

MID-CITIES PEE WEE FOOTBALL AND CHEERLEADING ASSOCIATION, INC. 2009 BYLAWS



MCPWFCA 2009 BYLAWS

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MID-CITIES PEE WEE FOOTBALL AND CHEERLEADING ASSOCIATION, INC.

2009 BYLAWS

ARTICLE I – NAME

SECTION 1. The name of the Organization is "Mid-Cities Pee Wee Football and Cheerleading Association, Inc." (MCPWFCA). It is a non-profit Texas corporation.

ARTICLE II – OBJECTIVE

SECTION 1. The purpose of the Organization shall be to implant in the youth of the Hurst-Euless-Bedford school area and contiguous school districts the ideals of good sportsmanship, honesty, loyalty, courage, and reverence through instruction in the game of football, and to further interest and gain knowledge in cheerleading, and as otherwise stated in the Articles of Incorporation of the Corporation.

SECTION 2. This objective shall be reached by providing supervised competition, bearing in mind that attainment of exceptional skills and/or winning of games shall be secondary. The molding of good, clean, and healthy future citizens is of prime importance.

ARTICLE III – OFFICES

SECTION 1. The registered office of the Corporation shall be at 1244 Harwood Road, Bedford, County of Tarrant, State of Texas, and the name of the registered agent of the corporation at such address is:

RODRIC BROCK
Attorney at Law

The Corporation may also have offices at such other places as the Board of Directors may from time to time determine or the business of the Corporation may require. The mailing address for the Corporation is P.O. Box 421, Hurst, TX 76053. All correspondence pertaining to MCPWFCA business shall be mailed to this P.O. Box.

ARTICLE IV – MEMBERS

SECTION 1. Members of this Organization shall be either Voting or Non-Voting Members.

SECTION 2.

- A. Members of the Board of Directors of the Corporation can vote on any and all issues presented to them for a vote.
- B. Head Football Coaches can vote on any and all Board positions and/or Bylaws presented to them for a vote. Head Football Coaches can vote on Rules and Regulations and/or disciplinary actions pertaining to football only. In the absence of a vote by the Head Coach, a Registered Assistant Coach has that team vote.

- C. Head Cheerleading Coaches can vote on Rules and Regulations, disciplinary actions and/or Board positions pertaining to cheerleading, only. Head Cheerleading Coaches can also vote on those elements of Bylaw Articles titled "Football and Cheerleading Coaches" and "Age" that pertain to cheerleading. In the absence of a vote by the Head Coach, a Registered Assistant Coach has that team vote.
- D. Head Coach's right to vote shall extend through the November Coaches' Meeting.
- E. All voting concerning personnel actions, elections, and disciplinary actions shall be conducted by secret ballot or roll-call voting.
- F. No Voting Member may exercise more than one (1) vote on any issue.
 - 1. Should a person hold more than one (1) voting position (Board of Directors, Executive Board, Head Coach or any combination of these positions), that person's voting rights shall be exhausted with the first vote he/she casts on any issue, and that persons remaining votes shall not be allowed.
 - 2. If an individual casts a vote as a Board Member, a Registered Assistant may cast his or her team vote. All teams shall have a vote in all matters they are eligible to cast a vote on.
- G. A member of the Board of Directors unable to attend any meeting may give his or her proxy vote, in writing, to another Director on a specific issue.
 - 1. Said proxy must be given to the Secretary before the meeting.
- H. A background check will be performed on all MCPWFCA Board Members and all active team coaches. Background checks will be repeated at least every 2 (two) years. The Association President and Vice-President shall preside over all background checks and ensure confidentiality thereof. MCPWFCA may run a background check at any time with the approval of the Executive Board.
 - 1. If a background check is returned to MCPWFCA with negative or sensitive information, the procedure will be as follows:
 - a. The Association President and Vice-President will review the information and consult the Executive Board for action to be taken. The decision of the Executive Board will be final.
 - b. All background checks on new Members will be completed prior to being approved to coach or serve on the Board. If an individual is in a pending background check status, that individual is conducting business as a Member and will be treated as a Member.
- I. All information gathered on any individual, as necessary in the course of conducting business, that falls under the Privacy Act 1974, as amended, shall be kept in strict confidentiality and destroyed when no longer needed. Such information, if filed, shall be kept in a locked file cabinet.

SECTION 3. Membership in the Organization shall be open to all persons who sincerely desire to further its purpose as expressed by these Bylaws and the Articles of Incorporation.

ARTICLE V - MEETING OF MEMBERS

SECTION 1.

- A. All meetings of the Members shall be held in the confines of the Hurst-Euless-Bedford district.
- B. The President must be notified in advance of all scheduled meetings.
 - 1. Minutes must be taken and presented at the regular monthly Board Meetings.
 - 2. A copy of the minutes must be kept on file at the MCPWFCA building.

SECTION 2. An Annual Meeting of the Members shall be held on a day in the month of November each year, at a time and place selected by the Board of Directors, at which Annual Meeting the Voting members shall elect the Officers of the Association for the following year, who shall serve as the new Board of Directors of the Corporation, and the Voting Members shall transact such other business as may be properly brought before the Meeting.

SECTION 3.

- A. At least ten (10) days before the Annual Meeting of the Members, the Secretary of the Corporation shall prepare a complete list of the Members entitled to vote at the Meeting (arranged in alphabetical order), including within the list, the issues for which each Member shall cast a vote.
 - 1. Such list, for a period of ten (10) days prior to such Meeting, shall be kept on file, and shall be subject to inspection by any Member at any time during business hours.
 - 2. Such list shall be produced and kept open at the time and place of the Meeting during the whole time thereof, and shall be subject to the inspection of any Member who may be present.

SECTION 4. A regular meeting of the Members shall be held at least once each month, beginning with the first meeting of the year to be held in April and ending the year with the Thursday meeting in November. Registration shall be considered a regular meeting.

SECTION 5. Special Meetings of the Members, for any purpose or purposes unless otherwise prescribed by statutes, by Articles of Incorporation, or by these Bylaws, may be called by the President; not less than one-half (1/2) of the Members of the Executive Directors and not less than one-fourth (1/4) of all Members of the Association entitled to vote at the Meetings, will constitute a quorum. Such Meetings may be closed to all Non-Voting Members.

SECTION 6. A notice stating the meeting place, day, and hour of the monthly, annual, or of a special meeting (and in case of a special meeting, the purpose or purposes for which the meeting is called), before the date of the meeting either personally, by mail, or by email, by or at the direction of the President or the Officer or persons calling the meeting, shall be given to each Member entitled to vote at the meeting.

- A. A waiver in writing signed by the person or persons entitled to receive a notice of the special meeting, whether before or after the time stated in such notice, shall be deemed equivalent to the giving of such notice. E-mail read receipts are acceptable.

SECTION 7. At all regularly scheduled meetings, one-third (1/3) of the Members entitled to vote thereat shall be requisite and shall constitute a quorum at all Meetings of the Members for a transaction of business, except as otherwise provided by statute, by the Articles of Incorporation, or by these Bylaws.

SECTION 8. When a quorum is present at any meeting, the vote of the Members present having voting power shall decide any questions brought before such meeting, unless the question is one upon which, by express provision of the statutes, or of the Articles of Incorporation, or by these Bylaws, a different vote is required, in which case such express provision shall govern and control the decision of such question.

- A. Voting Members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough Voting Members to leave less than a quorum.
- B. The President may, at his discretion, limit pro and con discussion of any question to a maximum of ten (10) minutes.

ARTICLE VI- QUESTIONNAIRE/SURVEY

SECTION 1. A questionnaire shall be DISTRIBUTED by the League Commissioner to all participants from each team in each League during week four (4) of the regular season, which shall be completed and returned to the MCPWFCA.

- A. The President, Vice-President of Football and the Commissioners of Football shall determine questions included on the questionnaire.
- B. The President and Vice-President of Football shall compile results and prepare a report of findings to the Board of Directors.
- C. The President, Vice-President of Cheerleading and Commissioners of Cheerleading shall determine questions included on the questionnaire.
- D. The President and Vice-President of Cheerleading shall compile results and prepare a report of findings to the Board of Directors.
- E. The purpose of this questionnaire shall be to solicit, free from peer pressure, the views of parents regarding coaches, organization of Leagues, fulfillment of purpose of the Association, and any suggestions for improvement.

