rd & 4th grade division. *Any child who turns 11 prior to July 1st of the current season must move up to Division I.*
 - iii. **Division III (C Team)** – K – 2nd grade division. *Any child who turns 9 prior to July 1st of the current season must move up to Division II. A child must be enrolled in kindergarten to be eligible to play.*
- B. There is **no maximum weight limit** for participation in the WPYFL, however, there shall be weight limitations pertaining to all “skill” positions handling the ball (QB, RB, WR, TE).
- C. Weight limitations are as follows:
 - 1. Division I (5th & 6th Grade) – 120 lbs.
 - 2. Division II (3rd & 4th Grade) – 100 lbs.
 - 3. Division III (K - 2nd Grade) – 75 lbs.

Article XIV – Cheerleading Divisions:

The Organization will sponsor a cheerleading program for youths in the Montour School District. There shall be cheerleading representation for each football division.

Article XV – Organization Authority:

- A. The MLSFA has authority over all member as well as all adults and youths having an official connection therewith when said groups(s) or individual(s) and member(s) are in violation of published rules or regulations.
- B. The MLSFA has authority over any groups(s) or individual(s) and member(s) under this Section where said groups(s), individual(s) and Members(s) are pursuing a course of conduct that is detrimental to the integrity and reputation of the Organization

Article XVI – Equipment:

- A. All equipment and uniforms are the property of the Organization and are subject to be returned at any time deemed necessary by the Board of Directors.
- B. Issuance of equipment and/or uniforms to participant at no time implies ownership by the participant.
- C. Turning in equipment and uniforms will be the responsibility of the participant and parent or legal guardian. Failure to return all issued equipment and uniforms will result in a dollar cost assessment along with legal action deemed necessary by the Board of Directors.
- D. In the event the equipment, uniform, or money for them is not returned by the December meeting the member and participant will not be permitted to participate in the Organization henceforth.

Article XVII – Responsibilities and Duties of Head Coaches and Cheerleader Coaches:

- A. All football coaches, cheer coaches, team moms and team photographers will be required to complete clearances as required by Pennsylvania Act 153 of 2014. Required clearances include Pennsylvania criminal history record (Act 34), Pennsylvania child abuse history record (Act 151) and the Federal Criminal History record (Act 114). In lieu of completing the Federal Criminal History (Act 114) the WPYFL will accept the WPYFL Volunteer Affidavit Form (must be completed annually).
- B. Clearances must be updated every five (5) years.
- C. Football Coach Certifications: All football coaches will be required to complete the USA Football Level I Tackle Football Certification or Recertification test on an annual basis.
- D. Cheer Coach Certifications: All cheer coaches will be required to complete the following certifications annually before being issued a field pass: Concussion Awareness Certification, Sudden Cardiac Death Certification and Heat Awareness Certification. Organizations are responsible for obtaining and tracking certifications for all coaches within their respective organization.
- E. All football coaches, cheer coaches and Team Moms are required to complete the appropriate WPYFL online registration form before being issued a field pass.
- F. Head Coaches must be 21 years of age by July 1st of the current season to be a head coach of any football or cheer team within a member organization of the WPYFL.
- G. Head Coaches and Cheerleader Coaches must (1) adhere fully to mission of the Association, (2) not violate the Code of Conduct as written by the Association, (3) perform all duties specified herein under Article XVII, and (4) attend no less than six (6) General Membership meetings a year.
- H. Any Head Coach or Sponsor who wishes to resign must submit a letter of

resignation to the Board of Directors within a reasonable period of time.

- I. The Board of Directors shall terminate Head Coach(es) or Sponsor(s) who violate the Code of Conduct, fail to perform all required duties stated herein, and pursue a course of action that is detrimental to the integrity and reputation of the Association.
- J. Duties of Head Coaches and Cheerleader Coaches:
 - i. Head Coaches and Cheerleader Coaches are responsible for formulating and updating their respective rosters.
 - ii. Head Coaches are responsible for having their current roster available on game day.
 - iii. Head Coaches are responsible for enforcing the Code of Conduct on all assistants and players.
 - iv. Cheerleader Coaches are responsible for enforcing the Code of Conduct on all assistants and cheerleaders.
- K. Head Coach or Cheerleader Sponsor who does not attend at least six (6) of the at least ten (10) Membership meetings of the Association during the twelve (12) months from the date of their appointment is not considered a member in good standing and could be asked to step down by the Board of Directors.
- L. In the event a coach/coaching candidate or sponsor/sponsor candidate has not attended at least six (6) of the at least ten (10) Membership meetings of the Association during a calendar year, the Board of Directors by unanimous vote can appoint the candidate a coach or sponsor.

Article XVIII – Year End Award:

At the discretion of the Board of Directors and based on fund availability, a yearend award may be provided to graduating seniors. To qualify for a year end award, a participant must be a 6th grade participant with no outstanding debts. Any 6th grade participant with five (5) years of service may receive an award at the conclusion of their Division I, 6th grade season. Any Division I, 6th grade participant without five (5) years of service shall have the option of purchasing an award on a pro-rated basis, 20% per year with the Montour Little Spartans. In the event a registered participant is unable to play/cheer in a given season and no refund is given that year, that year will count as a year of service.

Article XIX – General:

- A. Responsibilities of all members of the Organization are field/concession stand preparation/set-up on game-day, concession stand duty and/or donations, clean up on game-day, fund raisers, etc. It will be the responsibility of a member, who is assigned to a specific duty, to find a replacement. If a replacement is not found the member will be assessed a \$25 fine payable by the next game day or within seven (7) days, whichever is shorter.
- B. Only Officers of the MLSFA are authorized to communicate with the administration of the Montour School District relative to needs of the Association. If a coach, sponsor, or member need to address any question(s) or concern(s) that requires interaction with the Montour School District, that request(s) must be brought directly to the MLSFA Board of Directors. The MLSFA Board of Directors will designate a spokesperson to speak directly to

the administration regarding the request(s). Other than the MLSFA Board of Directors, no coach or sponsor has the authority to represent the interests and concerns of the MLSFA to the administration of the Montour School district.

- C. To be eligible to participate as a Football Player or Cheerleader you must reside in the Montour School District. Any Football Player or Cheerleader who played one (1) year with MLSFA may be grandfathered in at the sole discretion of the MLSFA Board of Directors.
- D. All volunteer coaches and assistant coaches must submit a criminal history background check and Child Abuse Clearance for review by the Board of Directors before being approved for staff positions. All Coaches must register with USA Football and take the Certification testing. Only those coaches that achieve the USA Football Certification of Completion of the Heads-Up Football Program will be eligible to coach practice or gameday.