

**LAKELAND JR. CHIEFS**  
**FOOTBALL ASSOCIATION, INC.**

**BY-LAWS**  
**(Updated as of Friday, October 29, 2010)**

**PREAMBLE**

We, citizens of the Commonwealth of Pennsylvania, associate ourselves for the purpose of:

1. Offering the help and support necessary to uphold the principals of good sportsmanship.
2. Promoting public interest in the proper administration of sporting events for children entering Kindergarten or 6 (which ever comes first) to 13 years of age, provided it adheres to the rules of the All County Conference Junior Football.
3. Fostering a cooperative and understanding relationship between the general public, the children participating in sporting events, the parents, the general membership the officers and coaches, sporting facilities, equipment, and events inferior to none.
4. Inviting any civic organization, and/or any citizen in the above communities to offer the help and support necessary to accomplish our goals.
5. No child shall be refused membership into the organization as long as child and/or family remain members in good standing(as defined in the organization's conduct letter) within the Lakeland Junior Chiefs Organization, registration is paid and equipment and supplies are available.

**Article I.    Name**

Section 1

This association shall be named, known, and styled as:

**LAKELAND JUNIOR CHIEFS FOOTBALL ASSOCIATION, INC.**

**Article II.    Membership**

Section 1

Any person who is at least eighteen (18) years of age ***and is a member in good standing with the Lakeland Junior Chiefs Organization*** shall be eligible for membership, regardless of race, color, or national origin.

**Article III.    Location**

Section 1

The principle office or headquarters of this association shall be in the Lakeland Area, Lackawanna County, Pennsylvania, and a post office box or the residence of the Secretary shall be the mailing address, with the exception of all financial statements, which shall be the address of the Treasurer.

**Article IV.    Meetings**

Section 1

The general membership meetings and By-Law meetings shall be held on the last Thursday of every month at a time and place designated by the President. In the event that the last Thursday in any month is a Holiday, or concerns occur, an alternate time and place shall be designated by the President,. The fiscal year being May to April.

Section 2

The Governing Body shall meet at such times and places as the President may direct. The President will advise all members of the day, time and place of each meeting. The annual meeting at which officers shall be elected will ***take place at the January meeting*** every second year. The place and time of the said meeting is to be designated by the President. The nominations for officers will take place in ***November***.

Section 3

By-Law meetings will be held every 2 years coinciding with the election of officers.

Section 4

Notice of all meetings, regular or special, shall be publicized by posting on the Lakeland Junior Chiefs website.

### Section 5

The President may call a special meeting. The President may override voting rights in exigent circumstances.

### Section 6

There is to be at least one coaching representative per squad (A, B, C, D team) at each monthly meeting.

## **Article V. Officers**

### Section 1

The Executive Committee are the only elected officers of this association, and consists of the President, Vice-president, Secretary and Treasurer. The officers each hold a term of two years.

### Section 2

The Appointed Officers of this association shall be one (1) Equipment Manager, one (1) Assistant Equipment Manager, one (1) Conference Representative, and two (2) Alternate Conference Representatives and (1) Cheerleading Coordinator with a committee consisting of (6) persons.

### Section 3

The Standing Committee of this association shall be four (4) Head Football Coaches, four (4) Senior Cheerleading Advisors, one (1) Cheerleading Coordinator, one (1) Refreshment Chairperson, one (1) Fundraising Chairperson, and Assistant Coaches.

### Section 4

All Officer members and members of the Standing Committee will be members of the Governing Body.

### Section 5

Any Officer absenting themselves from three (3) consecutive General Membership Meetings, including By-Law meetings, of this association shall be deprived of their office except because of sickness, bereavement, or because his/her employment prevents him/her from attending meetings.

## **Article VI. Duties of Officers**

### Section 1

The President shall be the Chief Executive Officer of this association. He shall preside at all meetings of the members and Governing Body. He shall give general and active management of the business of this association. He shall see that all orders and resolutions of the Governing Body are carried out. He shall submit a report of the operations of this association for the fiscal year to the Governing Body and members at their annual meeting, and from time to time he shall report to the Governing Body all matters within his knowledge that may affect this association. He shall be an ex-officio member of all Standing Committees and shall have the powers and duties and management usually vested in the office of President in a corporation. He shall

appoint all of the appointed officers of this association as provided in Article V, Section 2 and as approved by the Executive Committee. He shall appoint all of the Standing Committees as provided in Article V, Section 3. He shall appoint all committee chairmen except as here in otherwise provided with the approval of the Executive Committee, as provided in Article V Section 1.

#### Section 2

The Vice President shall be vested with all the powers and shall perform all the duties of the President during the absence of the latter and shall have such other duties as may, from time to time, be determined by the Governing Body. He will appoint all Fund Raising Committee.