ARTICLE VII - BOARD OF DIRECTORS

SECTION 1. The business and affairs of the Corporation shall be managed by its Board of Directors, who may exercise all such powers of the Corporation and do all such lawful acts and things as are not by statute, by the Articles of Incorporation, or by these Bylaws, directed or required to be exercised or done by the Members.

SECTION 2.

- A. The Board of Directors shall be elected at the Annual Meeting of the Members, except as hereinafter provided, and each Director elected shall hold office until the December Board Meeting or until the successor shall be elected and qualify.
 - 1. No person shall be eligible to serve as President or Vice-President, unless that person has held another position on the Board for a minimum of two (2) years, total, and has been an active Member for at least five (5) years, total.
 - 2. No person shall be eligible to serve as the Vice-President of Football, unless that person has first held another position on the Board for a minimum of one (1) year and has been an active Member for at least five (5) years, total.
 - 3. No person shall be eligible to serve as the Vice President of Cheerleading, unless that person has first held another position on the Board for a minimum of one (1) year and has been an active Member for at least four (4) years, total.
 - 4. No person shall be eligible to serve as a Senior, Junior, or Flag League Commissioner unless that person has first served as a Voting Member or a Vice-Commissioner of the Association.

SECTION 3.

- A. Any Director may be removed at any Board Meeting, either for or without cause, by the affirmative majority vote of MCPWFCA voting Board Members. A quorum must be present at said meeting.
- B. If any vacancies occur on the Board of Directors, whether by death, resignation, retirement, disqualification, removal from office, or otherwise, the vacancy may be filled by any Member of the Board of Directors (not only the Executive Board), or a successor may be chosen at a Meeting of the Members called for that purpose or at any regular meeting. Each successor so chosen shall be appointed by the MCPWFCA President, or elected, as the case may be, for the unexpired term of the predecessor.
- C. The number of Directors may be increased or decreased from time to time by amendment to these Bylaws, but no decrease shall have the effect of shortening the term of any incumbent Director.
 - 1. Any Directorship to be filled by reason of an increase in the number of Directors shall be filled by election at the November Meeting of the Members, at a special Meeting of Members for that purpose, or at any regular meeting.

SECTION 4. The Board of Directors shall consist of the following Officers:

A. Executive Directors:

1. President
2. Vice-President
3. Vice-President - Football
4. Vice-President - Cheerleading
5. Secretary
6. Treasurer
7. Director of Fields and Equipment
8. Director of Uniforms- Cheerleading
9. Director of Budget and Finance

B. Directors:

10. Senior League Commissioner - Football
11. Junior League Commissioner - Football
12. Sr. Flag League Commissioner – Football
13. Jr. Flag League Commissioner – Football
14. Senior League Commissioner - Cheerleading
15. Junior League Commissioner - Cheerleading
16. Flag League Commissioner - Cheerleading
17. Publicity and Historian
18. Parent Representative and Fundraiser Coordinator
19. Manager of Concessions
20. Board Advisor – Football (3)
21. Board Advisor - Cheerleading (1)
22. Certification Officer
23. Director of Registration

C. Non-Voting Board Members:

24. Senior League Vice-Commissioner - Football (4)
25. Senior League Vice-Commissioner - Cheerleading (4)
26. Junior League Vice-Commissioner - Football (4)
27. Junior League Vice-Commissioner - Cheerleading (4)
28. Sr./Jr. Flag League Vice-Commissioner - Football (4)
29. Flag League Vice-Commissioner - Cheerleading (4)
30. Assistant Director of Fields and Equipment (4)
31. Assistant Director of Uniforms - Cheerleading
32. Assistant Director of Budget and Finance
33. Assistant Manager of Concessions
34. Assistant Certification Officer – Football
35. Assistant Certification Officer – Cheerleading
36. Director of Officials

SECTION 5. The first meeting of each newly elected Board of Directors shall be held in joint session with the old Board of Directors during the January Board Meeting. The final meeting of the outgoing Board shall be held in December, at which time, all material and property pertaining to the Association shall be turned in.

SECTION 6. Any Member of the Board of Directors who is not present at two (2) consecutive Board Meetings, without justifiable cause, shall be subject to dismissal by the majority vote of the MCPWFCA Board of Directors. A quorum must be present at said meeting.

SECTION 7.

- A. The President may call special meetings of the Board of Directors, as necessary, either personally, by mail, email, or such special like notice, on the written request of two (2) Directors.
- B. Neither the business to be transacted, nor the purpose of any special meeting, need be specified in a notice except where expressly provided by statutes, the Articles of Incorporation, or by these Bylaws.
- C. A waiver in writing signed by the person or persons entitled to receive a notice of special meeting whether before or after the time stated in such notice shall be deemed equivalent to the giving of such notice. E-mail read receipts are acceptable.

SECTION 8. At all regular meetings of the Board of Directors, the presence of a majority of the Executive Board shall be sufficient to constitute a quorum for a transaction of business, except as may be otherwise specifically provided by statute, by Article of Incorporation, or by these Bylaws.

SECTION 9.

- A. The Board of the Corporation shall be elected by the Voting Members for a term of one (1) year.
- B. Any two or more offices may be held by the same person.
- C. The President, Vice-President, Vice-President of Football, and Vice-President of Cheerleading may not hold any coaching position.
- D. League Football Commissioners may not serve as a Head Coach or an Assistant Coach in their respective League.
- E. Vice-Commissioners may not hold a coaching position in the same League that they are commissioned.
- F. League Cheerleading Commissioners may not serve as Head Coach or Assistant Coach in their respective League nor can they have a child that is a registered cheerleader in the same League.

SECTION 10.

By the regular October monthly members meeting, the President shall appoint a Nominating Committee, consisting of at least one active Board Officer from football and cheerleading, each, and at least one Head Coach of football and cheerleading, each, from each League into which the Association has divided, to gather candidates for nominations for Officers for the following year.

- A. Solicit interest in serving from Association Members, parents, et al.
- B. Develop interest and qualify candidates for all Board positions.
- C. Hold at least two (2) Meetings of Committee to finalize list of nominations to be submitted to Voting Membership.

ARTICLE VIII – BOARD OF DIRECTORS, DUTIES

SECTION 1. The duties of the Officers are:

A. PRESIDENT

1. To preside over all meetings.
2. To appoint committees and a chairperson to preside at all meetings.
3. To break any tie votes resulting from any ballot decision.
4. To countersign purchase orders and checks when needed.
5. To be the Chief Executive Officer of the Corporation.
6. To preside over all background checks, and to ensure confidentiality thereof.
7. To perform such duties as the Board of Directors shall prescribe.
8. To ensure that the Board of Directors will review, on an annual basis, the position of the Director of Officials. The selected individual will be presented to the Voting Members for approval. If not approved, the process will be repeated until a suitable Director of Officials is appointed.
9. To approve or disapprove all hardship applications and payment plans for participants.
10. To set up a working budget.
11. To distribute or oversee the distribution of questionnaire according to Article VI, during week 4 of the regular season.
12. To organize and administer the annual fundraiser, if applicable.

13. The President shall be responsible for income policies and procedures, as approved by the MCPWFCA Board of Directors, except for as provided for in the MCPWFCA Bylaws and the MCPWFCA Rules and Regulations.

14. All records shall be kept and furnished to the incoming Director.

B. VICE-PRESIDENT

1. To preside over all meetings in the absence of the President.
2. To perform the duties assigned by the President.
3. To coordinate with the Executive Directors.
4. To countersign purchase orders and checks when needed.
5. To assume the duties of any Officer who is unable to perform duties until the vacant office is filled.
6. To perform duties of Parliamentarian.
7. To perform such duties as the Board of Directors may from time to time prescribe.
8. All records shall be kept and furnished to the incoming Director.

C. VICE-PRESIDENT – FOOTBALL

1. To perform all duties as the Board shall prescribe.
2. To coordinate all football activities with the Senior, Junior and Flag League Commissioners of Football.
3. To assume the duties of any Officer pursuant to football who is unable to perform duties until the vacant office is filled.
4. To coordinate the allocation of players through the draw as prescribed by the Bylaws.
5. To oversee the selection and appointment of coaches to all Leagues.
6. To oversee and ensure that all game reports, 8 or 16 play sheets, and referee grading cards are submitted after each game. The following numbers change accordingly.
7. To compile standings each week for all Leagues and to give this information to the Publicity and Historian.
8. To collect a list of all Assistant Coaches from each Registered Head Coach.

