

CONSTITUTION & BY-LAWS OF THE NORTHERN LEBANON MIDGET FOOTBALL ASSOCIATION

Section 1: Name

The name of this organization shall be the “Northern Lebanon Midget Football Association.” (NLMFA)

Section 2: Purpose

The purpose of this organization is to set up a program of supervised football and cheerleading for boys and girls with the following objectives:

- A. Teach character
- B. Teach citizenship
- C. Promote mental and physical health
- D. Teach sportsmanship
- E. Fundraising

Section 3: Participants

A. Football Players:

- 1. Are to be within the ages of four and thirteen as of April 30. Example – A player can be fourteen on May 1st and be eligible to play.
- 2. A player must be able to meet weight requirements set by the CFA Football League.
- 3. A player must be willing to sign league/team contracts agreeing to abide by all rules and regulations.
- 4. A player must provide, by league roster night, a physician signed physical form.

B. Cheerleaders:

- 1. Are to be within the ages of five and thirteen years old, this shall be determined as of April 30th.
- 2. All cheerleaders must be willing to sign a team and coaches contract.

C. Parental Consent and Physical Examinations

1. Each player and cheerleader must have a contract signed by his or herself and their parent or guardian.
2. Each football player must have a signed physical exam by the scheduled Roster Night.

Section 4: Head Coaches

A. Head Football Coach

1. Must be a football coach.
2. Must be approved by a majority of the Board.
3. Responsible for football equipment purchases.
4. Is or appoint someone to be Team representative for the CFA.
5. Must pass a background check according to state Volunteer laws.
6. Responsible for choosing a coaching staff and submitting a list to the Board at least two months prior to the start of the season.
7. Is responsible for reporting to the Board all football activities.

B. Head Cheerleading Coach

1. Second in command behind the Head Football Coach.
2. Is responsible for choosing the cheerleading staff and submitting that list to the Board at least two months prior to the start of their session.
3. Is responsible for purchasing all cheerleading equipment.
4. Is responsible for reporting all cheerleading activities to the Board.
5. Must pass a background check according to state Volunteer laws.

C. Additional Head Coach Duties

1. Ultimate authority is to be shared by the President, the Head Football

Coach, and the Head Cheerleading Coach. Any decisions would then be taken to a vote of the board members and would have to pass by majority vote. In the case of an emergency (ex. Game Day, Practice, etc.), it will be the responsibility of the President and the head coaches to act in order to diffuse the situation. A meeting of the Board Members would then need to be held within the week to review the situation and come to any joint decisions that are needed.

2. In the event of a coaching problem, the head coach shall call all of their coaches together and discuss the issues. If possible, a twenty-four to forty-eight hour cool off and fact-finding time shall be given. If the coaches feel that a coach should be removed then it must come before the Board for a vote Majority will rule. In an extreme case, for example, a coach strikes a child, a coach shall be removed immediately by either of the head coaches.

3. All coaches must pass a background checks according to state volunteer laws prior to coaching and sign the Coaches Code of Conduct.

4. For returning coaches, background checks will be required according to state law. Any violations to a coach that come back from the background check will be taken under advisement of the Board and a decision by majority will be made as to the action that should be taken.

5. The head coaches must provide to the Board a list of prospective coaches a minimum of two months prior to the season start. The Board will present those names at a regular Board meeting for vote. Any person who feels that someone listed should not be a coach then has two weeks to contact the Board in private and speak their mind as to why they should not be allowed to coach. The Board members can then acknowledge those concerns prior to the season start and have their final vote.

Section 5: The Board

A. The Board shall consist of the following: Head Football Coach, Head Cheerleading Coach, President, Vice President, Secretary, Asst. Secretary, Treasurer, Asst. Treasurer.

B. The purpose of the Northern Lebanon Midget Football Association's Board is to provide fundraising and development initiatives to support the teams and their

competitive goals. Support and assist the club, and lead in the development of team spirit, welfare, and recognition.

