

BYLAWS OF  
THE  
PLEASANT VALLEY



FOOTBALL  
AND CHEER

Adopted: (2025)



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## **ARTICLE I ORGANIZATION AND AFFILIATION**

### **Section 1 Organization**

- A. This organization shall be known as the Pleasant Valley Cubs Football & Cheer Association, Incorporated, hereinafter referred to as the "Cubs".
  - 1. The use of the Cubs name in whole or in part for fund raising or sponsorship must be approved by the Executive Board.
  - 2. It is strictly prohibited to use the Cubs name for personal earnings.
- B. Cubs will endeavor to teach youth the proper skills to compete and enjoy sports, and to provide a strong fundamental skill base for youth who choose to continue to compete at the interscholastic level. Cubs will strive to encourage and teach good sportsmanship, teamwork, physical fitness, and respect of parents, coaches, teammates, referees, and opponents, as well as self-respect and the development of self-esteem in the participants themselves.
- C. Cubs is organized exclusively for charitable and educational purposes within the meaning of Section 501(C)(3) of the Internal Revenue Code.

### **Section 2 Non-Discrimination**

- A. All words used in these By-Laws in any gender shall extend to and include all genders and any singular words shall include the plural expression and vice-versa when the context of facts do require. And any pronouns shall be taken to refer to the person or persons intended regardless of gender or number.
- B. The Cubs shall not discriminate on the basis of gender, race, religion, national origin, age, or disability. However, no provision of these By-Laws is intended to create any actionable property right or procedural or substantive due process rights.

### **Section 3 Governance and Order**

- A. The governing of the Cubs shall be under the supervision of elected officers and directors, hereinafter referred to as the "Executive Board": Any power not specifically delegated to other persons, committees or member(s) remain with the Executive Board.
- B. The Executive Board may make changes prior to the first reading of the year to provide a set of current and updated By-laws that best represent the needs of the Cubs Organization.
- C. Cubs will conduct monthly meetings open to the public. The President and one (1) officer will have the authority to cancel, change meetings, frequency, time, and place as needed.

### **Section 4 Affiliations**

- A. The Cubs are members of the Colonial Youth Football League, hereinafter referred to as the "League".
- B. The official playing rules and regulations as published by the League for the current season shall be binding on the Cubs.

### **Section 5 Governmental Regulations**

- A. If any provisions of these By-Laws shall be in conflict with any applicable governmental regulation, code or law, such provision shall take precedence over the conflicting section(s) of these By-Laws.

### **Section 6 Severability**

- A. If any provision of these By-Laws shall be held to be invalid or unenforceable for any reason, the remaining



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provisions shall continue to be valid and enforceable. If a court finds that any provision of these By-Laws is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed and enforced as so limited.

### **Section 7 Indemnification**

The corporation shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, or employee of the corporation against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the corporation; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of directors who are not at that time parties to the proceeding. The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified person under this Article shall apply to such person with respect to those acts or omissions which occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person. This Article constitutes a contract between the corporation and the indemnified officers, directors, and employees. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified officer, director, or employee under this Article shall apply to such officer, director, employee with respect to those acts or omissions which occurred at any time prior to such amendment or repeal.

## **ARTICLE II MEMBERSHIP**

### **Section 1 General Members**

- A. Cubs shall be comprised of children, participating in recreation activities and sports, hereinafter referred to as "Athletes". Also, Parents/Guardians, coaches, Board members, Committee members and any eighteen (18) year old or older who actively participates in supporting the Athletes hereinafter referred to as "General Members".
- B. General members above 18 years of age and without a registered child(s) under their supervision as a legal guardian are subject to the following conditions.
  1. Be directly involved in the program as an assistant coach, head coach, or serve on the board.
  2. Subject to all clearances before being allowed to attend any function where children will be present.
  3. Understand that they are volunteering for an all youth sports organization and at any time for any reason may be asked to leave, if it is determined to be in the best interest of the organization.