9. To ensure an application for each Assistant Coach has been completed with a copy of the applicant's driver's license attached.
10. To ensure all registered Assistant Coaches have been screened by the Screening Committee.
11. To ensure a background check has been run on all Assistant Coaches, registered and/or non-registered.
12. To post the current standings each week at the concession stand.
13. To coordinate individual and team photos for football players, with MCPWFCA Board approval.
14. All records shall be kept and furnished to the incoming Director.

D. VICE-PRESIDENT – CHEERLEADING

1. To perform all duties as the Board shall prescribe.
2. To coordinate all cheerleading activities with the Senior, Junior and Flag League Commissioners of Cheerleading and the Director of Uniforms.
3. To assume the duties of any Officer pursuant to cheerleading who is unable to perform duties until the vacant office is filled.
4. To coordinate the allocation of players through the draw as prescribed by the Bylaws.
5. To oversee the selection and appointment of coaches to all Leagues.
6. To collect a list of all Assistant Coaches from each Registered Head Coach.
7. To ensure an application for each Assistant Coach has been completed with a copy of the applicant's driver's license attached.
8. To ensure all registered Assistant Coaches have been screened by the Screening Committee.
9. To ensure a background check has been run on all Assistant Coaches, registered and/or non-registered.
10. To collect a list of stunts that each cheerleading squad will attempt to perform from the Head Cheerleading Coach at a time to be determined by the MCPWFCA Board of Directors.
11. To coordinate Association participation in outside events, such as parades, etc.
12. To coordinate The Main Event.

13. To coordinate individual and team photos for cheerleading, with MCPWFCA Board approval.
14. All records shall be kept and furnished to the incoming Director.

E. SECRETARY

1. To take and preserve the Minutes of all Meetings and to record all votes.
2. Compile a voting list in accordance with Article V, Section 3, A.
3. To handle all correspondence as assigned by the President.
4. To perform such duties as assigned by the President.
5. To perform such duties as the Board of Directors may from time to time prescribe.
6. To ensure all MCPWFCA files are maintained on a timely basis.
7. To maintain inventory of all office equipment and supplies.
8. To send written notices of all regularly scheduled meetings to all Voting Members at least ten (10) days prior to such meetings.
9. All records shall be kept and furnished to the incoming Director.

F. TREASURER

1. To record the receipts and collection of all funds.
2. To maintain an accurate and current itemized ledger as to all Association funds in a format approved by the Board of Directors.
3. To dispense all bills and charges, under the direction of the Board.
4. To perform all duties in accordance with the income guidelines as set by the President and approved by the MCPWFCA Board of Directors.
5. To maintain detailed and organized records to enable upcoming year's Treasurer to prepare and send out IRS Forms 1099 by January 31.
6. To maintain detailed and organized records to enable upcoming year's Treasurer to prepare and submit IRS Form 1096 by February 28.
7. To maintain detailed and organized records to enable upcoming year's Treasurer to prepare and submit IRS Form 990 by May 15.
8. To perform such duties as the Board of Directors may from time-to-time prescribe.

9. To countersign purchase orders and sign checks with Board approval.

10. All records shall be kept and furnished to the incoming Director.

G. DIRECTOR OF FIELDS AND EQUIPMENT

1. To have custody of the equipment, uniforms, etc.

2. To distribute and keep records concerning the distribution of all Association equipment.

3. To assure that fields are prepared for games.

4. To project the equipment needs of the Association for Board Approval.

5. To perform such duties as the Board of Directors may from time to time prescribe.

6. All records shall be kept and furnished to the incoming Director.

H. ASSISTANT DIRECTOR OF FIELDS AND EQUIPMENT

1. To assist the Fields and Equipment Director with equipment and uniforms.

2. To assist in the preparation of the fields for games.

3. All records shall be kept and furnished to the incoming Director.

I. DIRECTOR OF UNIFORMS – CHEERLEADING

1. To have custody of the equipment, uniforms, etc.

2. To act as liaison between the Association and uniform supplier representatives.

3. To distribute and keep records concerning the distribution of all Association equipment.

4. To project the equipment needs of the Association for Board approval.

5. To perform such duties as the Board of Directors may from time to time prescribe.

6. All records shall be kept and furnished to the incoming Director.

J. ASSISTANT DIRECTOR OF UNIFORMS - CHEERLEADING

1. To assist the Director of Uniforms with cheerleading uniforms.

2. All records shall be kept and furnished to the incoming Director.

K. DIRECTOR OF BUDGET AND FINANCE

1. To chair the Ways and Means Committee (PROJECTS). The committee shall be appointed by the MCPWFCA President, and shall act to determine the feasibility of large and/or unusual types of expenditures or new projects.
2. To perform such duties as assigned by the President.
3. To perform such duties as the Board of Directors may from time to time prescribe.
4. All records shall be kept and furnished to the incoming Director.

L. ASSISTANT DIRECTOR OF BUDGET AND FINANCE

1. To assist the Budget and Finance Director with the Ways and Means Committee.
2. To perform such duties as the Board of Directors may from time to time prescribe.
3. All records shall be kept and furnished to the incoming Director.

M. LEAGUE COMMISSIONERS - FOOTBALL

1. To preside over all meetings of his/her League.
2. To perform the duties assigned him/her by the President, Vice-President, and Vice-President of Football.
3. To coordinate with the Vice-Commissioners of his/her League in all decisions and problems.
4. To coordinate all matters with the coaches of their respective Leagues and enforce all rulings required by the Bylaws of the Association.
5. To act as a go-between in all matters between coaches and the Board of Directors.
6. To compile sportsmanship evaluations in accordance with the Rules and Regulations.
7. To notify every Head Coach involved in the playoffs, as to the time, date, and place of each game, and to have every Head Coach, or their representative, present at any coin flip.
8. To perform such duties as the Board of Directors may from time to time prescribe.
9. All records shall be kept and furnished to the incoming Director.

N. LEAGUE VICE-COMMISSIONERS - FOOTBALL

1. To perform such duties as the Commissioner or Board of Directors may from time to time prescribe.
2. All records shall be kept and furnished to the incoming Director.

O. LEAGUE COMMISSIONERS - CHEERLEADING

1. To preside over all meetings of his/her League.
2. To perform the duties assigned him/her by the President, Vice-President, and Vice-President of Cheerleading.
3. To coordinate with the Vice-Commissioners of his/her League in all decisions and problems.
4. To coordinate all matters with the coaches of their respective Leagues and enforce all rulings required by the Bylaws of the Association.
5. To act as a go-between in all matters between coaches and the Board of Directors.
6. To compile sportsmanship evaluations in accordance with the Rules and Regulations.
7. To notify every Head Coach involved in the Playoffs, as to the time, date, and place of each game.
8. To perform such duties as the Board of Directors may from time to time prescribe.
9. All records shall be kept and furnished to the incoming Director.

P. LEAGUE VICE-COMMISSIONERS - CHEERLEADING

1. To perform such duties as the Commissioner or Board of Directors may from time to time prescribe.
2. All records shall be kept and furnished to the incoming Director.

Q. PUBLICITY AND HISTORIAN

1. To promote effective advertising and publicity for the betterment of the Association.
2. To keep books and information of all activities and items of interest for future reference.

3. To oversee the composition of the MCPWFCA Program with MCPWFCA Board approval.
4. To perform such duties as the Board of Directors may from time to time prescribe.
5. To verify standings provided by Vice-President of Football each week for all Leagues
6. To maintain, or cause to be maintained the official website of the Association, as directed by the Board of Directors.
7. All records shall be kept and furnished to the incoming Director.

R. PARENT REPRESENTATIVE AND FUNDRAISER COORDINATOR

1. To conduct the Parent Representative Meetings on the first Wednesday after the draw.
2. To coordinate and aid the flow of information between Members of the Organization.
3. To contact any Team Parent Representative absent from any Parent Representative Meeting and relay any pertinent information to that Member.
4. To assist in organizing and administering all fundraisers, if applicable.
5. To perform such duties as the Board of Directors may from time to time prescribe.
6. All records shall be kept and furnished to the incoming Director.

S. BOARD ADVISORS - FOOTBALL

1. To offer expertise in Board related matters from having served as President previously or having served seven (7) years as a valued Member of the Association.
2. To perform such duties as assigned by the President or the Board of Directors.
3. All records shall be kept and furnished to the incoming Director.

T. BOARD ADVISOR – CHEERLEADING

1. To offer expertise in Board related matters from having previously served as President of the Association or having served four (4) years as a valued Member of the Association.
2. To perform such duties as assigned by the President or the Board of Directors.

