

**BY-LAWS OF THE LITTLE KNIGHTS FOOTBALL CLUB,  
INC. 2009**

**DRAFT**

**Last Edited: 6/9/2009**

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**DRAFT AS OF 6/09/2009** - *Previously revised and approved by the Officers, Board Members, and General Membership as voted on May 14, 2008 and June 11, 2008.*

## **ARTICLE I -ORGINIZATIONAL TITLE**

The name of this organization shall be The Little Knights Football Club, Inc. Hereinafter referred to as Little Knights. The organization is co-sponsored by the Catholic War Veterans Butz-Jobe Post #370.

## **ARTICLE II -AFFILIATION**

This organization is affiliated with the Tri-County Junior Football Conference, Inc.

## **ARTICLE III -OBJECTIVES**

The objectives of the Little Knights are:

- A. To offer the opportunity to boys and girls within Belleville and vicinity to participate in any sports activity sponsored by this organization.
- B. To promote the best available leadership for these youths, in the role as coaches, referees, committeemen, or in any other leadership role.
- C. To promote football and cheerleading in this area, to inspire youth to practice good health, citizenship and character: to bring area youth together through the means of a common interest in sportsmanship, fair play and fellowship. To impart the elements of safety, sanity, intelligent supervision and to keep the welfare of the children first and entirely free of adult lust for glory.
- D. To obtain adequate finances to carry out the objectives of the organization and to obtain necessary equipment required to ensure maximum safety for all children.
- E. To maintain the necessary playing facilities as required to support activities sponsored by the Little Knights.

## **ARTICLE IV -ELIGIBILITY**

- A. Eligibility is limited to returning players and cheerleaders in good standing and new players until teams are full. Good standing being all uniforms returned and debts paid. All other new players will be put on a roster for selection according to the needs of the teams.

1. Returning players who are eligible to return to their previous team based on age / weight limitations will return to that original team when they sign up in the succeeding year, prior to or after the draft. Exceptions can be made upon the request of the player's guardian to move to a different team. Requests for exceptions should be made to the Director of Coaching. The Director of Coaching will convene a meeting of all head coaches from that division to vote on the placement decision, which will be decided by a simple majority vote (a tie is not a majority win).

B. For the purpose of voting on matters pertaining to the organization, a voting member of the Little Knights will be defined as follows:

1. All interested parties, coaches, parents and/or legal guardians of players and cheerleaders, either past or present, having attended a minimum of six (6) general membership meetings during a rolling twelve (12) month period, shall have voting rights on matters pertaining to the organization. EXAMPLE: Rolling twelve (12) months would be from June to the following May.

C. For safety consideration (due to physical and mental maturity) NO ten (10) year old will be allowed to play in the Junior Division.

## **ARTICLE V -BOARD MEMBERS**

A. The Board of Directors shall be the governing body of the Little Knights composed of the Executive Officers and a maximum of twenty (24) directors: twelve (12) serving **one year terms and** twelve (12) serving two year terms. In addition, the retiring President, after term of office, will become a member of the Board of Directors for one (1) year. CWV Liaison Representative shall be a member of the Board of Directors. Past Presidents, Chairman and Lifetime Board Members will retain board member rights for life, providing they maintain voting rights. NOTE: People previously holding the title of Honorary Board Members will now be referred to as Lifetime Board Members).

1. The Board of Directors will have the power to act on behalf of the Little Knights unless otherwise designated herein.
2. All matters voted on and passed by the Board of Directors must be taken before the General Membership for final approval. Exception being matters of urgency that need a resolution prior to the next General Membership Meeting. The Chairman of the Board will determine if the matter is urgent enough not to go back to the General Membership. No vote shall be taken at a membership meeting unless voted on at a prior Board Meeting.
3. To be eligible to become a member of the Board of Directors, an individual must have attended at least 3 general membership meetings.

4. Past President and Chairman must meet the same attendance requirements as outlined in Article IV, paragraph D, subparagraph 1, to receive voting rights.

## **ARTICLE VI -OFFICERS –**

All Executive Board Members are ex-officio members of all committees.

- A. President
- B. Vice-president
- C. Treasurer
- D. Secretary
- E. Chairman of the Board

## **ARTICLE VII -ELECTIONS**

At the December membership meeting, all officers will be elected from and by the members and installed at the January meeting. At the **September** general membership **meeting**, the President shall appoint a **nominating** committee of at least three (3) board members, who are not running for office. At the October general membership meeting, the nominating committee will present a slate of officers for election with names of at least one (1) candidate (two (2) preferred) for each office. Members may nominate other candidates from the floor until the time of election. At the December general membership meeting, nominations for officers will be closed.

