

BY-LAWS

OF

THE NORCHESTER RED KNIGHT PARENT'S ORGANIZATION



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## DOCUMENT REVISION HISTORY

Revision Number	Comments	Date
2003-1	Revised Articles II of membership as voted on Amendment 2003-1.	August 24, 2003
2003-2	Adopted as written	Nov. 9, 2003
2005-1	Revised to incorporate changes from 2004 meeting minutes regarding School Board liaison & term for officers	March 13, 2005
2010-1	General document clean-up, changes to reflect new board structure, fiscal responsibility updates, adjustments in board responsibilities, mascot policy and voting membership requirements	June 13, 2010
2012-1	Full rewrite. New board structure with positions and responsibilities added, elimination of committees, addition of Board Member attendance policy. Changes to comply with Buxmont-Pop Warner Rules & Regulation	May 7, 2012
2015-1	Updated text to reflect current organization: Football & Cheer Director changes, requirements for Assistant Directors, President changes, remove scholarship director, add executive committee,	

	change elections to October, practice cancellation, contract ad=b d behavioral and safety concerns for children and updates to formatting	March 8, 2015
2020-1	**Amend 12/2020 - Due to the cancelation of the 2020 season, elections and nominations were suspended for the year. The President, External Vice President, Secretary, Treasurer, and Football Director will be EVERY ODD YEAR. The Internal Vice-President, League Representative, Cheerleading Director, Registration Director, and Fields & Facilities will be EVERY EVEN YEAR**	December, 2020
2022-1	Full review & rewrite, including update to Board positions, addition of Volunteer Director, coaching requirements, formatting changes and recreation of revision table.	

## GENERAL PURPOSE

The Norchester Red Knight Parent's Organization (hereinafter referred to as NCRKPO”) is a 501©3 non-profit corporation organized and existing under the laws of the Commonwealth of Pennsylvania and is formed for the purpose of operating the Norchester Football and Cheerleading Organization. The sole purpose of this program is for the recreation and development of our children.

## Article I. MEMBERSHIP

Membership in the NCRKPO shall be defined as follows:

### 1. Parent/Guardian Member:

- a. Be a minimum of eighteen (18) years of age and the legal guardian or natural parent of an active player.
- b. Membership in the NCRKPO shall be acquired by the payment of the registration fee for at least one (1) active player (i.e., football player and/or cheerleader) at a price set by the Board of Directors.
- c. Membership will begin at the time registration fees are paid and run until December 31st of that year.
- d. No membership can be sold and/or assigned except to the NCRKPO.

### 2. Coach and Assistant Coaches:

- a. Be a minimum of eighteen (18) years of age.
- b. Position as Coach or Assistant Coach is subject to Board approval and said approval may be revoked by the Board at any time.

### 3. Board Member

- a. Elected Board Member
- b. Any person nominated for a board member position must be an active member or active volunteer in the current season.

- c. Appointed Committee Chairpersons, Assistant Committee Chairpersons and Directors.

## Article II. GOVERNING BODY

The NCRKPO is to be governed by the following Board Members: President, Internal Vice President, External Vice President, Secretary, Treasurer, Registration Director, Football Director, Cheerleading Director, League Representative, Fields & Facilities Director, Concessions Director, Fundraising Director and Volunteer Director.

### NCRKPO Board of Directors

#### 1. All Board Members:

- a. Are elected for a term of two (2) years on a staggered basis according to the following schedule:
- b. Every odd Year - President, External Vice President, Secretary, Treasurer, Football Director, and Volunteer Director.
- c. Every even year - Internal Vice-President, League Representative, Cheerleading Director, Registration Director, Concessions Director, and Fields & Facilities Director.

#### 2. Board positions

- a. Will be nominated at the November meeting and voted on at the December NCRKPO meeting.
- b. Board meetings are mandatory for Board members, including Directors and Committee Chairs. Exceptions require Board approval. In the event of one unexcused absence, that Board Member will be suspended from voting at the next meeting. Voting rights would be reinstated at the second consecutive meeting attended after the unexcused absence. A second unexcused absence may result in removal from the Board.
- c. Board Members are required to attend the majority of events sponsored by the organization, whether the event is held during the season or outside of the season. This includes, but is not limited to fundraising events, the awards banquet, football championships and cheer competitions.
- d. NCRKPO Board Members may not be a coach and/or board member of a competing organization at the youth level. This is to prevent any conflicts of interest between the competing organizations.
- e. The Executive Board and all Directors are considered voting positions. Chair positions are not voting positions but may provide input on voting matters.
- f. Resignation of a currently held Board position must be done in writing, addressed to the Executive Board.
- g. Open Board positions not filled during the election cycle, due to resignation or lack of qualified volunteers, shall be filled via appointment by the Board President, and subsequent approval by Board majority. Appointments may fill the position only until the next scheduled election, at which time the candidate must run for office if they wish to continue in that role for the duration of the term.
- h. Incoming and outgoing board members are expected to transition knowledge, NRK collateral and responsibilities to their successors at the January meeting after term completion (or at resignation or removal if mid-term).