3. All records shall be kept and furnished to the incoming Director.

U. MANAGER OF CONCESSIONS

1. To organize and supervise the operations of the concession stands.
2. To count and record all funds collected at the end of each Saturday jointly, with Treasurer/Board Member or his/her appointee.
3. All records shall be kept and furnished to the incoming Director.

V. ASSISTANT MANAGER OF CONCESSIONS

1. To assist the Manager of Concessions in organizing and supervising the operations of the concession stands.
2. To assist with the counting and recording of funds collected at the end of each Saturday, jointly with Treasurer/Board Member or his/her appointee.
3. All records shall be kept and furnished to the incoming Director.

W. CERTIFICATION OFFICER

1. To organize and supervise the development of Coaches Certifications for the Association.
2. Responsible for developing the Association Certification Manual.
3. To recruit, train and/or appoint instructors for football and cheerleading coaches' training.
4. Responsible for certification attendance records, as determined by the MCPWFCA Board of Directors.
5. All records shall be kept and furnished to the incoming Director.

X. ASSISTANT CERTIFICATION OFFICERS – FOOTBALL AND CHEERLEADING

1. To assist in the organization and the development of Coaches' Certifications for the Association.
2. Responsible for assisting in the development of the Association Certification Manual.
3. To assist with recruiting, training and/or appointment of instructors for football and/or cheerleading coaches' training.
4. Responsible for assisting with the certification attendance records, as determined by the MCPWFCA Board of Directors.

Y. DIRECTOR OF REGISTRATION

1. To oversee the organization and implementation of the paperwork for registration, including a current list on file of birth certificates for football and cheerleading prior to the start of registration.
2. To collect all certified birth certificates for new registrants.
3. To oversee the organization and implementation of the paperwork for the draw.
4. To ensure that no person with any involvement in a particular League has any dealings with that League's registration and draw process.

Z. DIRECTOR OF OFFICIALS

1. To provide TASO officials for each Flag, Junior, and Senior League game during the regular, play off, and Super Bowl games.
 - a. Number of officials and cost per game as per agreement with the Association on a year-to-year basis.
2. To collect and maintain weekly scorecards to be completed by persons officiating games, and to make same available to the Association President.
3. To be present, or to have a qualified person present to replace him, at the playing fields each Saturday to assign and supervise the officials. The individual serving in this capacity shall not officiate in any games, except on an emergency basis.
4. All records shall be kept and furnished to the incoming Director.

ARTICLE IX - ELECTION OF OFFICERS

SECTION 1. The election of the Officers shall be held in November at the Members of the Corporation Meeting.

SECTION 2.

- A. The Nominating Committee Chairman shall present, at the Annual Meeting of Members, the names of the prospective Board Member candidates the Committee has nominated.
 1. An individual may not be nominated by the Nominating Committee for more than one position on the initial ballot.
 2. Additional nominations may be made from the floor by Voting Members.
- B. Non-Voting Board Members shall be voted on by the newly elected MCPWFCA Board of Directors at any Board Meeting following the Annual Meeting of Members or subsequent Board meetings.

SECTION 3. Voting shall be by secret ballot unless nominee runs unopposed.

ARTICLE X - GAME RULES

SECTION 1. - RULES: Games will be played under UIL rules unless otherwise noted in these Bylaws or the League Rules and Regulations Manual.

ARTICLE XI - FOOTBALL AND CHEERLEADING COACHES

SECTION 1.

- A. Each team shall have an approved Head Football Coach and Head Cheerleading Coach, 21 years of age or older.
- B. All Head Coaches and Assistant Coaches shall be required to submit to the coaches screening process and be approved by the Board of Directors. The Head Coach and at least one Assistant Coach must be certified. The means of certification shall be mandated by the MCPWFCA Board of Directors. All Head Coaches and Assistant Coaches shall be required to sign and uphold the Coaches' Code of Ethics.
 - 1. Each football team shall be required to have at least one (1), but no more than four (4), Registered Assistant Coaches, 18 years of age or older.
 - a. All Head Football Coaches shall provide a list of anyone helping in a coaching capacity, or anyone working with the children, to the Vice President of Football by scrimmage day or at the time said person(s) becomes involved with the activities of the football team.
 - b. At least one (1) "certified" Football Coach must be present at all team functions.
 - 2. Each cheerleading team may have at least one (1), but no more than three (3) Registered Assistant Coaches, 18 years of age or older.
 - a. All Head Cheerleading Coaches shall provide a list of anyone helping in a coaching capacity, or anyone working with the children, to the Vice President of Cheerleading by scrimmage day or at the time said person(s) becomes involved with the activities of the cheerleading team.
 - b. At least one (1) "certified" Cheerleading Coach must be present at all team functions.
 - c. Junior Assistant helpers must be in either junior high school or high school and in Grades Eight (8) through Twelve (12) and shall be registered. All Junior Assistant helpers and a parent/legal guardian shall sign and uphold the Coaches' Code of Ethics.

- d. Junior Assistant helpers will be limited to no more than two (2) per team unless registration numbers require an even distribution of more than two (2) per team.
3. Each Coach shall select a Parent Representative. The specific responsibility of the Parent Representative will be in the Parent Representative Packet furnished by the Association. The name, address, phone number and a copy of his/her driver's license shall be furnished to the Association no later than the Parent Representative Meeting.
- C. Currently approved Football and Cheerleading Coaches, Commissioners, or Board Members, shall be allowed to coach on an emergency basis, as approved by the Vice-President of Football for football teams and the Vice-President of Cheerleading for cheerleading teams. Should this appointment exist for more than one (1) week (seven (7) calendar days), it should be brought to the Board of Directors for approval.
 - D. League Commissioners shall submit in writing, prior to the regularly scheduled meeting in December, to the Board of Directors for confirmation, a list of returning Head Coaches and Assistant Coaches, if applicable.
 - E. Football/ Cheerleading Coaches not having their entire team's equipment turned into the Director of Equipment by the December meeting will not be approved to return to their team as the Head Coach. That team will be considered open unless granted an extension from the Director of Fields and Equipment/Director of Uniforms-Cheerleading.
 - F. Any Head Coach of an existing team who is not confirmed by the Board of Directors may request the Voting Membership to nullify his/her removal within fourteen (14) days of notification of such removal. Notification of removal shall be done via certified mail.
 1. All requests shall be made in writing to the appropriate Vice-President of Football, Vice-President of Cheerleading, Vice-President or the President of the Association.
 2. Nullification shall be effected by a majority of affirmative votes of those present and voting.
 3. The Coach subject to removal shall not vote on the question.
 - G. New Head Coaches and new Assistant Coaches to the Association, Head Coaches and Assistant Coaches with a break in service, and existing Head Coaches and existing Assistant Coaches requesting to move to a different League will be interviewed and screened by the Screening Committee.
 1. The Screening Committee shall, by method to be determined by the Committee, assign numerical ratings of 0 to 80 to all prospective Coaches. Forms for the screening process will be standard and approved by the Board of Directors.

2. The Commissioner shall, with Board confirmation, assign available teams to the highest rated coaches in turn.
 3. Exceptions shall be brought to the attention of the Board of Directors for approval.
- H. Head Coaches shall have total control over who shall be the Assistant Coach on their team however all registered Assistant Coaches shall be subject to screening in accordance with the Bylaws.
- I. Screening Committee(s) for Football/Cheerleading Coaches shall consist of Commissioners or Vice-Commissioners, two (2) Coaches from each League and two (2) Members of the Board of Directors.
1. The President, with the input of the Vice-President Football/Vice-President of Cheerleading, shall appoint Members.
 - a. President shall also name alternate Coaches and alternate Board Members to serve on the Screening Committee.
 - b. A minimum of six (6) Committee Members must be present to have a valid screening meeting.

ARTICLE XII - AGE

SECTION 1. - FOOTBALL

- A. JUNIOR FLAG LEAGUE (Pre-K and K) No child shall be eligible to participate in the Junior Flag League who, on September 1st of the registration year, is less than four (4) years old or is six (6) years old or older.
- B. SENIOR FLAG LEAGUE (1st and 2nd Grades) No child shall be eligible to participate in the Senior Flag League who, on September 1st of the registration year, is less than six (6) years old or is nine (9) years old or older. A child in the Third (3rd) Grade who is seven (7) years old or younger on September 1st of the registration year shall play in the Senior Flag League.
- C. JUNIOR LEAGUE (3rd and 4th Grades) No child shall be eligible to participate in the Junior League who, on September 1st of the registration year, is seven (7) years old or younger or eleven (11) years old or older.
- D. SENIOR LEAGUE (5th and 6th Grades) No child shall be eligible to participate in the Senior League who, on September 1st of the registration year, is nine (9) years old or younger or thirteen (13) years old or older. A child who is nine (9) years old or younger on September 1st of the registration year shall play in the Junior League.
- E. No child shall be eligible to participate in the Senior League who is in the Seventh (7th) Grade.