C. Duties of the Officers:

1. President

- a. Supervise and police all Officers.
- b. Preside over all meetings.
- c. Appoint all Committees.
- d. Must have served on the NLMFA board for at least one year prior to his/her election.
- e. Is or appoint someone to be Team representative for the CFA.
- f. Must be bonded if signing checks.

2. Vice President

- a. Assist the President in conducting the meetings and carrying out his/her duties.
- b. Preside over any meetings in which the President is absent.
- c. Must be bonded if signing checks.

3. Secretary

- a. The Secretary shall record the minutes of all meetings and send out communications and notices at the direction of the President.
- b. Minutes from each meeting must be kept in book form and copies of each meeting's minutes must be provided to all Board members.
- c. Helps with receiving and filing paper work for league and players.

4. Assistant Secretary

- a. Assist secretary in his/her role.
- b. Record meeting minutes in Secretary's absence.
- c. Communicates to parents and players via e-mail, facebook, NLMFA website.

5. Treasurer

- a. Responsible for paying of all bills, keeping of the Association's checkbook, and approves all incoming funds.
- b. Responsible for keeping the financial records up to date and available for anyone who desires to see them.
- c. Provides a written financial report to all Board members at each meeting.
- d. The Association will have a separate account and have two signatures (Treasurer and President, unless related - in which case, another designated Board member will sign) required on all checks.
- e. Within 24 hours of being voted out of office, Treasurer must return all financial records to the Head Football Coach who must have the records audited within thirty days.
- f. In the event the Board feels the Treasurer is not doing his/her job correctly, the Board may request the Treasurer to turn over the books within two days. The Board will then either self-audit or hire an auditor to audit the books and appoint a replacement.
- g. Must be bonded for an amount set by the Board.

6. Assistant Treasurer

- a. Responsible for the initial counting of all funds.
- b. Must be bonded for an amount set by the Board.
- c. On Non-Verifiable funds, such as, refreshment stand where there are no individual receipts for what was sold), the Assistant Treasurer shall count incoming funds, have it verified by the Treasurer and then have it verified by one other person who may not be of any relation to the Treasurer or Assistant Treasurer.

D. Terms of Officers

1. All Officers shall be elected to a term of one year from January 1st through January 1st of the following year.
2. Election of Officers shall take place at the annual banquet. Parents and adults in attendance may have one vote per office.

3. A transition period will take place between the date of the banquet and December 31st, during which time outgoing Officers will turn over to the incoming Officers all documents in the outgoing officers' possession.

4. All Officers are expected to regularly attend meetings. In the event that an Officer does not attend meetings regularly, they may be asked by the Board to step down and the President will assume their position until an "Association" meeting may be held and a replacement found.

5. The Association shall consist of all coaches, parents and Officers.

E. Meetings

1. Meetings will be held as directed by the Head Coaches or President.

F. Board Voting

1. Required vote to change Constitution and By-laws. Purposed Constitution and By-Law change must be submitted at a regular meeting. A second meeting must be held within thirty days to vote on this change, at which time the vote must be by majority of the Officers present at that time.

2. In the event that there would be a tie vote, a second vote would then be conducted between the Head Football Coach, Cheerleading Coach, and President.

Section 6: Committees

A. One Officer must be on any established Committee.

B. One Committee must be devoted to Fundraising. Fundraisers will be used to support the Northern Lebanon Midget Football Association.

Section 7: Code of Conduct

A. All Parents and Players must sign a Code of Conduct

1. See Attachment A (Handbook).

Section 8: Disbursement of Funds and Equipment

A. All equipment is to be sold and all funds are to be equally divided between the Northern Lebanon High School Football teams and the Northern Lebanon High School Cheerleading squads in the event of disbandment.

Section 9: Acceptance

Signed, Sealed and Accepted by the Northern Lebanon Midget Football Association this _____ day of _____ 20____.

President

Vice President

Secretary

Assistant Secretary

Treasurer

Assistant Treasurer

Head Football Coach

Head Cheer Coach