- i. Outgoing Board members must return all NRK owned collateral. This includes, but is not limited to documents, keys, website or app log in IDs and passwords, NRK email addresses and passwords, equipment, uniforms, etc.

### **3. Board Responsibilities**

#### **a. President**

- i. Supports the following Board positions:
  - a. Internal Vice President
  - b. External Vice President
  - c. Secretary
  - d. Treasurer
  - e. League Representative
- ii. Collect items and distribute meeting agendas prior to the meeting.
- iii. Preside over the NCRKPO meetings and conduct these meetings per parliamentary procedure following the agenda.
- iv. Review the Draft Meeting minutes prior to distribution to all meeting attendees for comment.
- v. Establish Committees as necessary and oversees each Committee to ensure timeliness of deliverables to meet the agenda of NCRKPO.
- vi. Appoints and replaces Chairs of Board-created Committees, with monthly review by Board of Directors following rules set forth in this document.
- vii. Chair the Executive Committee, which will be made up of the President, Internal and External Vice Presidents, Secretary, Treasurer, and the Directors of Football and Cheer programs.
- viii. Communicate with the League representatives and other organization Presidents as deemed necessary. League Representative is to be made aware of these communications.
- ix. Sign league participation commitments on behalf of NCRKPO Inc. as approved by the NCRKPO Board or Directors.
- x. Set a budget and provide to the Board for approval.
- xi. Recruit and appoint unfilled Board Positions. All appointees subject to approval by majority of the Board.

#### **b. Internal Vice President**

- i. Will serve in the President's absence.
- ii. Supports the following Board Positions:
  - a. Registration Director
  - b. Cheer Director
  - c. Concessions Director
  - d. Team Store Chair
- iii. Coordinates Committees for all organizational events such as Kick Off, Team Picture Day and Homecoming.
- iv. Set a budget and provide to the Board for approval.
- v. Notify the Board of all Insurance claims

#### **c. External Vice President**

- i. Will lead Fundraising efforts to identify, cultivate and retain corporate donors and sponsors, and oversee all Committees created for Fundraising activities.
- ii. Will serve in the President's absence.
- iii. Notify the Board of all Insurance claims
- iv. Set a budget and provide to the Board for approval.
- v. Supports the following Board Positions:
  - a. Football Director
  - b. Volunteer Director
  - c. Fields and Maintenance Director
  - d. Fundraising Director

**d. Secretary**

- i. Recording and transcribing all proceedings at the NCRKPO meetings.
- ii. Distribute the draft of the minutes to all meeting attendees for comments within one week of the meeting.
- iii. Distribute Final Minutes to all active board members and a copy will be stored in the organizational book or electronic folder.
- iv. Pass all files to the next Secretary and President after each election.
- v. Performing all general club communications not delegated during a Board Meeting.
- vi. Managing and regularly updating organization electronic media forums if not delegated including but not limited to organizational website and all social media.
- vii. Oversee all announcements, notices, or game summaries going out of the organization
- viii. Set a budget and provide to the Board for approval.

**e. Treasurer**

- i. Receiving and accounting for all money the NCRKPO receives and/or expends.
- ii. The Treasurer and the two Vice Presidents are the only individuals in the NCRKPO authorized to pay bills, have online Bank access and issue checks.
- iii. Will be responsible for collection, verification and timely deposit of all Revenues collected for NCRKPO.
- iv. Giving a complete accounting and monthly Reconcilements each Quarter, as well as an annual report each March. (Year Ends February 28th).
- v. Provide Board with Monthly Bank Account Statements at each monthly Board Meeting, and Cash Flow Statements Each month from July through November.
- vi. File annual taxes
- vii. Secure an independent audit
- viii. Produce a cash flow statement as requested
- ix. Collect bond checks from the Registration Director, validate reporting of paid membership. Treasurer will shred or cash bond checks as directed by the Board upon completion of each season.
- x. Set a budget and provide to the Board for approval.

**f. Registration Director**

- i. Registration of Football players and Cheerleaders
- ii. Responsible for collecting and tracking all bond checks (Football & Cheer) and providing a report of paid membership to the Board, especially the Football & Cheer

Directors. Registration Director will then submit all checks to the Treasurer to hold until such time the bond checks are destroyed or cashed.

- iii. Comply with registration rules of the NCRKPO and the League with which NCRKPO is affiliated.
- iv. Review all eligibility documents to ensure they are up to date.
- v. In coordination with the Treasurer, develop and present for Annual Review, by April, for the upcoming year, to the Board of Directors, a formal criterion, application process and budget for Scholarship programs, for Cheer and Football players that have financial assistance requirements.
- vi. Set a budget and provide to the Board for approval.