- F. Any child who is in the Second (2nd) Grade and is eight (8) years old by September 1st and/or weighs 85 lbs. or above, may upon written request of his/her parent or guardian, be allowed to participate in the Junior League.
- G. Any player in the Fifth (5th) Grade who weighs 64 lbs. or less and has not reached his/her 11th birthday as of September 1st, may upon written request from his/her parent or guardian, play in the Junior League.
 - 1. The player will go into the draw, even if that player played the previous year.
 - 2. All players requesting this placement must be recommended by a three (3) member committee appointed by the President of the Association.
 - 3. The player can return to a team, if either parent is the Head Coach.
- H. Proof of date of birth must be presented to a Member of the Registration Committee upon registering by a certified copy of the birth certificate. Birth certificate copies on file for participants as of September 1, 2008, shall be honored.
 - 1. Failure to produce proof of age will result in non-participation.

SECTION 2. - CHEERLEADING

- A. FLAG LEAGUE (K, 1st, and 2nd Grades). No child shall be eligible to participate in the Flag League who, on September 1st of the registration year, is nine (9) years old or older.
- B. JUNIOR LEAGUE (3rd and 4th Grades). No child shall be eligible to participate in the Junior League who, on September 1st of the registration year, is eleven (11) years old or older.
- C. SENIOR LEAGUE (5th, 6th, and 7th Grades). No child shall be eligible to participate in the Senior League who, on September 1st of the registration year, is fourteen (14) years old or older.
 - 1. Seventh (7th) Grade girls who meet the age requirement and who attend a school that plays Seventh (7th) Grade football may register for cheerleading.
- D. Any girl who is four (4) years of age and under may not be a registered cheerleader but must be a registered mascot. If the mascot has a sibling, or is the child of a Cheerleading Coach/Football Coach, they shall be assigned to that team. All others will be placed on teams in accordance with the Bylaws.
- E. Any exception to the above can be brought in writing by the parent or legal guardian to the League Commissioner or any Board Member for further consideration by the Executive Board.
- F. Any girl who is fourteen (14) years old and enrolled in the Eighth (8th) Grade may not be a registered cheerleader but may be a Registered Junior Assistant.

- G. Proof of date of birth must be presented to a Member of the Registration Committee upon registering by a birth certificate or other acceptable means.

ARTICLE XIII – REGISTRATION

SECTION 1.

- A. The registration period shall be at least three (3) consecutive Saturdays, at least one of which shall be after the start of school.
- B. Additional registration periods shall be at a time and place set forth by the Board of Directors.
- C. These registration periods shall be adequately advertised in advance.
- D. A late registration period may be authorized by the Board of Directors, as long as it does not exceed one (1) week after the allocation draw.
- E. During registration a child may eliminate one (1) team only.
 - 1. Form FB-01-92 (Team Elimination Form) must be completed and signed by the parent or guardian of the child.
 - 2. The completed form will be submitted to the League Commissioner and Vice-President of Football or Cheerleading.
- F. A Head Coach, Registered Assistant Coach, or any Board Member shall not initiate the team elimination process; nor suggest that any particular team be eliminated; nor suggest that a participant choose a specific draw area. The penalty for violation of this Article shall be dismissal from duties upon confirmation of violation by the Executive Board.
- G. All pre-determined team practice sites will be visibly displayed during registration. Practice sites are subject to change at the discretion of the MCPWFCA Board of Directors, on an as needed basis.
- H. A participant shall have the option to enter the draw area of his/her choice, these being West A, West B, East C, and East D, upon request.
- I. Persons who have any connection with a League shall not be allowed to work or congregate at said League registration table.

ARTICLE XIV - ALLOCATION OF PARTICIPANTS

SECTION 1. - FOOTBALL

- A. Head Football Coaches must keep their existing team intact.
 - 1. This shall include any returning participants.

- a. A returning participant shall be defined as a participant who played for that team in the season immediately previous.
 2. Any exceptions must be approved by the Board of Directors.
 3. All requests to eliminate a team shall be reviewed by a committee appointed by the MCPWFCA President.
- B. New participants and upgraded League participants shall be allocated to existing teams by blind choice method.
1. Persons associated with a particular League shall not conduct or assist, in any way, with the blind draw for said League.
 2. Even team headcount shall be attained as close to grade level and weight as possible.
 3. Measures shall be initiated prior to the draw that will ensure, to the maximum extent possible, that each team shall have equal numbers of participants on its roster.
 4. Weight categories for player allocation shall be determined prior to the draw at a meeting of the Commissioner of each League and the Director of Registration.
 - a. A minimum of four (4) weight classifications shall be used in each grade level.
 - b. A master registration form, which indicates the status of a team's returning players and separates the new players by age and weight class, shall be updated after the end of each individual registration day.
 5. Siblings playing football in the same League shall be placed on the same team, unless otherwise requested by a parent or legal guardian. Any such requests will be considered final for the duration of the time in that League, unless they re-enter the draw.
 6. A football player shall not be placed on the same team as a returning sibling cheerleader unless said cheerleader is placed on that team via the blind draw method.
 7. Each football team is permitted to have one (1) protected child each, other than those children referenced in these Bylaws elsewhere, provided the child is new to his/her League and the Head Coach has permission from the parent or guardian of the child.
 - a. The protected child is to be assigned to the appropriate team prior to the end of registration, with the exception of a situation whereby a new Head Coach is assigned a team after the close of registration.
 8. A participant shall be placed on a football team if his/her parent is the Head Cheerleading Coach, unless otherwise requested by a parent or legal guardian.

9. New cheerleaders following siblings who will be in the football draw shall be placed on sibling's team following the football draw, only if team space and uniform on said team is available, as determined by the MCPWFCA Board of Directors. If space and uniform on said team is unavailable, cheerleaders following siblings shall be given the option to cheer on a team where space and uniform is available, as determined by the MCPWFCA Board of Directors.
- C. In the event the Board of Directors approves a late football registration, all players registering shall be allocated to existing teams by blind choice method (draw). Late registration will be on an as-needed basis to be determined by the Executive Board for each League.
 - D. Allocation of football participants shall be overseen by the Director of Registration immediately following the last day of the registration period.
 1. Four (4) draw areas, specifically West A, West B, East C, and East D, shall be used and shall be defined as follows:
 - a. WEST A shall include all participants that reside on the west side of Forest Ridge in Bedford, and shall be the primary draw area for teams that practice west of Central Drive.
 - b. WEST B shall include all participants that reside on the east side of Forest Ridge and west of Central Drive, and shall be the secondary draw area for teams that practice west of Central Drive.
 - c. EAST C shall include all participants that reside on the west side of Euless, Westpark Way and Murphy Drive and east of Central Drive, and shall be the secondary draw area for teams that practice east of Central Drive.
 - d. EAST D shall include all participants that reside on the east side of Euless, and on the east side of Westpark Way and Murphy Drive, and shall be the primary draw area for teams that practice east of Central Drive.
 2. Participants may be moved from secondary draw areas WEST B or EAST C, in either direction, to help ensure even team headcount or to balance grade/weight classification per team.
 3. Teams may be moved based on the number of participants in each draw area according to the following.
 - a. The least number of returning registered players. (First priority)
 - b. The Head Coach's tenure. (Second priority – the coach with the least tenure moves.)
 4. At the conclusion of registration there shall be a recommended minimum of sixteen (16) players, up to a recommended maximum of twenty (20) players, per football team in Junior or Senior Leagues or teams may be dropped or added in a manner to be determined by the Executive Board.