### **Section 2 Member in Good Standing**

- A. Families must fulfill all financial obligations along with, actively participate in all fundraising activities, or fulfill the financial or volunteer assistance (i.e. refreshment stand duty, etc.) requirements supporting their sport, as defined for the respective season, and noting the requirements may change annually.



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- B. Members not in good standing will be tracked by the board monthly and will be provided at each meeting.

### **Section 3 Voting Rights of Members in Good Standing**

- A. Every adult member (18) years of age or older has voting rights. In order to exercise this right a member must be a "Voting Member in Good Standing".
- B. A Voting Member in Good Standing is achieved and maintained by the following:
  - 1. Status of member in good standing, refer to ARTICLE II, Section 2.
  - 2. Attend two (2) consecutive executive board meetings with actual voting rights initiated at the conclusion of the third meeting.
  - 3. Termination of voting rights will occur after absenteeism from two (2) consecutive executive board meetings.
- C. Voting rights status for current 'Voting Members in Good Standing' will carry over from year to year.
- D. Voting rights status will be revoked for the current and following year, due to any Code of Conduct Violations.
- E. Voting members in good standing can make a motion, and vote on motions made at the Board Meeting; but do not vote on discipline and grievance issues.
- F. Voting members in good standing have the right to participate in the "Executive Board" nominations and voting process.
- G. Each voting member in good standing is entitled to only one (1) vote.
- H. The voting member in good standing must be present at a general meeting to vote, nonverbal proxy of this vote may be given by the board in the event of an absence.
- I. Excused absences will be granted by the Board. Notice of absence must be given to the executive board prior to the meeting. Excused absences will consist of employment requirements, CYFL League Meetings, mandated practices, serious illness, or other force majeure matters.

### **Section 4 Responsibilities**

- A. All members shall adhere to the PV Cubs Code of Conduct.
  - 1. All registrants & volunteers must sign a Cubs Code of Conduct letter. Their signatures verify that they have received, read and agree to abide by and enforce the Cubs Code of Conduct.
  - 2. Said letter will be placed with the Athlete's records, and maintained by the Cubs Executive Board.
- B. It is mandatory for the Parents/Guardians or another competent adult family member with authority to make medical treatment decisions for the Athlete. This adult also shall be responsible and present at all games and practices. This adult will also make attendance decisions in case of bad weather or medical emergency.
- C. Members are encouraged to participate in all Cubs activities on and off-season. The Cubs will attempt to maximize opportunities for members to play a role in the annual activities.

### **Section 5 Athlete Registration and Eligibility**

- A. To participate in a sport or activity, a child and his/her guardians must be a member in good standing.
- B. Fees and dates for registration, late registration, work bonds, service fees, penalties, etc. shall be set by the third board meeting of the year and distributed to members with an email announcement.
- C. No refunds for registration or equipment deposits will be given after a specified date decided upon annually by the Executive Board. Any exceptions to this rule are at the discretion of the Executive Board.
- D. A parent or legal guardian must accompany the Athlete to registration. All League and Cubs forms must be completed prior to any Athlete's participation in Cubs activities.
- E. One work bond advanced payment per family (price determined by the Board) must accompany the



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registration form(s) and payment. There are **NO EXCEPTIONS**. Work bond refunds will be given only after the work bond is completed. Work bond buyout will be determined by the executive board prior to the start of the season.

- F. No person will be allowed to register an Athlete if they are indebted to the Cubs from the previous season(s).
- G. Signups after the close of registration are not guaranteed and will be at the discretion of the Executive Board.

### Section 6 Insurance Coverage

- A. The Cubs maintain two separate insurance policies. A General Liability Insurance as well as Accidental Insurance Coverage. Private insurance must be maintained throughout the Athlete's participation in all sanctioned Cubs events. Any accident, injury or illness that is not covered in full or in part said medical insurance shall become the full financial responsibility of the Athlete's parents and/or legal guardians. The Cubs shall not be held financially or legally liable for aforementioned insurance.
- B. After an injury, accident or illness where the Athlete has been under professional medical care, said Athlete shall provide proper medical release before continuation in any Cubs activity.