#### Section 3

The Secretary shall attend all sessions of the Governing Body and all meetings of the members and sit as a clerk there of, and shall record all voted and minutes of all proceedings in a book to be kept for that purpose. He/she shall keep record of all children on all teams and their years of participation. He/she shall be the custodian of all books and records of this association, except as otherwise provided.

#### Section 4

The Treasurer, under the direction of the Governing Body, shall have charge of the funds of this association and shall deposit the same in the name of this association. He/she shall pay all the vouchers or orders properly attested by the President and Secretary, and shall make a complete and accurate report of the finances of this association at each annual meeting of the members, or at any other time upon request of the Governing Body. All checks signed by the Treasurer shall have 2 or 3 appointed authorized signatures in effect at the bank of this association.

#### Section 5

The Equipment Manager shall have charge of all equipment and make recommendations to the organization. He shall have charge of all athletic equipment and make all recommendations to the Executive Committee for the purchase of athletic equipment. He shall also keep an accurate inventory record to be read at the last meeting in January. He shall submit a list of unreturned equipment.

#### Section 6

The President or Vice President or alternate will attend all Conference meetings. They will give the Governing Body a written or verbal report of all conference meetings.

#### Section 7

The Cheerleading Committee shall have charge of all activities of the cheerleaders. They will make recommendations to the Executive Committee for the purchase of uniforms and equipment. They will also keep an accurate inventory record to be read at the last meeting in January. They shall submit a list of unreturned uniforms. .

#### Section 8

The Refreshment Stand Chairperson shall have complete charge of the refreshment stand as prescribed by the Executive Committee under whose supervision they shall be.

**Article VII. Governing Body**

Section 1

The Governing Body shall consist of all the officers of this association as set forth in Article V, Section 1, 2, and 3.

**Article VIII. Duties and Powers of the Governing Body**

Section 1

The property and business of this association shall be managed by the Governing Body. In the event the Lakeland Jr. Chiefs Football Association disbands for any unforeseen reason, all properties, money and equipment of the organization shall be donated to a charity, charities or your association in the Lakeland area. This selection shall be made by the majority of the Governing Body. This action shall be performed within a time period not to exceed 1 year of disbanding.

Section 2

They will act on all recommendations made at the general membership meetings, and report their decisions back to the general membership meeting.

Section 3

The President or a quorum of the Governing Body shall have the power to adjourn in the event of any unnecessary disturbance.

Section 4

The decisions of the Governing Body will be final.

Section 5

All positions stated under Article V have voting rights after *attending* six (6) General Membership meetings *within the current fiscal year*.

**Article IX. Coaches**

Section 1

The coaching staff for all athletic activities will be appointed by the President in accordance with Article VI, Section 1.

Section 2

Any person interested in coaching may present themselves to the Executive Committee for appointment to the coaching staff. They must also submit to a mandatory background check for criminal and child abuse which will be kept confidential. The background check will be paid for by the organization. The Executive Committee will have the final review.

Section 3

The general membership may submit any recommendations for coaches.

Section 4

The coaches selected will work under the direction of the Executive Committee.

Section 5

The Executive Committee has the power to suspend or dismiss any coach for disciplinary action or penalized during the game for unsportsmanlike conduct.

Section 6

*All potential head coaches and advisors must attend the coaches meeting held on the second Sunday in June. All head coaches and advisors appointed at the aforementioned coaches meeting must attend at least 2 of the regular membership meetings between June and October in order to remain in the coaching position.*

**Article X. Conference Membership**

Section 1

Membership in any conference will be determined by the Governing Body.

Section 2

No Articles in these By-Laws are intended to invalidate the By-Laws and rules of any conference we may obtain membership in.

Section 3

All Rules of any conference we have obtained membership in will become binding. Our only requirement is that all rules of the conference be in writing.

**Article XI. Nominations, Elections and Terms of Officers**

Section 1

Elections shall be held every 2 years.

Section 2

The general membership shall elect the officers set forth in Article V, Section 1. Any member in good standing can be nominated. Refer to Article XIV, Section 3.

Section 3

The term of office of all officers and members of the Executive Committee shall be for two (2) years.

Section 4

In the event that the office of any official or member of the Executive Committee shall become vacant, the remaining members of the Executive Committee shall vote to fill such vacancy for the remainder of the term.

Section 5

A simple majority vote of the members present and voting shall be required to elect the officers of the association.

Section 6

The ballot for the election of officers of this association shall be by a closed, written ballot.

Section 7

Any member in good standing shall be eligible to hold office in this association, either as an officer or as a member of the Governing Body. Refer to Article V Section 5, and Article XIV Section 3.

**Article XII. Quorum**

Section 1

A quorum for the purpose of holding any general membership meeting shall be seven (7) members.

Section 2

A quorum for the purpose of holding any meeting of the Governing Body shall be seven (7) members of the said Governing Body.

**Article XIII. Majority Vote**

Section 1

A simple majority shall be required to pass any motion at any meeting of the Governing Body.