- a. At the December Board meeting, the Chairman of the Board will be nominated and elected from and by the outgoing and incoming Board members.
- b. No absentee votes will be allowed.

## **ARTICLE VIII ELIGIBILITY/SUCCESSION OF OFFICERS**

A minimum of one (1) year of active participation within the last two calendar years on the Board of Directors is required for being eligible to hold a position on the Executive Board. **No executive board member may hold the same office for more than two consecutive years. In the event no qualified individual seeks an executive board office, an individual may serve more than two consecutive years if appointed by the board of directors.**

- A. Order of voting will be:
  1. President
  2. Vice-President
  3. Treasurer
  4. Secretary
  5. Board of Directors

## 6. Chairman of the Board

In the event that a Director of Executive position is vacated (for subparagraph 2,3, and 4; eligibility must be met.) or a new position is created during the term of office or prior to the new board taking office, the following rule of succession or placement will apply.

1. Board of Director: A Board of Director's position will be nominated by the Board of Directors and voted on at next General Membership meeting.
2. Secretary, Treasurer and Vice-President: **If the offices of Secretary, Treasurer or Vice-President, become vacant, the remaining executive board will appoint a qualified individual to the vacant office.**
3. President: The Vice-President will take over as the new President and finish out the term. Rule #2 will apply upon the Vice-presidents taking over for the President.
4. Chairman of the Board: A Chairman of the Board shall be appointed by the **Board of Directors.**

These rules shall be carried out by the Board members and/or Executive members for the year that change applies. In the event the **remaining executive board**, fail to agree on the Secretary, Treasurer and/or Vice-President, the placement will be made through a majority vote by the Board of Directors for the year in which it pertains.

## **ARTICLE IX -DUTIES OF OFFICERS**

### ***A. President***

1. The President shall preside at all regular meetings of the organization, call and preside at special meetings, appoint various committees and perform duties usually required.
2. The President is an ex-officio member of all committees.
3. **The President will designate a board member from the Budget, Audit, and Taxes committee (who is not the treasurer) to hire a tax professional to prepare the previous year's income tax statement by March 1<sup>st</sup> before the deadline as stated by the Internal Revenue Service. The President will designate a board member to hire a registered agent for the current year. The board member responsible for the taxes must get the taxes signed and delivered to the registered agent. The registered agent is responsible for filing the previous year's income tax statement with the Internal Revenue Service before the stated deadline. The registered agent will also file the AG990IL' Illinois Charitable Organization Annual Report to the Illinois Attorney General Office by 30 June of the current year, along with appropriate funds. Further, the registered agent will be responsible to file a list of new officers and incorporation papers with the Secretary of State by August of the current year. The current registered agent is:**

**Kelli E. Madigan**  
**Mathis, Marifian, Richter & Grandy, LTD**  
**23 Public Square, Suite 300**  
**Belleville, Illinois 62220**  
**618-234-9800 phone**  
**618-234-9786 fax**  
[kmadigan@mmsg.com](mailto:kmadigan@mmsg.com)

4. Although the President appoints the committees and committee chairpersons, once he/she has made these appointments they cannot remove anyone from a committee without board approval (by 2/3 majority) of the rest of the Board of Directors.

5. The President will appoint a board member as committee chairperson. The President and may appoint non-board member as a committee chairman as long as that person served a minimum of five (5) years as a BOD and five (5) years running a committee, with a BOD as their co-chairperson.

6. President will regulate all committees.

7. The President will ensure that each committee chairperson submit a written report to the secretary and treasurer after each committee function or within fifteen (15) days following the function.

### ***B. Vice-president***

1. To assist the President in all activities and preside at the meetings in the absence of the President.

### ***C. Secretary***

1. To keep minutes of all regular and special meetings of the organization and reports on all committees.

2. Maintain files of records and minutes.

3. Collect and file records from Chairperson of all committees.

### ***D. Treasurer***

1. Shall receive receipts for all moneys.

2. Prepare the annual file statement to be presented at the January meeting.

3. Make all disbursements by check and give a written monthly accounting of funds handled and distribute at the monthly membership meeting. Make available the records for quarterly and yearly general audits.