### Section 7 Background Checks

- A. Each Cubs board member, director, coach or assistant coach, or any volunteer whose duties may require unsupervised children in their care, shall be required as a condition to participate in Cubs activities, to submit a Criminal Background Check and Child Abuse History Clearance prior to the start of participation in Cubs activities.
- B. Failure to provide these releases shall disqualify the individual from participation.
- C. Mandatory Screening Requirements:
  - 1. Individuals will obtain a Report of criminal history (Act 24) from the Pennsylvania State Police (PSP); and Child Abuse History certification (Act 151) from the Department of Human Services (Child Abuse).
  - 2. Clearance through the Federal Bureau of Investigation (FBI), is required for any volunteer who has **NOT** been a resident of Pennsylvania the entirety of the previous ten-year period.
  - 3. Sign and return the DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS Required by the Child Protective Service Law 23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)
  - 4. Attachment 3, Volunteers Disclosure Statement
- D. All qualifying volunteers requiring screening must obtain Child Abuse History Clearance and Criminal Background checks **prior** to assuming their positions.
- E. Mandatory screening requirements must be performed every year.
- F. Cubs may perform an individual background check on any before mention participant at the discretion of the Executive Board.

## ARTICLE III - DISCIPLINARY RULINGS AND EQUIPMENT VIOLATIONS

### Section 1 Disciplinary Ruling

- A. Please refer to Cubs Code of Conduct and Disciplinary Action Policy.
  - 1.** All disciplinary rulings issued by the Executive Board are final and not subject to appeal. All violations will be placed in the offending party's record.

### Section 2 Equipment Violations



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- A. One equipment bond advanced payment per family (price determined by the Board) will be required prior to the Athlete receiving Cubs equipment.
- B. The Cubs will take legal measures in an attempt to recover or be fully compensated for any unreturned or damaged equipment.
- C. Any equipment return violations may result in the collection of the equipment bond set by the Executive Board. Violations may also be subject to Disciplinary action and total equipment cost as identified below.
- D. Current Recoverable Costs for equipment not returned and or damaged by means that are determined to be in excess of normal wear and tear.
- Football Helmet (Riddell Speed Flex): \$575.00
  - Football Helmet Chin Strap: \$25.00
  - Football Practice Pants: \$55.00
  - Football Practice Jersey: \$35.00
  - Football Game Pants: \$75.00
  - Football Game Jersey: \$145.00
  - Cheer Uniform Top: \$105.00
  - Cheer Uniform Bottoms: \$65.00
  - Cheer Uniform Warm-ups: \$150.00

## ARTICLE IV EXECUTIVE BOARD AND BOARD OF DIRECTORS

### Section 1 Officers

- A. The Executive Board and Board of Directors shall be those members elected by the membership at the Annual Election.
- B. The Cubs Board shall consist of:
- |                       |                               |
|-----------------------|-------------------------------|
| 1. An Executive Board | 2. Board of Directors         |
| a. President          | a. Football Director          |
| b. Vice President     | b. Rec Flag Football Director |
| c. Treasurer          | c. Cheer Director             |
| d. Athletic Director  |                               |

### Section 2 Terms of Office

- A. The Terms of office will be as follows:
- | <b>TWO YEAR TERM STARTING (Odd years)</b> | <b>TWO YEAR TERM STARTING (Even years)</b> |
|---|--|
| President                                 | Vice President                             |
| Treasurer                                 | Athletic Director                          |
| Football Director                         | Cheer Director                             |
| Rec Flag Football Director                |  |
- B. An Executive Board member nomination must have been a member in good standing for one complete season. Additional nominations are at the discretion of the Executive Board
- C. Any Executive Board member may be removed from their position, if proposed and voted on, and if the required two-thirds (2/3) votes in favor of removing that member were received for any reason and at any time.
- D. A board member must be present on the field for every game.
- E. Active board members are not eligible for Head Coaching Positions during the year(s) in which they serve as a board member. Recreational flag football will be exempt from this rule due to limited time commitment, but will be subject to change at any time at the discretion of the board.