5. Recommended allocation of football players for the Junior Flag League and the Senior Flag League is eleven (11) to fourteen (14) players.
 6. A Head Coach or an appointed Registered Assistant Coach shall be present at the time the allocation is made.
 7. No participant will be assigned to any team for any reason except through the draw or the protected participant rule or as otherwise provided for within these Bylaws, except by approval of two-thirds (2/3) majority of those voting for an exception to this rule at a regular or special coaches meeting.
- E. A roster shall be prepared by each Head Coach and delivered to the Commissioner of the respective League immediately following team allocation.
1. No changes shall be made except at the discretion of the Board of Directors.
- F. Any Football Head Coach that has a participant quit must notify their respective Commissioner within forty-eight (48) hours.
1. Failure to do so shall subject the Head Coach to disciplinary action.
 2. An exit interview will be conducted with participants who quit for any reason by the Vice-President of Football and/or the Commissioner of the respective League for football.
- G. Head Coaches may contact their participants immediately following team allocation and begin team practice on Monday following the final day of registration.
- H. A Head Coach may have his/her child, stepchild, grandchild, sibling, or a child for whom he/she has legal guardianship or legal conservatorship, (executed by a judge), assigned to his/her team so long as the child has registered to participate.
- I. Should any football team roster fall below sixteen (16) players in either, Junior or Senior League, the Vice-President of Football and the respective League Commissioner may assign to that team, a player from a confidential late registration list maintained by the President.
1. Assignment will be made in the order of being placed on the waiting list.
 2. No additional players will be allocated to a team unless a player Withdrawal Form and equipment has been turned in to the League Commissioners or the Vice-President of Football.
 3. If a Withdrawal Form is turned in by a Coach and the participant wishes to play again, participant shall be placed on the President's waiting list, and treated as all other late sign ups.
 4. If a player is injured, and has a medical statement that he/she may recover prior to the end of season, and the team falls below the Bylaw minimum, that team

may receive additional player(s) to bring the team back to the minimum number of players prescribed in the Bylaws.

- a. A medical release to participate must be given to the League Commissioner or a Board Member to return.
- J. Jr. Flag League registration and team selection will be executed by guidelines set by the MCPWFCA Board of Directors.

SECTION 2. - CHEERLEADING

- A. Allocation of cheerleading, mascot and junior assistant participants (hereafter referred to as "participants" for the section) shall be overseen by the President, Director of Registration and the Vice President of Cheerleading.
- B. Measures shall be initiated that will ensure, to the maximum extent possible, that each team shall have equal numbers of participants on its roster.
 1. The MCPWFCA Board of Directors will determine the initial target number for each team. This number shall remain flexible throughout the registration period, as target numbers are met for all teams.
 2. July/August/September registrants shall be placed on team based on space and uniform availability only, as determined by the MCPWFCA Board of Directors.
- C. Head Cheerleading Coaches shall not eliminate any eligible returning participant from the team.
 1. An eligible returning participant shall be defined as a participant who cheered for that team in the season immediately previous, who meets the age/grade requirements.
 2. Any exceptions must be approved by the MCPWFCA Board of Directors.
- D. An eligible returning participant has the option to move to another team within the League at registration only, provided the age/grade requirements are met.
- E. The Head Cheerleading Coach and/or the Head Football Coach may have his/her child, stepchild, grandchild, sibling, or a child for whom he/she has legal guardianship or legal conservatorship, (executed by a judge), assigned to his/her team so long as the child has registered to participate and meets the age/grade requirement, and provided there is a team space and uniform availability on said team, as determined by the MCPWFCA Board of Directors.
- F. One (1) approved Registered Assistant Cheerleading Coach, per team, may have his/her child, stepchild, grandchild, or a child for whom he/she has legal guardianship or legal conservatorship (executed by a judge) assigned to his/her team, so long as the child has registered to participate and meets the age/grade requirement, and provided there is team space and uniform availability on said team, as determined by the MCPWFCA Board of Directors.

- G. Each cheerleading team is permitted to have one (1) protected child each, other than those children referenced in these Bylaws elsewhere, provided the Head Coach has permission from the parent or guardian of the child, and provided there is team space and uniform availability on said team, as determined by the MCPWFCA Board of Directors.
 - 1. The protected child is to be assigned to the appropriate team prior to the end of registration, with the exception of a situation whereby a new Head Coach is assigned a team after the close of registration.
- H. A "Team Preference Form" shall be completed listing the participant's first, second and third choice for team placement.
 - 1. The participant shall be placed on a team in accordance with their listed choices based on "team availability" and on a "first-come, first-served" basis. Age/grade requirements must also be met for each League. The exception to this is July/August/September registrants that shall be placed based on team space and uniform availability on said team, as determined by the MCPWFCA Board of Directors.
- I. New cheerleaders following siblings who will be in the football draw shall be placed on sibling's team following the football draw, only if team space and uniform is available on said team, as determined by the MCPWFCA Board of Directors. If space and uniform on said team is unavailable, cheerleaders following siblings shall be given the option to cheer on a team where space and uniform is available, as determined by the MCPWFCA Board of Directors.
- J. The right of any football player to follow a sibling cheerleader, mascot and/or junior assistant is WAIVED, except as otherwise provided herein.
- K. A participant may not elect to change teams after initial registration date, unless otherwise approved by the MCPWFCA Executive Board.
- L. In the event the Board of Directors approves a late cheerleading registration, all participants registering shall be allocated to existing teams according to team space and uniform availability on said team. Late registration will be on an as-needed basis to be determined by the Executive Board for each League.
- M. Any Cheerleading Head Coach that has a participant quit must notify their respective Commissioner within forty-eight (48) hours.
 - 1. An exit interview will be conducted with participants who quit for any reason by the Vice-President of Cheerleading and/or the Commissioner of the respective League.
- N. Head Coaches may contact their participants immediately following team allocation and begin practice on the date set by the MCPWFCA Board of Directors.
- O. A Letter of Intent will be provided to all MCPWFCA cheerleaders and/or mascots by the last regular season game to allow a request for placement on the same team

the following season, provided they are age/grade eligible for said team.

- P. To confirm the Letter of Intent, registration must take place no later than a date set by the MCPWFCA Board of Directors. If confirmation does not occur by this date, the cheerleader/mascot will not be guaranteed placement on said team.
- Q. A competitive cheerleading team may be formed only at the discretion and direction of the MCPWFCA Board of Directors.

SECTION 3. – MAIN EVENT

- A. In the event that cheerleading registration numbers are reduced to the point that team size will not allow for the minimum requirements of the Main Event to be met (as stated in the Rules & Regulations), the following shall apply:
 - 1. Combining, or "buddying", teams shall be permitted and as appropriate, may be required, with MCPWFCA Executive Board approval.
 - 2. "Buddy" teams shall be allowed to practice together during weekly practices, excluding Friday practices to allow for separate team pep rallies.
 - 3. Regular season games on Saturdays and play-off games shall be attended and performed at by the cheerleading team originally assigned to the football team.
 - a. Buddying teams shall be allowed to cheer together at their teams' football games, however, it is not a requirement.

ARTICLE XV - EQUIPMENT AND UNIFORMS

SECTION 1. - FOOTBALL EQUIPMENT

- A. Equipment fees shall be determined by the Board of Directors prior to registration.
- B. Game uniform, consisting of a jersey and a pair of pants, shall be issued to each player by the Association and will be worn in all games. Only League issued jerseys and pants are permitted.
 - 1. No changes shall be made in team names or colors unless approved by the majority of Board Members.
 - a. When two (2) teams with the same colors play one another, the "visitor" shall change jersey color for the duration of the game.
 - b. No modification of facemasks on helmets.
 - c. Any and all modifications of equipment/uniforms must be approved by the Director of Fields and Equipment.
 - 2. Uniforms shall not display given names in plain sight on the outside of the jersey or pants.

3. No jewelry of any kind shall be worn by any participant or coach with the exception of medical bracelets and/or necklaces, which must be secured to the body with tape.
 4. These rules shall apply to practice uniforms, as well as game uniforms.
- C. In the Flag League, each player on the field will wear two (2) game day provided flags at the waist, one (1) on each side.
 - D. In the Flag League, players must wear a mouthpiece and long pants and may wear football shoes with soft rubber cleats, kneepads and/or elbow pads.
 - E. In the Flag League, shoulder pads are not permitted.

SECTION 2. - CHEERLEADING UNIFORMS

- A. An official Association uniform issued or approved by the Association shall be worn to all games. Approved uniforms may be permitted by the MCPWFCA President and the MCPWFCA Director of Uniforms.
 1. Uniforms shall not display given names in plain sight on the outside of the shell, skirt, or briefs, but may display the name of the team.
 2. No jewelry of any kind shall be worn, by any participant or coach, with the exception of medical bracelets and/or necklaces, which must be secured to the body with tape.
 3. These rules shall apply to practice uniforms, as well as game uniforms.
- B. Uniforms shall be purchased/rented by the parents/guardians, not to exceed a set price decided on by the Board of Directors.

ARTICLE XVI – VIOLATIONS

SECTION 1.