Section 2

A simple majority shall be required to pass any motion at any meeting of the general membership of this association.

**Article XIV. Rights and Obligations of Members**

Section 1

Every member in good standing shall have the right to vote at the general membership meeting and to hold office as long as a member attends six (6) general membership meetings during the current fiscal year.

Section 2

Any member not in good standing shall not have the right to vote or hold office.

Section 3

A member in good standing is defined in the Lakeland Junior Chiefs Conduct Letter that is handed out annual to all participants (attached).

Section 4

The books, accounts, and records of this association shall be opened for inspection to any member of the Governing Body at any time. Members of this association may, in the discretion of the Governing Body, inspect such books, accounts and records of this association at such reasonable time as the Governing Body may designate. The books, accounts and records of this association shall be audited by an appointed committee at the end of the football season. No one

will use the name of the Lakeland Jr. Chiefs Football Association with out the approval of the Governing Body.

**Article XV. Committees**

Section 1

There shall be such committees that form from time to time that will be determined by the President of this association, who shall also have power to appoint special committees.

**Article XVI. Jackets**

Section 1

Only those who participated 100% in organization activities for each registered year are eligible for jackets. This includes any and all fund raising events; including concession stand volunteer work, as well as games.

Section 2

Only jackets bought by the organization will be given at the awards banquet.

Section 3

Jackets are to be given for graduation only.

**Article XVII. Awards**

Section 1

Only those who participate 100% in the organization and fund raising for each registered year are eligible for an award.

Section 2

Only awards bought by the organization will be awarded at the banquet, such as Football Championship or First Place Cheerleading competition for those participating, or division championship. In no case shall two (2) awards be given for any of the above.

Section 3

Awards will be on a team basis. No individual awards will be presented. Each team honored will be on a team achievement, i.e., C – team football championship or C – team Cheerleading competition.

Section 4

Financial status of the organization will determine the cost of any awards.

**Article XVIII. Dinner**

Section 1

Only children who participate 100% in the organization and fund raising and who have returned complete uniforms by deadline date for each registered year are eligible for free dinner tickets and any applicable award.

Section 2

Other free dinners include a Guest speaker and spouse, a clergy and/or others selected by the Governing Body.

Section 3

The banquet will be held only in places that support the organization on a regular basis.

**Article XIX. Amendments**

Section 1

If amendments to the By-Laws are necessary, you must present proposed changes in writing at the By –Laws meeting which will be the regular monthly meeting in February *of every second year when By-Laws are opened for review*. Proposed changes will be discussed at the By-Law meetings and voted upon. Then the changes will be available at the next meeting.

Section 2

All changes will be available to registrants at the time of registration.

Section 3

Any amendments to the By-Laws may be adopted by 2/3 majority vote of the active membership eligible to vote at the By-Laws meeting, provided there is a sufficient number of members present to constitute a quorum.

Section 4

Final adoption of this amendment here by sets that the next By-Laws meeting to be held will be the regular meeting in April.



## Lakeland Jr. Chiefs

*"Teaching our Youth*

**Dan Snipes, President**  
**Jack Reeves, Vice President**  
**Dom Verrastro, Treasurer**  
**Paul Sokoloski, Secretary**  
**Mary Ann Reese, Cheerleading Coordinator**

*Today for Life's*

*Challenges Tomorrow"*

Welcome to a new year of football and cheerleading. We are all entering this year with great hopes and expectations. We ask all parents and guardians to realize that all of the coaches, advisors, and officers are volunteering their time for a goal to improve the sportsmanship, character, and self esteem of the children. In keeping with this goal, the Officers of the association would like to state that conduct that is considered contrary to this goal will not be tolerated.

Misconduct would be considered all unsportsmanlike or inappropriate behavior by any coach, advisor, spectator, or participant. It also includes personal attacks or derogatory comments towards any coach, advisor, officer, participant, spectator, or opposing team.

Any person who is not compliant with these goals will force us to take appropriate disciplinary measures. Then, a meeting will be held by the Governing Body to decide whether or not a coach, advisor, participant, or spectator should be suspended or permanently removed from the team, squad, and/or the Organization.

Please note, any person/parent who has a problem with any activity by a coach, advisor or participant must bring it to the attention of the Governing Body, first by phone then at a monthly meeting, **NOT AT PRACTICES OR GAMES IN FRONT OF ANY OF THE CHILDREN**. We have monthly meetings for this purpose among others.

Tobacco use and alcohol use of any kind is prohibited for ALL participants, coaches, advisors, and all spectators at all LAKELAND JR. CHIEFS functions (practices, games, etc...). Keep in mind, this is a school district rule, **not only** a Jr. Chiefs rule.

In closing, lets **ALL** work together to ensure another outstanding year for all the children of the LAKELAND JR. CHIEFS FOOTBALL/CHEERLEADING ORGANIZATION.

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[lakelandjrchiefs.com](http://lakelandjrchiefs.com)