### **Section 3 Duties of the Executive Board**

#### **A. President**

1. The President of the Cubs shall preside at all meetings. The President shall be the Chief Executive Officer of the Association.
2. The President shall yearly request the Treasurer's books to be audited
3. The President is authorized to sign checks and hold a debit card.
4. By-laws
5. The President shall have a legislative and electoral vote. Unless an even board exist then president will abstain from any vote where board majority is needed.
6. If an Executive Board member should resign, the President, with approval of the Executive Board, will appoint an acting replacement for the remainder of the season.
  - a) During the November Elections at the end of the season, this position will be up for election.
  - b) When applicable, the elected candidate will then complete the original term of the former individual who vacated the position.
  - c) If an elected official should resign at the end of the season, then an election for the position will be followed as set forth in ARTICLE IV SEC 4(A)(6a, b).

#### **B. Vice President**

1. The Vice President shall carry out such duties and assignments as may be delegated to them by the President in the event of their absence or vacancy.
2. The Vice President shall oversee the following:
  1. Special Events
3. Fundraising
  1. Budgets and requests to be determined with Treasurer and Athletic Director.
  2. Profit and execution
4. Administrative duties as required
5. The Vice President is authorized to sign checks

#### **C. Treasurer**

1. The position of Finance Director shall be bonded for a minimum of \$50,000.
2. The Finance Director shall receive all collections, fees and other funds of the Cubs and shall upon proper authorization, make disbursements of the same and shall keep all financial accounts.
3. The Finance Director shall render a report in writing to the membership at each Board meeting and shall make a yearly report.
4. No disbursements shall be made without invoice or proper receipts.
5. Hold all receipts and vouchers subject to audit.
6. At the February meeting will present a preliminary budget to the Board for the coming year.
7. Is authorized to sign checks and hold debit card
8. Hand-over the balance together with handing books and/or records to the successor.

#### **D. Athletic Director**

1. Shall meet with Directors on a regular basis to discuss any problems and upcoming events.
2. Will report directly to the Executive Board on matters concerning their directors.





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3. Will choose an acting Head Coach who can be responsible for the position should the Head Coach become incapacitated or unable to carry out their duties.
4. Choose someone to be the Primary League Rep, or can be assigned as needed.
5. Facilitate the individual Sports directors in leading their sport, reporting all budgets and requested items to the executive board.
6. Assign all acting Sports Directors responsibilities and duties as needed to serve their respect sport and the organization.

## ARTICLE V COACHES

### Section 1 Head Coaches

- A. Applicants for Head Coach of each team shall submit an application on the Cubs website for approval by the Executive Board by April Board meeting. Head Coach must submit complete clearances by May 15th. If more than one head coach application is submitted, the executive board shall vote on the applicants.
- B. The Head Coach of each team will have the authority to pick Assistant Coaches and team parents with the approval of the Directors. Final Coaching rosters must be submitted to the Football / Cheer Director by June 15<sup>th</sup> for review and approval.
- C. Differences among Head Coaches and Assistant Coaches MUST be mediated by the Directors.
- D. Head Coaches must be at least twenty-one (21) years old prior to the first practice of the season.
- E. All coaches must sign the PV Cubs "Code of Conduct" agreeing to and abiding by the rules and penalties set forth in such a document.
- F. All coaches must provide Certification of "Heads Up Concussion Training" and any other certifications required by Cubs governance.

### Section 2 Assistant Coaches

- A. Assistant Coach applications must be submitted by the first day of training camp, no late applications.
- B. Must regularly attend at least 75% of practices, unless previously approved by the head coach and Director.
- C. All coaches must provide Certification of "Heads Up Concussion Training" and any other certifications required by Cubs governance.

