



# The South Fayette Township Youth Cheerleading Association Bylaws

Revised: March, 2015



## **BY-LAWS**

### **SOUTH FAYETTE TOWNSHIP YOUTH CHEERLEADING ASSOCIATION**

#### **ARTICLE I**

##### NAME

Section 1: This association shall be named and known as the South Fayette Township Youth Cheerleading Association (SFTYCA) and consist of an executive board and general members, meeting and acting as one body. This association will be an active member with representation to the South Fayette Athletic Association (SFAA).

#### **ARTICLE II**

##### PURPOSE

Section 1: The purpose of the SFTYCA shall be to provide cheerleading to resident youth of the South Fayette Township, and to elevate in stature all cheerleaders by means of recognition and support, through providing an atmosphere of good sportsmanship, healthy competition, learning and friendship in a safe environment.

Section 2: To cheer for our respective South Fayette Township Youth Football Association teams.

Section 3: To promote an environment of open communication for mutual concerns of members of the SFTYCA.

Section 4: To teach safety as prime importance.

Section 5: To teach the fundamentals and basic techniques of cheer (jumps, stunts, dance and sideline chants) and that those elements be incorporated as much as possible into the halftime routine.

## **ARTICLE III**

### **MEMBERSHIP**

Section 1: Membership in the SFTYCA will be adults comprised of parents and /or guardians of the cheerleaders that participate in the program that calendar year.

Section 2: The “year” for purposes of membership shall begin at the spring registration and end at registration the following year.

Section 3: A member in good standing shall be a parent and/or guardian of a SFTYCA cheerleader for the current calendar year that has met the following conditions: (1) all applicable membership fees, fundraising obligations, concession stand obligations, and 50/50 obligations are current and fulfilled; (2) is in compliance with Article XI (PARENT MEMBERSHIP) of these SFTYCA BY-LAWS; and (3) must not have at any time detrimentally altered or destroyed the property of the SFTYCA.

## **ARTICLE IV**

### **GOVERNORSHIP**

Section 1: The Board of Directors shall be the chief policy making and executive arm of the SFTYCA, shall have the responsibility of carrying out the purpose of the association, shall be members in good standing and shall be comprised of the following six voting officers: President, Vice-President, Secretary, Treasurer, Director of Fundraising, and Director of Merchandise.

Section 2: The Board of Directors shall provide direction and assure accountability regarding all issues pertaining to the SFTYCA.

Section 3: The Board of Directors is to assure that open and positive communication exists between itself and the South Fayette Township Youth Football Association (SFTYFA).

Section 4: No one can serve in more than one capacity on the board.

Section 5: Board members must be present to vote. In extenuating circumstances when the President needs an immediate decision by vote, then Board members may be solicited for a vote via phone or email.

Section 6: Regular meetings of the association will be held monthly or more frequently as deemed necessary by the President. Additional “special meetings” may be called by the President or Vice-President. Date, time and location of meetings will be made available to all members of the Board of Directors.

Section 7: A simple majority vote of those Board Members present shall be required to pass any motion at any meeting of the Board. In the case of a tie, the President's vote shall be counted as two (2) votes.

Section 8: A quorum for the purpose of holding or continuing any meeting shall be a simple majority of the members of the board.

Section 9: The Board of Directors will approve all fundraising activities.

Section 10: The Board of Directors will review and approve the annual budget presented by the Treasurer and President.

Section 11: The Board of Directors will select coaches (Head Coaches and Assistant Coaches) and a Business Manager. Coaches and Assistant Coaches need **not** have membership in the SFTYCA and funds may be used to hire said management personnel. Board will set agreed upon salary, if applicable. The Board shall have the power to dismiss any coach or business manager who is grossly neglecting the duties of his/her position.

Section 12: The method of hiring management personnel shall be the following: (1). Open positions will be posted on the SFTYCA website – [www.SFTYCA.org](http://www.SFTYCA.org), (2). Open positions will be posted on the South Fayette Township Website – [www.south-fayette.pa.us](http://www.south-fayette.pa.us), (3). Open positions will be posted by community method media such as, but not limited to, the South Fayette Township TV channel and local news papers. Posting is not to exceed 7 days.

Section 13: The Board of Directors will negotiate with an outside cheerleading organization to run the annual summer cheer camp.