**g. Football Director**

- i. Set a budget and provide to the Board for approval for all football equipment, coaching and program related items.
- i. Maintenance and possession of all records relative to registration and League Books for football players
- ii. Confirm medical/physicals paperwork for all players are secured with appropriate personnel.
- iii. Contact person for parents with concerns regarding safety of the children in all aspects
- iv. Parent liaison for coaches and board concerning minor safety issues or inquiries. Major issues to follow the set chain of command.
- v. Assign a representative to each team to assist players during games and practice with their equipment
- vi. Develop and recommend policies to the Board pertaining to all football activities sponsored at/by NCRKPO.
- vii. Act as technical liaison for school district football staff
- viii. Identification and purchase of all equipment needed
- ix. Reporting of equipment not returned at the end of the season to the Board so that action to retrieve said equipment may be taken.
- x. Facilitate problem and conflict resolution within the organization and mediate disputes between parent and coach
- xi. The day-to-day management of the Football program.
- xii. Establish and chair "Football Program Committee" to develop program
- xiii. Develop program to ensure that the basics for each level of football are addressed.
- xiv. Be familiar with all League rules.
- xv. Evaluate coaching techniques and methods for effectiveness
- xvi. Closely monitor the activities of coaches and the participation of all children in the football program.
- xvii. Notify the Board of all Insurance claims
- xviii. Work with Volunteer Director to oversee the activities of the volunteers involved in the football program in any manner.
- xix. Obtain and process applications for all coaching positions
- xx. Define background and experience required for coaches
- xxi. Ensure that coaches have signed required code of ethics

- xxii. Ensure attendance of coaches at mandatory coaches' meetings
- xxiii. Evaluate and designate clinics and training for NCRKPO Coaching Staff
- xxiv. Set up and implement NCRKPO summer clinics
- xxv. Ensuring coaches adhere to NCRKPO Football Program
- xxvi. Obtain funding for coaches' clinics
- xxvii. Team scrimmages can be scheduled by head coaches but must be approved by the Football Director.
- xxviii. Director may not be a head coach without approval of Board but is expected to be listed as Assistant Coach on all football squads.

**h. Cheerleading Director**

- i. Set a budget and provide to the Board for approval for all cheerleading equipment, coaching and program related items.
- ii. Perform as League Representative at League Cheer Meetings.
- iii. Obtain and process applications for all coaching positions
- iv. Define background and experience required for coaches
- v. Ensure that coaches have signed required code of ethics
- vi. Ensure attendance of coaches at mandatory league meetings
- vii. Act as technical liaison for school district cheerleading staff
- viii. Identification and purchase of all equipment needed
- ix. The day-to-day management of the Cheerleading programs
- x. Facilitate problem and conflict resolution within the organization and mediate disputes between parent and coach
- xi. The day-to-day management of the cheerleading program.
- xii. Be familiar with all League rules.
- xiii. Maintenance and possession of all records relative to registration and League Books for cheerleaders
- xiv. Confirm medical/physicals paperwork for all players are secured with appropriate personnel.
- xv. Contact person for parents with concerns regarding safety of the children in all aspects
- xvi. Parent liaison for coaches and board concerning minor safety issues or inquiries. Major issues to follow the set chain of command.
- xvii. Evaluate coaching techniques and methods for effectiveness
- xviii. Develop program to ensure that the basics for each level of cheerleading are addressed.
- xix. Closely monitor the activities of coaches and the participation of all children in the cheer program.
- xx. Notify the Board of all Insurance claims
- xxi. Work with Volunteer Director to oversee the activities of the volunteers involved in the cheer program in any manner.
- xxii. Ensuring coaches adhere to NCRKPO and League Cheerleading Programs and rules.
- xxiii. Arrange for volunteers for and prepare all NCRKPO coaches for League cheerleading competitions.
- xxiv. Be familiar with all League rules.



- xxv. Obtain funding for coaches' clinics.
- xxvi. Ensuring coaches adhere to NCRKPO Cheerleading Program
- xxvii. Obtain funding for coaches' clinics
- xxviii. Set uniform requirements for the cheerleading program.
- xxix. Oversee of cheerleading uniform distribution and collection.
- xxx. Maintenance of the cheerleading uniforms including but not limited to skirts, vests, jumpers, pom-poms, and bags.
- xxxi. Coordinate purchase and distribution of all uniform components. This includes but is not limited to shoes, socks, bloomers, and hair bows.
- xxxii. Director may not be a head coach without approval of Board but is expected to be listed as Assistant Coach on all cheer squads.
- xxxiii. Cheer Director and Head Coaches MUST have USA Cheer Certification