4. The Treasurer shall be bonded.
5. Moneys on hand will not be distributed into any special accounts without Board approval.
6. Arrange to have a check or cash given to the Raffles, to Pay Officials Chairman or designee prior to the start of the weekend's games to pay the officials.
7. Shall be available to the Budget, Audit, and Tax committee to provide advice and counsel upon request.

### ***E. Chairman of the Board***

1. Shall preside at all Board of Directors meetings.
2. Review roll call attendance records at every Board meeting
3. The President will preside in the absence of the Chairman of the Board.

## **ARTICLE X -MEETINGS**

- A. The General Membership meeting shall be held the second Wednesday of each month, unless otherwise changed by President as necessary or discretion may decree. The General Membership meeting shall convene at 8:00 P.M. (7:00 P.M. from December through July). **Also, this meeting shall be held at location determined by the president,** (December through July), and at the facility deemed as the practice facility (August through November).
- B. Board of Directors meetings will meet every **1st** Tuesday or Thursday of the month during the football season. **(Aug, Sept, Oct & Nov.)**
- C. Officers and Board of Directors who miss more than two consecutive Board or Membership meetings, or a total of four (4) meetings per twelve (12) month period, either Board or Membership, will be subject to review by the Board of Directors. This review could result in dismissal and forfeiture of all voting rights. Any Board Member unable to attend any meeting needs to notify an Executive Board Member prior to the meeting.
  1. **A viable excused absence will not be held against an officer or board member**
  2. **The president will determine viability on excused absences on a case by case basis.**
- D. A special meeting can only be called by the President, or by a majority of the Board of Directors.

- E. Little Knights meetings will be governed by Robert's Rules of Order, unless an exception is made by the Little Knights.

## **ARTICLE XI -COMMITTEES**

A. It is recommended that the retiring chairperson serve as co-chairperson in an advisory capacity for the coming year to aid the new chairperson.

B. All money will be counted by at least 2 Board members not related to the chairman **or co-chairman** of the committee immediately following the conclusion of the committee, event and/or days games.

C. Standing committees/duties shall be as follows:

### ***Announcers:***

- . a. Arrange for announcers, chain gang members and spotters at each game.
- . b. Chain gang members are prohibited from the use and/or consumption of alcohol or tobacco products while on the playing field.

### ***Awards and Banquet:***

- a. Shall arrange for adequate facilities for awards presentation (and banquet, if needed)
- b. Determine the **quantity, quality, and cost** of the awards for the following:
  - 1. Players
  - 2. Cheerleaders
  - 3. Little Knights Achievement Awards, Commanders and Presidents Awards.
    - A. To be reviewed and approved by the Board of Directors.**
- c. Arrange for guest speaker
  - d. Arrange for invocation
- e. Keep a log of all moneys received.

### ***Budget, Audit and Taxes:***

- a. Solicit budget requests from each committee.
- b. Review last year's resources and expenditures.
- c. Determine the amount of money available for, required for and assigned to a particular purpose.
- d. Prepare copies of the budget to be presented to the Board of Directors by the . . . February meeting and voted on at the March General Membership meeting.
- e. Review the expenses each month of all committee with a budget.
- f. Any budget increases must be brought to the Chairman of the Budget committee to be presented at the General Membership Meeting for Membership approval.
- g. Receive records from the Treasurer for quarterly general audit (after April 10, July 10, October 10, and January 10). Upon changing of Treasurer during a year, another audit will be held.

- h. Arrange for an external audit annually.
- i. Hire and pay a tax professional to prepare the previous year's income taxes.**
- j. Deliver the signed taxes to the registered agent before the IRS stated deadline.**

### ***Cheerleading Coordinator:***

- a. To schedule and conduct periodic meetings with coaches for discussion of any matters pertaining coaches uniforms and equipment.
- b. Will handle cheerleader uniform handout and returns.
- c. Will provide approved coaches.
- d. Conduct a yearly inventory of uniforms and equipment.

### ***Director of Coaches:***

- a. Contact past and interested individuals for coaching positions.
- . b. Present to the General Membership perspective head coach recommendations at the April General Membership meeting.**
- c. Schedule and conduct periodic meetings for the discussion of any matters pertaining to coaches.
- d. A committee member or designate must be present and observe all practices; home games, and be accessible.
- e. Give a list of coaches' phone numbers to Public Relations committee.