Section 14: The Board of Directors shall:

- a. Have the authority to deny participation, suspend, discharge or otherwise discipline a member, coach, or cheerleader whose conduct or physical condition is considered detrimental to the best interests of the individual or the SFTYCA.
- b. Establish the organization structure, defining all Board positions, responsibilities and duties.
- c. Arbitrate any differences of opinion that may arise.
- d. Establish registration fees.
- e. Determine activities to be sponsored by the Association.
- f. Set guidelines governing the required participation of the Directors.
- g. Enforce and interpret the By-Laws and Standards of Participation set forth by this Association.
- h. Establish temporary rules and regulations for specific cases not provided for elsewhere, but which are deemed necessary by the Board to carry out the objectives of the Association.
- i. Have the right to fill any vacancies among officers of the Organization, subject to subsequent approval of the Board, or disperse vacant duties among remaining board members.

Section 15: In the event that a conflict/issue arises that cannot be resolved at the respective Board level then it will be brought to the SFAA (South Fayette Athletic Association) for final resolution.

## **ARTICLE V**

### ELECTION OF OFFICERS

Section 1: Nominations for officers for the Board of Directors will be accepted from the membership in January. To be eligible, all nominees must be in good standing.

Section 2: Annual elections for officers of the Board of Directors shall take place at the February meeting.

Section 3: To be eligible to vote for officers, members of the association must be in good standing. Each family having participated in the current season will have one vote per board position.

Section 4: Elections will be done by a written ballot or can be done electronically. The highest number of votes shall be declared elected. If a position goes unopposed, nominee will become automatically elected, as long as they are considered in good standing.

Section 5: The term of the office shall be two (2) years.

Section 6: The office of the President **MUST** be filled at all times. In the event that the President cannot fulfill the duties of the office, the Vice-President shall assume said duties and responsibilities. If however, the position cannot be filled, the association will be forced to disband.

Section 7: In the event that an officer has grossly neglected the duties of her/his office as defined in Article VI, petition to remove such person from the office must be signed by the majority of the Board of Directors.

Section 8: No person convicted of a felony within the previous 10 (ten) years may serve as a member of the board. Any person who is currently under charge with a criminal act shall be suspended from the Board pending outcome of said charge.

## **ARTICLE VI**

### DUTIES, OBLIGATIONS AND PRIVILEGES OF THE BOARD OF DIRECTORS

Section 1: The **President** shall:

- A. Serve as the Chief Executive Officer for a two (2) year term.
- B. Preside over all Board meetings.
- C. Designate another officer (Vice-President) to preside over meetings in his/her absence.

- D. See that all orders and resolutions of the Board of Directors are carried out.
- E. Report to the Board all matters within her/his knowledge that may affect the Association.
- F. Create committees as specific needs arise.
- G. In an emergency, act on behalf of the entire Board.
- H. Coordinate and oversee registration, cheer camp, parent meetings, practices, pictures, pep rally youth night and the end-of-year banquet.
- I. Prepare for approval of the Board of Directors suggested revisions pertaining to the By-Laws and the Standards of Participation.
- J. Oversee the selection of coaches/business managers with input from the Board of Directors.
- K. Establish the fundraising committee responsible for non-game day fundraising (such as merchandise sales, car washes, lottery tickets, pizza) as necessary to meet the budget approval by the Board of Directors.
- L. Follow the South Fayette Township Youth Cheerleading Association By-Laws and the Standards of Participation.

Section 2: The **Vice- President** shall:

- A. Assist the President in the Association matters.
- B. Act as President in the President's absence and have all the powers and responsibilities of the same.
- C. Will hold a two (2) year term.
- D. Assist the President with the registration, cheer camp, parent meetings, practices, pictures, pep rally youth night, game day activities and set-up, and the end-of-year banquet.
- E. Follow the South Fayette Township Youth Cheerleading Association By-Laws and the Standards of Participation.

Section 3: The **Secretary** shall:

- A. Record and distribute minutes of each Board/general membership meeting held.
- B. Serve as the Board's vehicle to contact association members.
- C. Will hold a two (2) year term.
- D. Be replaced by another member of the Board at the request of the President in the event of the secretary's absence from a Board meeting.
- E. Be responsible for establishing and maintaining email communication with the membership.
- F. Be responsible for keeping attendance records for all Board and Parent meetings.
- F. Assist the President with the registration, cheer camp, parent meetings, practices, pictures, pep rally youth night, game day activities and set-up, and the end-of-year banquet.
- G. Follow the South Fayette Township Youth Cheerleading Association By-Laws and the Standards of Participation.

Section 4: The **Treasurer** shall:

- A. Maintain the SFTYCA checking account and balance said account each month.
- B. Will hold a two (2) year term.
- C. Propose an annual budget for the year and present to the Board of Directors for approval prior to registration.
- D. Oversee expenditures made by the Director of Merchandising, Director of Fundraising, and other committees to ensure that the budget is met and adhered to.
- E. Audit fundraising records submitted by the Director of Fundraising and the fundraising committees.
- F. Inform the Board, monthly, of its financial status via a written report including copies of the bank statements.