**i. League Representative**

- i. Act as a liaison between NCRKPO and current League, and primary communicator with league on any issue.
- ii. Any Executive Board Member may act as alternate league representative if necessary.
- iii. Oversee and maintain all documentation concerning safety of the children and the organization.
- iv. Assessment of referee performance and issues pertinent to programs success
- v. Interact with other league directors
- vi. Set a budget and provide to the Board for approval.
- vii. Notify the Board of all Insurance claims
- viii. Present to the League any rule changes that NCRKPO wishes to make.
- ix. Prepare and provide weekly report to League on game reviews.
- x. Keep NCRKPO informed of league scores and standings.
- xi. Instruct NCRKPO on league rules and procedures.
- xii. Provide all pertinent contact information from other organizations to coaches
- xiii. Designate representative for every League meeting if not able to attend.
- xiv. President will serve as Assistant League Representative.
- xv. Can schedule non-league games with approval of the Football Director.
- xvi. Provide announcer with list of player names and jerseys for both home and away games.
- xvii. Performing check in at all home and away League games or ensuring another qualified person is available for check in at all games.

**j. Fields & Facilities Director**

- i. Budget and secure necessary first aid materials
- ii. Set a budget and provide to the Board for approval.
- iii. Coordinate First Aid and Emergency Response at all games and practices.
- iv. Develop emergency procedures for games and practices to be presented for board approval
- v. Maintain all field equipment for example goal posts, blocking sleds and all aspects of the field including reseeding.

- vi. Inspect field at home and away games for quality and compliance with regulations including (lines, ropes, free from debris, goal post, bleachers, and benches).
  - vii. Ensuring the field is cleaned up after each game.
  - viii. Maintain and care for the rest room facilities and all other buildings.
  - ix. Maintenance of the practice and game fields
  - x. Lining the fields and parking lot for home game
  - xi. Maintenance of the score board
  - xii. Work with Football Director in the purchasing, distributing, and collection of equipment
- k. Volunteer Director**
- i. Coordinate with Board of Directors all volunteer needs for events that NCRKPO is hosting, both in season and offseason
  - ii. Recruit and coordinate a Team Parent for each team.
  - iii. Conduct Parent Meetings as necessary to obtain volunteers for each game
  - iv. Communicate the Volunteer Schedule for each game to all Board Members, Coaches, and applicable Parent Volunteers
  - v. Oversee volunteers arrive for assigned shifts and follow-up with those that did not, as needed. This can be delegated as necessary.
  - vi. Maintain tracking for volunteer requirements for all members. Provide reporting to the board at each board meeting.
  - vii. Work with Fundraising Director to recruit and coordinate fundraising volunteers for all fundraising events.
  - viii. Set a budget and provide to the Board for approval.
- l. Fundraising Director**
- i. Organizing all fundraising activities throughout the season
  - ii. Contact the appropriate authorities and/or businesses for event authorization
  - iii. Keeping participation records to ensure player participation in mandatory fundraising activities
  - iv. Set a budget and provide to the Board for approval.
  - v. All money collected at fundraising events will be recorded and provided to Treasurer for deposit
  - vi. Present fundraising report at general meetings.
  - vii. Work with Volunteer Director to recruit and coordinate fundraising volunteers for such events by direct oversight of volunteers.
  - viii. Solicitation of sponsors for Norchester Red Knights organization and events.
- m. Concessions Director**
- i. Determine menu and prices
  - ii. Purchase supplies as needed so income is generated.
  - iii. Set a budget and provide to the Board for approval
  - iv. Maintain itemized list of all expenses.
  - v. Treasurer will provide Concession funding for expenditures
  - vi. Itemized receipts must be given to the Treasurer within 5 days of expense.
  - vii. Will maintain by day a list of all deposits given to the Treasurer
  - viii. Manage & maintain inventory

- ix. Maintain itemized list of all equipment
  - x. Purchase as needed all food and drink to be prepared
  - xi. Maintain all equipment for food preparation and sale
  - xii. Ensure at least one person has a food handler's license
  - xiii. Manage inventory and future needs of the concession stands for each game and event.
  - xiv. Work with the Treasurer to ensure funding for supply orders and ensuring appropriate pricing and profit margins are reached.
- n. **Assistant Directors**
- i. Any Director may appoint, with majority Board approval, an assistant Director, to act on their behalf and assist them in completion of their duties.
- o. **Team Store Chair**
- ii. Determine inventory to be sold and pricing.
  - iii. Purchase inventory as needed so income is generated.
  - iv. Set a budget and provide to the Board for approval.
  - v. Maintain itemized list of all expenses.
  - vi. Treasurer will provide funding for expenditures
  - vii. Itemized receipts must be given to the Treasurer within 5 days of expense.
  - viii. Will maintain by day a list of all deposits given to the Treasurer
  - ix. Maintain itemized current inventory
  - x. Manage all preorders of NCRKPO gear.
  - xi. Work with the Treasurer to ensure funding for supply orders and ensuring appropriate pricing and profit margins are reached.