- A. The term "Coaches" in Article XVI means Football Coaches in football matters and Cheerleading Coaches in cheerleading matters. "Members" meaning Football Coaches and Board of Directors for football and cheerleading matters; and "Members" also meaning Cheerleading Coaches and Board of Directors for cheerleading matters only. Participant defined as player/cheerleader, parent, or anyone in attendance.
- B. All Head Coaches are responsible for seeing that their Registered Assistant Coaches, participants, and participants' parents conduct themselves in such a way as to attain the objectives and purposes of this Association.
- C. Any Member/Participant who conducts himself/herself in a non-sportsmanlike manner can be removed from the field area, and may be expelled from the Association at the direction of the Board of Directors.

- D. Any Coach/Participant whose conduct is inconsistent with the objectives of the Association shall be subject to disciplinary action. Conduct that will be considered inconsistent with the objectives of the Association shall include but are not limited to:
1. Conduct such as public intoxication, drug abuse, criminal activity, fighting, and/or abusive language.
 2. Use of tobacco products at any games or any practices in which his/her team is participating is prohibited. All games and all practices are on HEB property where smoking is prohibited.
 3. Failure by a Head Coach or Registered Assistant Coach to remain at the practice site until all participants have been picked up by a parent/guardian or person designated by parent/guardian.
 4. Any safety infraction(s).
 5. Conduct such as vulgar and/or suggestive movements, motions and/or gestures.
 6. Willful violation of the rules of the Association other than those listed in Article XVI.
- E. Any team that is not represented by the Head Coach or his/her Registered Assistant Coach for two (2) consecutive meetings without justifiable cause shall make the Head Coach subject to dismissal by the Voting Membership of the Association.

SECTION 2. - DISCIPLINARY ACTION

- A. Disciplinary action will be assessed by a Coaches' Disciplinary Committee comprised of two (2) Coaches from each League, and an alternate.
- B. Football Coach and Cheerleading Coach Disciplinary Committees will be elected by the votes of the Head Coaches within their respective Leagues no later than the close of registration.
1. Senior League Coaches will elect two (2) representatives, Junior League Coaches will elect two (2) representatives, and Flag League Coaches will elect two (2) representatives.
 2. The Coaches' Disciplinary Committee shall serve through December 31st.
 3. An alternate Coach shall serve in the absence of, or if either elected Coach for that respective League is unable to serve at a scheduled meeting.
 4. Any Coach elected to a position on the Coaches' Disciplinary Committee will have served a minimum of one (1) year as a Head Coach or a Registered Assistant Coach.

- C. From December 31st to the close of registration the following year, the Coaches' Disciplinary Committee shall be appointed by the President of the Association from a roster of active, approved Coaches and/or Board Members.
- D. The Association President will serve as the Coaches' Disciplinary Committee Chairman, and will vote only in case of a tie.
- E. Coaches may be brought before the Coaches' Disciplinary Committee for disciplinary action by any League Commissioner, the Director of Fields and Equipment, the Director of Registration, the Vice-President of Football, the Vice-President of Cheerleading, or the President or Vice-President of the Association.
 - 1. An Incident Report must be filed and signed by the investigating MCPWFCA Board Member.
 - 2. Any person filing and signing a complaint must appear before the Disciplinary Committee in person.
- F. Disciplinary action may range from no action, to reprimand or removal.
- G. Disciplinary action assessed by the Coaches' Disciplinary Committee will be final unless the Head Coach concerned, except as provided elsewhere herein, files an appeal.
 - 1. For an appeal of the Coaches' Disciplinary Committee's decision to be considered, it must be filed in writing with the President of the Association within fourteen (14) days of the decision.
 - 2. If an appeal is filed during the period from the close of regular registration until the last game of the year, the President shall call a special meeting of the voting membership within three (3) days to hear the appeal.
 - 3. During the remainder of the year, the appeal will be held at the next regularly scheduled Coaches Meeting.
 - 4. During an appeal, the Chairman of the Coaches' Disciplinary Committee shall present the allegations considered by the Committee, as well as the evidence and rationale used to justify the recommendation of the Committee. The Coach receiving disciplinary action shall be allowed to respond to such presentation.
 - 5. After such presentation, only three (3) questions may be presented to the Membership. The questions will be considered one at a time and in the following order:
 - a. Concur with the disciplinary action.
 - b. Reduce the severity of the disciplinary action.

- c. Remove the disciplinary action.
 - 6. When the majority of those present and voting vote in the affirmative on a question, Membership voting on the issue will stop.
 - 7. If the Membership directs the reduction of the severity of the disciplinary action, the members of the Coaches' Disciplinary Committee present will present an alternative disciplinary action for voting on by the Membership.
 - 8. The procedure will continue until a vote of concurrence is reached.
 - a. If there is no concurrence on any item, the actions of the Coaches' Disciplinary Committee shall stand.
 - 9. If the Coach concerned is a member of the Coaches' Disciplinary Committee, he/she shall not vote in the Committee's action.
 - 10. If a Coach has been disciplined by the Coaches' Disciplinary Committee, or any disciplinary of the leagues, the President of the Association will make sure that all parents of the Coach's team are notified of such actions. If the Coach is suspended, he/she shall be notified along with the parents, Assistant Coaches and the incoming Coach. No details will be discussed.
- H. All results of any actions disciplinary in nature by the Coaches' Disciplinary Committee or Board of Directors, results of inquiries, incident investigations, oral or written responses to complaints, etc, shall be documented in an Incident Report in the form prescribed by the Board. All such reports shall be filed in a ring binder or similar folder clearly labeled "Incident Reports" and the "year" of such incidents. All binders/folders shall be kept until the Board authorizes disposal.
- I. Any coach, who after proper notice fails to appear before the Coaches' Disciplinary Committee, forfeits their right to appeal.

ARTICLE XVII – MISCELLANEOUS

SECTION 1. The "Roberts Rules of Order, Revised" shall be parliamentary authority for all matters of procedure not specifically set out by these Bylaws.

SECTION 2. A petty cash fund of \$200.00 shall be made available to the President and the Treasurer for the purpose of cash purchases, as required. A monthly ledger entry shall be made to account for any such expenditure. The funds shall be replenished as necessary at the discretion of the MCPWFCA Board of Directors.

SECTION 3. All checks or demand for money and notes of the Corporation shall be signed by such Officer, Officers, or other such person or persons as the Board of Directors may from time to time designate, if not otherwise prescribed by these bylaws.

SECTION 4. The President and Treasurer, to be legally binding on the Association, must execute contracts or other transactions with outside entities.

SECTION 5. Any obligation of funds in excess of 200.00 must be approved by the MCPWFCA Board of Directors and shall be authorized by a purchase order system approved by the Board.

SECTION 7. The MCPWFCA Board of Directors shall approve exceptions to the above limits.

SECTION 8. All expenditures shall be recorded and included on the financial report presented at the next meeting of the MCPWFCA Board of Directors.

SECTION 9. - BYLAWS

A. These Bylaws may be altered, amended, or repealed at any Meeting of the Members provided the following requirements are fulfilled:

1. The Chairperson of the Bylaws Committee shall present proposed alterations, amendments, or repeals to the Voting Membership for consideration in the form of "Proposed Bylaws Amendments".
 - a. The Bylaws Committee shall be appointed by the President at the regular January Board Meeting.
 - i. The first person named by the President shall serve as Chairperson.
 - ii. The Committee shall consist of the Vice-President of the Association, the Vice-President of Football, the Vice-President of Cheerleading, and as many other members as the President wishes to appoint.
 - iii. The Committee shall serve for one (1) year.
2. "Proposed Bylaws Amendments" not originating in the Bylaws Committee may be submitted in writing at any regular meeting, or at a special meeting called for this purpose, so long as the person(s) submitting the "amendment(s)" has this placed on the agenda for that meeting.
3. Written notice of a specific "Proposed Bylaws Amendment" shall be distributed to all Voting Members prior to the day of the meeting at which such alteration, amendment, or repeal is voted on.
4. Written notice must be given to each Voting Member stating the day, date, and time of any meeting at which any "Proposed Bylaws Amendment" vote shall be called for, and must specifically state that a vote concerning Bylaws will be called for.
 - a. Should a quorum of Voting Members not be present or represented at any meeting at which a "Proposed Bylaws Amendment" vote is called for, the meeting shall be cancelled.
 - b. "Proposed Bylaws Amendments" must be voted on as presented and cannot be altered by any motion from the floor before a vote is taken.