## ARTICLE VI NOMINATIONS AND ELECTIONS

### Section 1 Nominations

- A. At October's Board meeting, members will nominate eligible Candidates from its membership to the positions available on the Executive Board up for election.
  1. Potential Candidates:
    - a) Must be a member of the Cubs for at least one (1) year.
    - b) Must not have more than two (2) consecutive and unexcused missed Board meetings.
    - c) Must be a member-in good standing.

### Section 2 Elections

- A. On Election Day, any member may elect from the nominations of Candidates to fill the positions on the Executive Board up for election.
- B. Elections are held in November before the board Meeting.
- C. Electives take office at the January Board meeting after the election in November.
- D. Absentee members of the November Board meeting shall be allowed an electoral vote.
  1. Absentee members:



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- a) Must be a member-in good standing.
- b) Must give prior notice to the Board.
- c) Must submit their vote to the board in their handwriting signed and sealed in an envelope. Said envelope must be received before the November Board meeting prior to the election.

## ARTICLE VII MEETINGS

### Section 1 Board

- A. Board meetings will be held once a month preferably on a consistent day of the week unless otherwise noted by the President with a seven (7) days' notice.
- B. The annual election will be held during the course of the November Board meeting.
- C. There will be no December meeting of the Cubs unless deemed necessary by the Board.
- D. All general Board meetings shall be run as an open forum.

### Section 2 Executive Board

- A. An Executive Board meeting can be called by the President or by a majority of the Executive Board members.
- B. All Executive Board meetings shall be closed to the public.
- C. All Executive Board decisions must be passed by a minimum of 2/3's majority vote.

### Section 3 Finances

- A. The members shall decide all matters pertaining to the finances of the Cubs and it shall place all income in a common treasury, directing the expenditure of it in such a manner as will give no individual an advantage.
  - 1. A \$35.00 service charge will be charged for ANY returned checks.
  - 2. If an Executive Board member or Coach knowingly violates the financial governing procedures, they will be removed from their position.

### Section 4 Quorum

- A. Monthly meetings shall be held and business conducted with two-thirds (2/3) of the Executive Board present
- B. All matters concerning the policies of the Cubs shall be decided upon a majority vote of the voting members in good standing that are present.
- C. The Executive Board may make emergency expenditures by a majority vote. These expenditures must be reported at the monthly Board meeting.

## ARTICLE VIII AMENDMENTS

### Section 1 Proposed Changes

- A. These By-laws may be amended as is deemed necessary by a two-thirds vote of the voting members in good standing. Proposed amendments must be submitted to the Executive Board before the November Board Meeting.
- B. Provided a quorum is achieved, and before ratification, the proposal will then be presented to the members during the Board meetings as listed:
  - i. For the initial reading, the Bylaws will be provided and posted on the website for review by members. (Considering the length of these bylaws, members can review and prepare comments to be addressed at the second and third readings.)
  - ii. Review and discuss any comments, questions, or clarifications in the second Board Meeting.



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- iii. Final Bylaw revisions will be adopted by a 2/3 vote of the Executive Board.
- C. All changes must take place prior to April 1st.
- D. Must be submitted to the Cubs financial institution when complete.

### **ARTICLE IX DISSOLUTION**

- A. Should the Cubs ever disband, all monies and properties accumulated by the Cubs until that time shall be held for a period of two (2) years.
- B. The last Executive Board to serve shall elect from its membership Officers (hereinafter referred to as "Trustees") to pay all debts and normal operating expenses during this two (2) year period.
- C. If the Cubs do not reorganize, the Trustees shall be responsible for the disbursement of all Cubs assets to a non- profit organization as described in Section 501(C)(3) of the Internal Revenue Code of 1986, or the corresponding provisions of any future United States Internal Revenue Law. No individual may receive any of these assets.