## Article III. COMMITTEES

### 1. Creation and Responsibilities

- a. A Committee can be formed with Board Approval to manage a specific assigned responsibility.
- b. A Board member will have the power to delegate duties to any person or persons in order to facilitate their duties at his/her discretion.
- c. Board approval will be required if delegation requires access to organizational funds and/or private information.
- d. Perform duties and make decisions, including operational, financial and budgetary decisions. Such actions shall be reported by the Secretary, or to the Board, and are subject to review by Board, and may be reversed by majority vote of the Board of Director at the next monthly meeting.

### 2. Limitation of Committees, including Executive Committee.

- a. No committee will have the authority of the Board of Directors in reference to affecting any decisions which impact current by-Laws, unless otherwise approved by the Board.

### 3. Executive Committee

- a. The Executive Committee shall have the authority, as Representatives of the Board, to act in place of the full Board, in the event of emergency.
- b. President, Internal and External VP's, Secretary, Treasurer, and the Directors of Football and Cheer programs are the Executive Committee.

- c. If any member holds more than one position, they do not have additional voting authority. (1 person equals 1 vote)
- d. It is the responsibility of the President and VP's present to report on all Executive Committee activities to the Board of Directors, to make them aware of actions and decisions being made since the previous board meeting.
- e. Executive Committee Quorum will require
  - i. Two of the following: President, VP Internal, and VP External,
  - ii. Three of the following Secretary, Treasurer and Cheer and Football Director's.
- f. Any NCRKPO board members present for the meeting shall be included in discussion and votes.
- g. With a majority vote with a quorum, the Board may temporarily suspend and/or replace Board Members (30 days) and Coaches (for 7 Days) for safety concerns, violation of rules or failure to complete duties.
- h. Any member of the Executive Committee may call a meeting and will be responsible for organizing such meeting. At least 24 hours' notice must be given.
- i. The Executive Committee meetings must allow for telephonic attendance.

## Article IV. COACHES

### 1. Head Coaches

- a. The NCRKPO will have one Head Coach for each Football Team and Cheer Squad.
- b. No Co-Head coaching position will be permitted.
- c. Head Coaches shall select their Assistant Coaches, said selection subject to approval by the Football Director for Football and Cheerleading Director for cheer and have appropriate background checks and security clearances.
- d. Head Coaches are required to attend all General Meetings of the NCRKPO Board of Directors.
- e. Head Coaches shall select their Assistant Coaches, said selection subject to approval by the Football Director for Football and Cheerleading Director for cheer. All coaches must have appropriate background checks and security clearances. If request, all coaching candidates must come to a meeting to answer questions from the Board prior to approval to coach.
- f. Head coaches may not be a coach and/or board member of a competing organization at the youth level. This is to prevent any conflicts of interest between the competing organizations.

### 2. Coaching Staff

- a. All football and cheerleading coaching staffs will adhere to the rules set forth by the governing league
- b. All Football & Cheer coaches, both Head and Assistant, are required to complete all training and obtain all certifications currently required by the NCRKPO and/or the governing league.
- c. Any member of the NCRKPO may have his/her name placed in consideration for all Coaching positions.
- d. All coaching staff must sign the Coaches Code of Conduct annually, as set forth by the Directors of Football & Cheer.
- e. Anyone may volunteer for a coaching position at any time.
- f. NRK coaching staff must wear NRK branded apparel while on the field.

### 3. Oversight

- a. The Football Director and or Cheerleading Director may discipline any head or assistant coach as they see fit except for removal.
- b. If for any reason it would be necessary to remove a coach (Head or Assistant) from his/her position, the President can call a special meeting of Board Members to vote to remove the coach in question.
- c. A majority vote with a quorum is required to remove a coach once the season has started.
- d. If a Head Coach is removed during the season, it will be the responsibility of the Football/Cheerleading Director to select his/her replacement and have them confirmed by a majority vote of the Board of Directors.
- e. All Football and Cheerleading Coaches, and Assistants, must be at least 18 years of age and have obtained all clearances required by NCRKPO, and meet any additional requirements set forth by any league with which NCRKPO is a member.
- f. Junior Coaches, under the age of 18, who have aged out of the program, may assist with the approval of the Football Director for football and Cheerleading Director for cheer.
- g. Selection of Coaches procedures shall be as follows:
  - i. All Head Football and Cheerleading Coaching applications will be reviewed by the Football and Cheerleading Directors and a recommendation for each Head Coaching position will be presented to the Board for a majority vote to approve.
  - ii. At an NCRKPO meeting, names for the Head Football and Cheerleading Coaching positions will be submitted to the Board for review and approval, within 30 days of season start. Candidates may be required to attend a meeting and answer questions from the Board prior to approval.
- h. The Football and Cheer Directors should avoid situations where a Parent is the Head or Asst Coach of a squad for which their child is a participant. [Due to difficulties in finding volunteers, or long term held coaching positions, exceptions to this rule will be necessary, and should be reported to the board, prior to the start of the practice season.]