- G. At the close of each calendar year (season), it will be the responsibility of the Treasurer to maintain a **minimum** balance of \$2,500.00 in the account.
- H. Assist the President with the registration, cheer camp, parent meetings, practices, pictures, pep rally youth night, game day activities and set-up, and the end-of-year banquet.
- I. Follow the South Fayette Township Youth Cheerleading Association By-Laws and the Standards of Participation.

Section 5: The **Director of Fundraising** shall:

- A. Be responsible for game day fundraising and parent fundraising activities.
- B. Will hold a two (2) year term.
- C. Plan, organize, and conduct appropriate non-game day fundraising activities for any and all parent fundraising, as approved by the SFTYA Board of Directors.
- D. Plan, organize, and conduct appropriate game day fundraising activities, including game day banners and signs, concession stand, game day merchandise, and 50/50 raffle, as designated by the SFTYCA By-Laws.
- E. Keep accurate financial records regarding all fundraising activities which will be transmitted, along with the funds, to the Treasurer in a timely manner.
- F. Work with squad business managers to establish and remind parents of the work schedule for the game day fundraising.
- G. Assist the President with the registration, cheer camp, parent meetings, practices, pictures, pep rally youth night, game day activities and set-up, and the end-of-year banquet.
- H. Follow the South Fayette Township Youth Cheerleading Association By-Laws and the Standards of Participation.

Section 6: The **Director of Merchandise** shall:

- A. Be responsible for taking orders and purchasing of shoes, briefs, hair bows, raincoats, pompoms, jackets, trophies, coaches shirts and banquet gifts.
- B. Will hold a two (2) year term.



- C. Search for, select, and negotiate with vendors for the best price.
- D. Provide samples with quotations for approval to the Board of Directors prior to making any purchases.
- E. Assist the President with the registration, cheer camp, parent meetings, practices, pictures, pep rally youth night, game day activities and set-up, and the end-of-year banquet.
- F. Follow the South Fayette Township Youth Cheerleading Association By-Laws and the Standards of Participation.

## **ARTICLE VII**

### **FUNDRAISING**

Section 1: Fundraising for the season will be decided by the Board of Directors to satisfy the needs of the annual budget.

Section 2: The Game Day Agreement between the SFTYCA and the SFTYFA can be found on the last page of these By-Laws.

## **ARTICLE VIII**

### **REGISTRATION**

Section 1: Will be held in March, April, or May.

Section 2: Registration fees will be determined by the Board of Directors of the SFTYCA and is NON-REFUNDABLE.

Section 3: At the formal registration each year, the cheerleader/parent will receive a copy of the SFTYCA - *Standards of Participation*.

## ARTICLE IX

### COACHES AND BUSINESS MANAGERS

Section 1: The **Head Coach** shall:

- A. Be selected each year by the Board of Directors and be a member in good standing.
- B. Run all practices and games for the squad.
- C. Learn all new cheers and half-time routines at summer cheer camp.
- D. Attend all camps, practices and games.
- E. Conduct themselves in a professional and courteous manner at all times when in the presence of their squad. **Coaches will be dismissed by the Board of Directors if a coach displays behavior unacceptable and unprofessional, as determined by a majority vote of the Board of Directors.**
- F. Head coaches are not to leave practices or games until all cheerleaders have been picked up by parent/guardian.
- G. Have a First Aid kit with them at all practices and games.
- H. Assist with the phone chain for the squad.
- I. Ensure that said squad has a complete halftime routine, which includes to the best of squad's ability all elements of cheer (jumps, stunts and dance).
- J. Provide the following two (2) clearances: the "CRIMINAL HISTORY RECORD CHECK – FORM SP4-164 and the "PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE FORM" to the President of the SFTYCA each and every year.
- K. Follow the South Fayette Township Youth Cheerleading Association By-Laws and the Standards of Participation.

Section 2: The **Assistant Coach** shall:

- A. Be selected each year by the Board of Directors and be a member in good standing.
- B. Attend camp, practices and games for their squad and to assist the Head Coach

- C. Learn all new cheers and half-time routines.
- D. Conduct themselves in a professional and courteous manner at all times when in the presence of their squad. **Coaches will be dismissed by the Board of Directors if a coach displays behavior unacceptable and unprofessional, as determined by a majority vote of the Board of Directors.**
- E. Assist with the phone chain for the squad.
- F. Provide the following two (2) clearances: the “CRIMINAL HISTORY RECORD CHECK – FORM SP4-164 and the “PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE FORM” to the President of the SFTYCA each and every year.
- G. Follow the South Fayette Township Youth Cheerleading Association By-Laws and the Standard of Participation.