### ***Equipment:***

- a. Solicit for equipment bids.
- b. Purchase and maintain durable equipment as needed by the organization to promote safe play.
- c. Issue uniforms and equipment only to properly registered players.
- d. Accept uniform and equipment as soon as possible after the completion of the season.
- e. Conduct a yearly inventory.**

### ***Field Concession Stand:***

- a. Arrange workers and contents.
- b. All receipts will be counted and signed by two members (Board or regular members not of the same household), not including the Treasurer, immediately following the final game of the day.
- c. No one under the age of eighteen should handle sales at the window unless approved by the committee chairperson /designate.
- d. maintain \$300.00 for start-up of the concession stand during the season.

### ***Field Maintenance and Building and Improvements:***

- . a. Maintain field and equipment throughout the year.
- . b. Arrange for work crews.
- . c. Keep a log of all moneys and donations (products and services) both received and requested for.
- . d. Determine if and when building expansion and/or maintenance is required.
- . e. Arrange work crews.

### ***Fundraising Committee***

#### 1. Crazy Bowl:

- a. Arrange date, time and place.
- b. Get donations for raffles, attendance prizes, lane sponsors and trophies.
- c. Arrange for the advertising.
- d. Keep a log of all moneys and donations both received and requested for.

#### 2. Mouse Race:

- a. Make necessary arrangements:
  - 1. Place and Date
  - 2. Bank and tickets
  - 3. Refreshments
  - 4. Prizes
  - 5. Dram shop insurance (if needed)
  - 6. Advertising
- b. Keep a log of all moneys received and requested for.

#### 3. Trivia:

- a. Make necessary arrangements:
  - 1. Place and date
  - 2. Bank and tickets
  - 3. Beer and soda
  - 4. Prizes, silent auction items, and food
  - 5. Advertising
  - 6. Dram Shop Insurance, if necessary
- b. Keep a log of all moneys and prizes both received and requested for.

### ***Insurance:***

- . a. Solicit insurance bids.
- . b. Obtain adequate insurance for the organization.
- . c. Obtain adequate insurance for children, if not covered by Tri-County.
- . d. To be in charge of all claims handled by the organization.
- . e. To maintain an itemized list of coverage.

### ***Merchandise Sales:***

- . a. Responsible for the selling of all merchandise marked for and with the Little Knights emblem or markings.
- . b. Arrange for a new supply of merchandise to be sold.
- . c. Maintain records for audit.
- . d. Keep a log of all moneys and donations both received and requested for.

### ***Parliamentarian By-Laws:***

- . a. Provide advice on organizational rules during meetings.
  - . b. Make sure that meetings are run under Robert's Rules of Order guidelines.
  - . c. Interpret By-Laws.
  - . d. Act as Sgt. of Arms.
  - . e. Review By-Laws yearly for possible deletions, additions, or corrections.
    - 1<sup>st</sup> review: Changes are to be presented to the Board no later than the April Board meeting for 1<sup>st</sup> review.
    - 2<sup>nd</sup> review: A presentation must be made no later than the May membership meeting for a 2<sup>nd</sup> review.
- Annual Appoval: Approval of changes for the coming year shall be voted on no later than the June regular membership meeting.

### ***Pictures:***

- . a. Obtain bids for pictures.
- . b. Set date for picture taking.
- . c. Distribution of pictures.
- . d. Keep a log of all moneys received.

### ***Pilgrim Bowl Games:***

- . a. Arrange for donations (start in February).
- . b. Solicit teams and fields.
- . c. Arrange concessions
- . d. Schedule games by ages and weight.
- . e. Keep a log of all moneys and donations both received and requested for.
- . f. Turn in final report no later than February Board meeting.

### ***Practice Field Concession:***

- . a. Arrange for workers and contents.
- . b. One committee member must be present at all times.
- . c. Maintain books. All receipts must be counted and signed by at least two members (Board or regular members not of the same household), not including the Treasurer, immediately following the last practice of the week.
- . d. Receive \$200.00 start-up of the concession stand.

## ***Public Relations***

- a. Converse with different people to attract new Little Knights active members.
- b. Submit to local media, information about the program involving the Little Knights.

### **I. Newsletter:**

- a. Publish and distribute a newsletter as needed.
- b. Purchase required material.
- c. If required, solicit ads.
- d. Keep a log of all moneys and donations both received and requested for.

### **II. Donations:**

- a. Responsible for raising money and prizes to be placed in the general fund.
- b. Keep a log of all moneys and donations both received and requested for.

### **III. Alumni Day:**

- a. Arrange date and times.
- b. Compile list of names, addresses and phone numbers of alumni.
- c. Distribute invitations.