## Article V. MEETINGS

### 1. NCRKPO General Meetings / Board Meetings

- a. General Meetings will be held at least once a month.
- a. All regularly scheduled monthly Board meetings are open to NCRKPO membership as defined herein.
- b. Additional meetings can be called at the discretion of the President. The President may also cancel a meeting if not needed.
- b. Each Board Member's attendance is mandatory at the NCRKPO meetings, including Directors, Committee Chairs and Assistance Chairs. All Board Members are required to provide a report to the Board of Directors regarding their position's roles and responsibilities.
- c. Reports must be forwarded to the Secretary and President no later than the Friday before the next meeting.
- d. Reports must contain all updates to open action items, all discussion points, and all supporting information as applicable.

- e. In the event of absence, a report must still be submitted in writing to both the President and Secretary prior to the meeting so that it can be read into minutes and any additional discussions can occur.
- f. Head Coaches' attendance at Board Meetings is mandatory. Assistant coaches are strongly encouraged to attend.
- g. The January Board meeting will include agenda items related to the transition between outgoing and incoming Board members.

**2. Ad hoc Meetings**

- a. President may call a meeting of the Board at any time to address club issues including but not limited to club finances, disciplinary issues, policies and procedures, and coach reviews.
- b. There will be a complete review of the entire year's financial records by the Board Members, Committee Chairpersons, Assistant Chairpersons and Directors at a special meeting called by the President sometime before the March NCRKPO meeting.

## Article VI. VOTING

**1. Nominations**

- a. At the November NCRKPO Board meeting, names will be accepted in nomination for the Board members.
- b. Any NCRKPO member, as defined in Membership, can run for any position and any member, can nominate.

**2. Elections**

- a. At the December NCRKPO Board meeting, elections will be held for the Board Members.
- b. The Board Members will be those receiving the majority of the votes cast for each position.
- c. Active members will have voting privileges in the current season. They can vote through December 31st of that season.

## Article VII. PROPOSALS & AMENDMENTS

**1. Proposals and Amendments**

- a. Any NCRKPO member, as defined herein, may propose any plan to the membership for their consideration, whether it is to amend or repeal the By-Laws, be financial in nature or for the general betterment of the NCRKPO.
- b. If a fellow member seconds the proposal, it must be voted on by the majority of the NCRKPO membership in attendance.
- c. If a proposal is to change the By-Laws, it must be voted on at the next NCRKPO Board meeting, provided twenty-five (25) days have elapsed since the proposal was first submitted and requires a majority vote of the general NCRKPO membership, as defined in Article II, cast at the next Board meeting.

## Article VIII. MISCELLANEOUS PROVISIONS

**1. Grievance Policy**

- a. The NCRKPO will have a Grievance Committee composed of the elected President and Vice-Presidents, League Representative, Football and Cheer Directors of the NCRKPO.

- b. The Grievance Committee will be responsible for settling all disputes between coaches and parents. Everyone, regardless of position in the NCRKPO, must approach the Grievance Committee with complaints about any coach, board member or other representative of NRK. The Grievance Committee must act on the complaint and report its findings back to the complainant.
- c. Coaches must notify the Grievance Committee of any disciplinary action taken upon a player so that the Grievance Committee can notify the parents of said player. If the grievance regards the President and/or Vice-President, the said grievance shall be submitted by the complainant directly to the entire Executive Board of Directors.
- d. If a grievance involves a member of the Executive Board or Grievance Committee, said member will be excused from that discussion.

## **2. Participation Requirements**

- a. Participation Requirements will follow the requirements of League the NCRKPO is currently a member.
- b. The Norchester Red Knight Football and Cheerleading Program is open to all children (excluding those residing within the boundaries of other League member organizations while NCRKPO is a member of the said League as defined by current league), providing they and their parents abide by all NCRKPO rules and regulations. No child meeting the before mentioned rules, regulations and requirements may be turned away, because every child should have the opportunity to participate.
- c. The respective Football or Cheerleader Director may decide that any injury, either disclosed, reported to, or identified by NCRKPO Board Members or Coaches, and/or authorized representatives from the current league can limit a player's participation at any event, practice or game.