Section 3: The **Business Manager** shall:

- A. Be selected each year by the Board of Directors and be a member in good standing.
- B. Attend camp, practices and games.
- C. Conduct themselves in a professional and courteous manner at all times when in the presence of their squad. **Business Managers will be dismissed by the Board of Directors if they display behavior unacceptable and unprofessional, as determined by a majority vote of the Board of Directors.**
- D. Be responsible for communications to the cheerleaders including but not limited to all cheerleaders practices and game schedules, etc.
- E. Keep accurate attendance records at all scheduled camps, practices and games.
- F. Assist the Head Coach and Assistant Coach as appropriate.
- G. Be in charge of the phone chain for the squad.
- H. Provide the following two (2) clearances: the “CRIMINAL HISTORY RECORD CHECK – FORM SP4-164 and the “PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE FORM” to the President of the SFTYCA each and every year.

- I. Follow the South Fayette Township Youth Cheerleading Association By-Laws and the Standards of Participation.

Section 4: There may be **Mentor Junior Coaches**, if a Head Coach is interested.

- A. Open to South Fayette Township Middle School and High School Cheerleaders
- B. Be selected each year by the Board of Directors
- C. Report to the Head Coach
- D. Assist the Head Coach, Assistant Coach(es), and Business Manager as appropriate.
- E. Permitted to attend and assist with Cheer Camp, Cheer Practices, Games, and any other SFTYCA Event or Function.
- F. May **NOT** be left alone with the cheerleaders at any time. A Head Coach, Assistant Coach, and/or Business Manager must always be present.
- G. Conduct themselves in a professional and courteous manner at all times when in the presence of their squad. **Mentor Junior Coaches will be dismissed by the Board of Directors if a coach displays behavior unacceptable and unprofessional, as determined by a majority vote of the Board of Directors.**
- H. Follow the South Fayette Township Youth Cheerleading Association By-Laws and the Standards of Participation.

## **ARTICLE X**

### CHEERLEADING GUIDELINES

Section 1: Cheerleading rules and guidelines, otherwise known as the “Standards of Participation”, will be developed annually by the Board of Directors, approved by the majority vote and distributed at the annual registration to all cheerleaders.

## **ARTICLE XI**

### PARENT MEMBERSHIP

Section 1: Parents are welcomed and encouraged to attend the General Membership meetings held after the Executive session in the months of May, August and October (dates and time posted on the

website). These meetings may be held at the Boards discretion, or called as deemed necessary by the Board of Directors.

Section 2: Disrespect, unruly behavior, use of profanity by a parent/guardian towards coaches, business managers, opposing squads/teams or Board members will result in the immediate removal of your child from the program.

Section 3: Parents with concerns and /or complaints must present those concerns to the Board of Directors in an appropriate manner: If a parent has a complaint, said complaint must be brought to the board's attention within 30 days of incident, must be filed in written format and addressed at the next scheduled board meeting.

Section 4: Parents with a complaint are not to approach coaches, business managers and/or board members during camp, practices or games, but should contact coaches, business managers and /or board members privately via meeting, email or phone. If a resolution cannot be reached at the Board level, then it will be presented to the SFAA (South Fayette Athletic Association) for review.

Section 5: A written decision shall be provided to all persons who file a complaint. All decisions will be considered absolute and final.

Section 6: In the event that the Board of Directors determines that remedial measures against a parent are necessary, the individual shall comply with such measures. Failure to comply may lead to the Board of Directors having the right to impose disciplinary measures including, but not limited to, the revocation of membership. All remediation shall be governed by the laws of Allegheny County.

Section 7: The Board of Directors shall have the right and authority to file a written complaint against a parent to the SFAA (South Fayette Athletic Association) when all avenues for resolution have been exhausted.

## **ARTICLE XII**

### **ANNUAL BANQUET**

Section 1: An annual event (banquet) honoring the cheerleaders will be held in November or December. The treasurer should budget monies for this event.

Section 2: Those cheerleaders that have cheered **5 years** with the Association will be entitled to a cheerleading jacket. The board will determine those candidates that are eligible to receive the jacket. The board has the final decision. In the event that a cheerleader quits before the season is over, that year will not count towards earning the five- year jacket. The Association will budget for this expense.

Section 3: End of Year banquet dinners and gifts are earned throughout the year and are not solely a guarantee based on paying registration costs and working volunteer hours.