- i. Should a "Proposed Bylaws Amendment" be defeated by the Voting Membership, the Chairperson may entertain motions from the floor relative to that specific "Proposed Bylaws Amendment" and changes to that Amendment shall be resolved.

- c. Amendments to "Proposed Bylaws Amendments" may be voted on at the next meeting, whether it be the next regular meeting or a special meeting called for that purpose, without written notice of the specific alteration; however, notice to each Voting Member of a vote concerning Bylaws shall still be required.

SECTION 10. Any contract or other transaction between the Corporation and any of its Directors (or any corporation or firm in which any of its Directors is directly or indirectly interested) shall be valid for all purposes notwithstanding the presence of such a Director at the meeting authorizing such contract or transaction, his participating in such meeting.

- A. The interested Director must be disclosed to the Board of Directors.
- B. The Board of Directors may authorize or ratify such contract or transaction by a majority of the Directors present and entitled to vote.
- C. The interested Director shall be counted in determining whether a quorum is present, but not in calculating the majority necessary to carry any related motion.

SECTION 11. The Corporation shall keep correct and complete books and record of accounts, and shall keep minutes of the proceedings of its Members and the Board of Directors, and shall keep at its registered office or principle place of business, a record of its Voting Members.

- A. If deemed necessary by the MCPWFCA Executive Board, an audit may be performed by an independent person(s) qualified to perform such audit.

SECTION 12. The Board of Directors shall present at each Annual Meeting of Members a full and clear statement of the business and condition of the Corporation, including a reasonably detailed balance sheet and income statement.

SECTION 13. The Corporation shall indemnify any Director, Officer, Coach, Agent, or Employee, or "former" Director, Officer, Coach, Agent, or Employee of the Corporation, or any person who may serve at its request as a Director, Officer, Coach, Agent, or Employee of another corporation in which it owns or has owned shares of stock, or of which it is a creditor, against expenses actually and necessarily incurred by him and amount paid in satisfaction of judgments in connection with any action, suit or proceeding, whether civil or criminal in nature, in which he is made party by reason of being or having been such as Director, Officer, Coach, Agent, or Employee at the time such costs or expenses are incurred by or imposed upon him except in relating to matters as to which he shall be adjudged in such action, suit or proceeding to be liable of gross negligence or willful misconduct in the performance of duty. The Corporation may also reimburse to any Director, Officer, Coach, Agent, or Employee the reasonable cost of settlement of such action, suit or proceeding, if it shall be found by majority of the Committee of the Directors not involved in the matter of controversy, whether or not a quorum, that such Director,

Officer, Coach, Agent, or Employee was not guilty of indemnification and reimbursement shall not be deemed exclusive of any other rights to which such Director, Officer, Coach, Agent, or Employee may be entitled by law or otherwise.

SECTION 14.

A. Any Director or Officer may resign by giving written notice to the President, Vice President of Football or the Vice President of Cheerleading.

1. Such resignation shall take effect at the time specified therein.
2. Acceptance of such resignation shall not be necessary to make it effective.

SECTION 15. Any action required by statute to be taken at a Meeting of the Members of this Corporation, or any action which may be taken at a Meeting of the Members, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Members entitled to vote with respect to the subject matter thereof, which shall be placed in the Minutes Book of the Corporation.

SECTION 16. If any part of these Bylaws shall be held invalid or inoperative for any reason, the remaining parts, so far as possible and reasonable, shall be valid.

SECTION 17. In the event of the dissolution of the Corporation, all of the business property and assets of the Corporation, after payment in full of all its debts and obligations of whatsoever kind in nature, shall be donated by the Board of Directors, at its discretion, on approval of two-thirds (2/3) of the Membership, to any Corporation or foundation which has been organized and operated exclusively for benevolent, charitable, educational, recreational, scientific, or other public purposes, which said corporation's or foundation's assets are also dedicated to an exempt purpose, as that term is defined in Section 501 (c) (3) of the 1986 Internal Code of Revenue.

SECTION 18. If the Association maintains an Internet Web Site the Board of Directors shall approve ALL information on that Web Site.

SECTION 19. "Disclosure of Conflict of Interest Policy", a separate document, is made a part hereof by reference, and will be updated on an annual basis.

ARTICLE XVIII – WALL OF HONOR

SECTION 1. - ELIGIBILITY

A. Any citizen or business that has been nominated and elected by the Wall of Honor Committee may obtain this Honor.

SECTION 2. - QUALIFICATIONS

A. The nominee shall be chosen on the basis of integrity, sportsmanship, character, leadership, inspiration, life achievement, or his/her contribution to the Association.

B. The Wall of Honor Committee may include through the nomination process, elect and induct an individual(s) who does not qualify as a Member or athlete, but whom the Committee feels should be in the Wall of Honor because of his/her contribution to the Association.

C. Categories for Wall of Honor induction are: Athlete, Board Member, Coach or Other.

SECTION 3. - ANNUAL LIMITATION

A. An attempt shall be made to induct at least two (2) individuals in each category in any given calendar year.

SECTION 4. - WALL OF HONOR COMMITTEE

A. There shall be a committee, known as the "Wall of Honor Committee" which will be chaired by the President, who shall have a vote at all meetings, and consist of the following Members with a minimum of five (5) years of service.

1. Two (2) Football Coaches, annually appointed by the Vice President of Football.

2. Two (2) Cheerleading Coaches, annually appointed by the Vice President of Cheerleading.

3. Two (2) current Association Board Members, annually appointed by the President.

4. Two (2) former, or current, Association Board Members, annually appointed by the President.

a. Ex-officio Members (permanent members) may attend all meetings of the Committee. They shall not have a vote.

b. Prior to Committee's Annual Meeting, all appointed Committee Members will determine if due diligence has been pursued in contacting permanent members regarding Committee's intended meeting date.

SECTION 5. - NOMINATIONS

A. Any citizen, via mail or through current Committee Membership may submit, in writing, the name(s) of individual(s) for perspective nomination to The Wall of Honor.

B. The Wall of Honor Committee Members shall determine valid submissions to move toward nomination.

C. Candidates on the nomination list but not elected to the Wall of Honor shall remain active candidates for future classes to be selected.

SECTION 6. - APPROVAL

- A. Inductees shall be elected by a minimum of six (6) votes, of annual Wall of Honor Committee Members.

SECTION 7. - PRESENTATION

- A. New inductees will be honored at appropriate ceremonies as determined by The Wall of Honor Committee. Such recognition, in the form of luncheons, dinners, and other public ceremonies will take place at times and locations determined appropriate by the Committee.
- B. An appropriate plaque/picture certifying the individual's induction into The Wall of Honor will be presented to each inductee. A similar plaque will be mounted on The Wall of Honor.
- C. Due diligence will be presented to insure inductee's consultation in preparation of said plaque/picture to be displayed.
- D. New inductees and nominees will be honored by publication of their names in the Association's Annual Program.

ARTICLE XIX - MEMORABILIA WALL

SECTION 1. - ELIGIBILITY

- A. Any former MCPWFCA Cheerleader, Football Player, Coach, Team, Board Member, etc.

SECTION 2. - NOMINATIONS AND ACCEPTANCE

- A. Any citizen may nominate an individual(s) for nomination and acceptance.
- B. Other or special athlete nominations shall be submitted, in writing, to the respective Disciplinary Committee's Chairman for approval by said Committee by a simple majority vote.

SECTION 3. - INDUCTION

- A. New honorees will be honored by the placement of an appropriate plaque/picture on the Wall.
- B. Nominating individual will be responsible for preparation of this plaque/picture. Plaque/picture shall include inductees name, former MCPWFCA teams, as well as brief descriptions of reasons resulting in placement.
- C. Nominating individual will be responsible for due diligence in informing inductees.

ARTICLE XX - APPENDIX

SECTION 1. Additional rules governing competition deemed necessary by the Members are included in an appendix attached hereto, namely "Rules and Regulations."

SECTION 2. The rules included therein shall have full force and effect as if included in the Bylaws.

- A. Should a conflict exist between the Bylaws and the Rules & Regulations, the Bylaws will supersede the Rules & Regulations.

SECTION 3. Changes to the "Rules and Regulations" shall be made in the same manner as prescribed for Bylaw changes with the following exceptions:

- A. No changes shall be made after the commencement of registration and before completion of the current season, unless a special meeting is called for that purpose as outlined in the MCPWFCA Bylaws.
- B. Roberts Rules of Order and the Bylaws shall be suspended as necessary to allow a rule change, deletion, or addition, to be proposed, changed, and adopted at a single meeting.