## **3. Annual Awards**

### **a. The Donald J. Caffrey Memorial Trophy**

- i. The Donald J. Caffrey Memorial Trophy is given to a player who meets some of the following qualifications:
  - (i) Sportsmanship
  - (ii) Leadership
  - (iii) Team Spirit
  - (iv) Displays a good attitude (able to get along with everyone).
  - (v) A player who overcomes a handicap or disability to play football
  - (vi) A player who makes a conscientious effort to improve himself/herself through the season.
- ii. The player will be picked from each of the tackle teams. The coaches will pick players from their team who meet at least some of these qualifications. The Committee will pick the player who best qualifies from those names submitted. The player who receives the trophy may not receive it again.
- iii. The Caffrey Award Committee is made up of the President, Vice Presidents, the Football Director, and Cheer Director.

### **b. The Annual Spirit Trophy**

- iv. The annual Spirit Trophy is given to a cheerleader who meets some of the following qualifications:
  - (i) Sportsmanship
  - (ii) Leadership
  - (iii) Team Spirit
  - (iv) Displays a good attitude (able to get along with everyone).
  - (v) A player who overcomes a handicap or disability in order cheer
  - (vi) A cheerleader who makes a conscientious effort to improve himself/herself through the season.
- v. The cheerleader will be picked from each of the tackle squads. The coaches will pick cheerleaders from their team who meet at least some of these qualifications. The Committee will pick the cheerleader who best qualifies from those names submitted. The cheerleader who receives the trophy may not receive it again.
- vi. The Spirit Award Committee is made up of the President, Vice Presidents, Football Director, and Cheer Director.

**c. Judy Hahn Community Service Award**

- vii. The Judy Hahn Community Service Award is given to a Norchester alumni who meets some of the following criteria:
  - (i) Leader in the community
  - (ii) Helps others
  - (iii) Embraces and displaces the core values of NRK
- viii. This award is to honor former NRK alumni Judith Hahn. She was a former Norchester President and league rep. She also was the former Commissioner and assistant commissioner of the Bert Bell Memorial Conference. This award is to honor all of the contributions she has given to her community.
- ix. The award winner will need to be a former member of the Norchester Red Knight family. The award winner can be a present player, cheerleader, coach, board member, NRK family. The person who wins this award may not receive it again. The current board members can submit a nominee who meets some of the criteria for the award. The committee will pick the nominee who best qualifies for the award amongst the names submitted. The Judy Hahn Community Service Award committee is made up of the President, Vice Presidents, the Football Director, and Cheer Director.

**4. Recognition**

- a. If any football team wins a Championship, each individual player of that team will be recognized.
- b. If any cheerleading squad wins a Competition, each individual player of that squad will be recognized.
- c. The NCRKPO will recognize each individual player and cheerleader each year by giving these participants a plaque in their first year of participation and year plates for the plaque in each year of participation thereafter.
- d. The NCRKPO will recognize individual players and cheerleaders during the season who have participate for a minimum of five (5) years. The five-year participation requirement does not have to be consecutive. Players and cheerleaders who complete the entire program (based on current league age rules) will be recognized.



- e. Any High School graduate who has participated in the NRK program for any duration will receive a graduation pin.
  - f. The registration deadline for all football players and cheerleaders will follow the requirements of League the NCRKPO is currently a member.
5. **Practice Requirements**
- a. All football teams and cheer squads will follow the practice requirements of League the NCRKPO is currently a member.
  - b. Practices may be cancelled by the Head Coach or Football/Cheer Director.
  - c. Reasons for Squad or Team practice cancellations are to be reported to a member of the Executive committee.
6. **Signing of Contracts, Invoices, or other Commitments**
- a. No contracts, invoices or other financial commitments may be signed by any member or director, except as approved by the NCRKPO Inc. Board of Directors.
  - b. With such Board approval, any Elected Director may sign on behalf of the organization.

## Article IX. Behavioral Management

1. The Parent of a child identified to have a Behavioral Management issue must have a documented **Behavioral Management Plan**. The Plan should include or address the following elements:
  - a. Goals of the Plan
  - b. Behaviors solely determined by the Head Coach or Football/Cheer Director to be a safety concern or as disruption to the Team.
  - c. A requirement to have a dedicated adult with the child at every practice, game or other performance situation to manage their behavior. The "Behavior Manager" may be the parent/guardian or a surrogate.
  - d. The Parent or surrogate will be required to be on the field or in the gym at practices and on the sidelines or mat side at games or performances.
  - e. The parent/guardian or their surrogate must be approved by the Athletic Director. League requirements must be complied with, to be on the Practice and Game or Performance areas.
  - f. Timeline for Compliance
  - g. If the Behavioral Management Plan, as determined by the Head Coach or Football/Cheer Director, is not successfully mitigating the Behavioral Issues, or a plan cannot be agreed upon or is not being complied with, the Player/Cheerleader may be referred to the Board of Directors for expulsion.
  - h. To expel a player/cheerleader, the Board of Directors should be notified via the President, VPs or Secretary. The Executive Committee will have the opportunity to review all documentation and make final determination of the situation.
  - i. The respective Football or Cheerleading director, related to the child to be expelled, must be included in the Executive Committee process.
  - j. Determination must be communicated to the Secretary for communication at the next Board meeting.
2. **Behavioral Management Referrals or Dismissals**