Section 4: In the event that a cheerleader quits before the season is over, banquet invitation and year end gift will be revoked.

### **ARTICLE XIII**

#### **AMENDMENTS**

Section 1: The members of the Board of the SFTYCA, may, after discussion at two (2) consecutive monthly board meetings, by a majority vote of the board members present and voting, alter, amend, suspend or annul the above By-Laws.

### **ARTICLE XIV**

#### **DURATION/DISSOLUTION**

Section 1: The South Fayette Youth Cheerleading Association (SFTYCA) shall exist perpetually.

Section 2: If however, by law or circumstance, SFTYCA, should cease to exist, all debts shall be satisfied, then all remaining money shall be split evenly among all the members of the SFTYCA.

### **ARTICLE XV**

#### **UNIFORM DISTRIBUTION AND TURN IN**

Section 1: Uniform distribution dates will be posted at Registration.

Section 2: A \$165.00 deposit check will be required at Uniform Distribution. This check will be held until December 1<sup>st</sup> of that particular year, at which time if the uniform has yet to be returned it will then be deposited and non-refundable. Also at this time, charges will be filed with the local district magistrate's office. If for whatever reason you are unable to get the uniform turned in on the Uniforms Return Days, it is the parents/guardians responsibility to make other arrangements.

Section 3: In the event that a cheerleader quits before the season is over, their uniform must be turned in within two weeks or uniform deposit will be cashed.

## **ARTICLE XVI**

### **CHEERLEADER REMOVAL FROM THE ASSOCIATION**

Section 1: A cheerleader's removal from the association can occur at anytime. If a coach has a problem with a cheerleader, the coach's first action is to verbally address the problem with the parents/guardian. This serves as the first warning. If the problem continues, the coach is to bring the matter to the SFTYCA Board of Directors for their review. After the Board's review, the cheerleader may be removed from the association depending on the severity of the issue.

Section 2: Reasons for removal include, but are not limited to, the following: any type of physical violence; the use of foul language towards a coach or another cheerleader; bullying and/or verbally fighting with other cheerleaders; or the continued violation of the SFTYCA's By-Laws and/or Standards of Participation.

Section 3: In the event that a cheerleader is removed from the association, banquet invitation and year-end gift will be revoked. The uniform must be turned in within two weeks or uniform deposit will be cashed. The year will not count towards earning a five-year jacket.

## **Game-Day Agreement**

***Between the South Fayette Township Youth Cheerleading Association (hereinafter referred to as the “SFTYCA”) and the South Fayette Township Youth Football Association (hereinafter referred to as the “SFTYFA”)***

**Section 1:** Concession stand operations shall be separated on a year to year basis between the SFTYCA and the SFTYFA. This includes all facets required to operate the concession stand during the subject number of league games played that calendar year. (The SFTYCA operates concession on the odd-numbered years and the SFTYFA operates concession on the even-numbered years.)

**Section 2:** Gate donations, 50/50 raffle and the development and distribution of the game program (or photo yearbook) shall be the responsibility of the Association NOT conducting the concession stand operations (see Section 1 above).

**Section 3:** Monies generated by the game-day activities listed above in Sections 1 & 2 are NOT to be distributed evenly between the two (2) Associations. Rather, whatever revenues are generated by the respective operations shall be kept by the Association responsible for that subject of operations for the calendar year.

**Section 4:** Payment for referees (for league games only) shall be the responsibility of the Association conducting the concession stand operations for that particular year. The SFTYFA will provide the SFTYCA with all payment details.

**Section 5:** Payment for security, EMS, and field usage (for league games only) will be split evenly and each Association will pay for half of these costs each year. The SFTYFA will provide the SFTYCA with all payment details.

**Section 6:** Payment for referees, security, EMS, and/or field usage for league scrimmages, practices, or any other football –only event will be the sole responsibility of the SFTYFA.

**Section 7:** The SFTYFA will be responsible for scheduling home games, and therefore insuring custodians, and that the doors are open to the restrooms and scoreboard every year.

**Section 8:** The SFTYCA will have the sole and exclusive rights to any and all game-day banners and signs at all of the locations where league games are played, including any and all playoff and championship games. Monies generated by this activity shall be kept by the SFTYCA.

**Section 9:** The SFTYCA and the SFTYFA both agree to keep this agreement as part of its by-laws. This agreement supersedes any and all previous agreements and will remain in effect for six years before it is eligible to be subject to review and/or revisited by either Association in the event that either Association chooses to do so.

---

(This Game Day Agreement was entered into on April 14, 2013; the original signed agreement is on file with both the SFTYCA and the SFTYFA.)

---