- a. A referral may be a complaint received by any board member and brought to the attention of the Executive Committee.
- b. Referrals should first be brought to the responsible Football or Cheerleader Director.
- c. Behavioral Management Referrals may be requested for less severe or non-dangerous violations of the Code of Conduct as perceived by the Athletic Director, Head Coach or their designee.
- d. Three documented behavioral management referrals will require, the Head Coach, Football/Cheer Director and Parent/Guardian to develop a written and signed plan to comply with the Behavioral Management Policy, in order to manage their child's behavior, prior to their child participating in an NCRKPO practice, game or performance.
- e. Behavioral Management Dismissal: The Head Coach, or their designee, may dismiss a Player from a practice or game, if behavior is considered dangerous by the Head Coach or their Designee, or is unable to keep the child from disrupting the practice or game/performance for other participants.
- f. The child's parent/guardian will need to meet with the coaches and Football/Cheer director to comply with the Behavior Management Policy, prior to the child being allowed to return to practice or participate in a game once a practice or game dismissal occurs.

## Article X. CRIMINAL AND CHILD ABUSE BACKGROUND CHECK

1. All NCRKPO staff (coaches, board members, and those acting at the boards direction), who in the fulfillment of their duties come in contact with youth participating in NCRKPO programs, or organization finances, must complete a NCRKPO Background Check in accordance with NCRKPO Policy.
2. The NCRKPO Background Check is to at least be composed of the equivalent of a Pennsylvania State Police Criminal Record Check and a Pennsylvania Child Abuse History Clearance performed using a League approved agency.
3. Staff may not assume any duty involving contact with NCRKPO youth until the following conditions has been met:
  - a. They have completed and turned into the NCRKPO Football or Cheerleading Director a copy of their clearances.
  - b. They have completed and turned into to the NCRKPO Football Director or Cheerleading Director a completed coaching application.
  - c. They have been vetted by the Football or Cheerleading Director and approved by the Board.
4. The results of all background checks will be held in the strictest confidence with access limited to the President, Vice Presidents, Football Director, Cheerleading Director, Fields & Facilities Director, and Legal Counsel. Any hits on the background checks for Board Members shall be reviewed by the President and two Vice Presidents who can vote by majority to make an exception, or not, for minor or irrelevant offenses. Hits for background checks for coaches shall be reviewed by the Football or Cheer Director, the supporting Vice President and the President and exception can be granted by majority vote.
5. Games and Practices
  - a. Only board-approved coaching staff and volunteers may be on the field or in the bench area during games and practices.

- b. An exception may be made for a parent to attend to a seriously injured child, regardless of clearances, when escorted by coach or board member.

## Article XI. BEHAVIOR

1. Conduct
  - a. All NCRKPO personnel must conduct themselves in accordance with the League and Organizational "Code of Conduct". Failure to comply shall result in dismissal from all organizational responsibilities.
  - b. The NCRKPO Board shall follow a "No Tolerance Policy" in their enforcement of the code of participation and restrictions on non-personnel entering the field or bench area.
  - c. Any conduct which could be viewed as "detrimental to the good of the organization" shall be brought to the attention of the Board.

## Article XII. PARLIMENTARY AUTHORITY

1. The rules contained in the current edition (12th) of Robert's Rules of Order shall govern NCRKPO in all cases where they are applicable and in which they are not inconsistent with these bylaws, any special rules the NCRKPO may adopt, and any bylaws put forth by the current league.
2. The NCRKPO will abide by the rules, regulations and by-laws as set forth by the League in which it is currently a member, as well as the rules of any nationally affiliated leagues as applicable.

## Article XIII. FINANCIAL GUIDELINES

1. The Board will adhere to the following financial guidelines:
  - a. Receipts must be provided to the Treasurer for all expenditures, including petty cash expenditures within 3 business days.
  - b. Any individual expenditure exceeding \$100 requires prior approval by the board or executive committee.
  - c. Approval for Budgeted items will be implied with acceptance of Budget.
  - d. All board members should submit a budget on an annual basis, for the Expenses and Revenues they expect to incur or receive during the season.
    - x. Example Budget for Concessions Director
      - (i) Expense money needed to purchase Supplies for the Concessions Stand to operate.
      - (ii) Income received from Sale of Foods and Drinks at the Concessions Stands.
2. Checks and Balances
  - a. A system of checks and balances will be put in place for all incoming monies.
  - b. At least two Board Members must count cash revenues from any source.
  - c. One of the two counters should transport the deposit to the current Bank with which NCRKPO holds deposits.
  - d. All revenues, including checks, should be deposited within 2 business days.