### **IV. Parades:**

- a. Responsible for Little Knights participation in local parades.

### **V. Website**

- a. Responsible for keeping the Little Knights website updated in a timely manner.

## ***Referees/Raffles to Pay Officials:***

- . a. Provide organization with qualified officials, two of whom are IHSA licensed.
- . c. Written contracts must be signed no later than May 1st.
- . c. Responsible for selling raffles, purchasing prizes, purchasing tickets.
- . d. Arrange for workers to sell raffle tickets.
- . e. Arrange for money in advance to pay referees by the start of that weekend games.
- . e. Responsible for paying officials at home games.
- . f. Keep a log of all moneys and donations both received and requested for.

## ***Registration:***

- a. Select places and dates.
- b. Arrange distribution of registration flyers.
- c. Register all children in accordance with Tri-County By-Laws.
- d. Arrange to have game cards typed & laminated by the third week of the season.
- e. Complete and maintain all registration forms/material.
- f. Give a copy of all registration forms to the Historian, Public Relations and Team Parent Chairman.
- g. Collect credit hour data.
- h. Ask for e-mail addresses at registration.
- i. Prepare and present a list of all players/cheerleaders registered, with amount of registration fees listed separately per player, cheerleader, or family. Credit hour deposits should also be shown, separate of registration fees.**
- j. Keep a log of all moneys both received and requested for.**

- k. **Keep a log of all scholarships, discounts, or other fee waivers or opportunities donated that would normally require a fee to be paid. This implies acts of charity.**

### ***Special Committees:***

Any added committees appointed during the year by the President and/or Board of directors.

### ***Team Parents:***

- . a. Select team parent for each team in cooperation with the respective coach.
- . b. See that the team parents are at the last game of the day for clean up.
- . c. Contact team parents when required for various functions.
- . d. See that team parents assist in practice field concessions stand, and concession stand at the home field during games.
- . e. Give a list of phone numbers to Public Relation committee.

### ***Tri-County:***

- a. Two primary and two alternate delegates required to represent and vote at Tri-County meetings as delegated by the Little Knights.
- b. At least two delegates must represent the Little Knights at each Tri-County meeting.
- c. All four representatives will be a Little Knights Board member in good standing.
- d. Delegates will submit any and all proposed Tri-County By-Law changes or matters to be voted on.
- e. Delegates must vote in the manner in which the General Membership dictates
- f. A Tri-County representative will be responsible for clocks, cards and scales.
- g. A copy of the Tri-County insurance roster will be given to the Registration Committee.
- h. Responsible for initial weigh-in of another team as directed by Tri-County.
- i. Check weigh-in card for accuracy according to Tri-County By-Laws.
- j. Maintain scale for true weigh-in at all games.
- k. Must give tri-county report to the president of the Little Knights.

## **ARTICLE XII -REQUIREMENTS FOR A QUORUM**

Fifty-one percent of the directors in good standing, with voting rights shall constitute a quorum for the transaction of business at the Board meetings of the organization. A minimum of ten members in good standing, with voting rights shall constitute a quorum for the transactions of business at the General Membership meeting of this Organization.

## **ARTICLE XIII -COACHING ELIGIBILITY & RESPONSIBLTY**

A. No coach will be the head football coach of their son's team. No head of household will be a head football coach of a member of their household. If a head coach must move

to another team or removes himself from coaching because of this rule, the coach will retain his seniority or eligibility held prior to the move. Tykes can be the only exception.

B. Director of Coaches will present, in person, **any head coach applicant at the April and May General Membership meetings. Head coaching applicants will be voted on at the May General Membership meeting.**

C. All prospective coaches must personally appear before the General Membership for approval by the General Members. Head coaches with 3 years consecutive head coaching seniority on the same team and with no Code of Conduct incidents will be automatically reinstated as head coach to that team upon request (i.e. no vote required). Any head coaching candidate that requires a vote (i.e. new or incident in last 3 years) will be voted on in May each year <see D below>.

D. All head coaches will be voted on in May by closed ballot..

1. Assistant coaches with 3 years consecutive seniority on the same team and no Code of Conduct incidents will be automatically reinstated as assistant coaches to that team upon request of the head coach (i.e. no vote required).

2. **All assistant coaches will be voted on for staffs in (June and July) by closed ballot. Tykes and Jr Pee Wee levels may be approved in August also.**

3. Cheerleading Head Coaches will be voted on in July & Aug. by closed ballot All Head Coaches will be approved by the Head of Cheerleaders before being voted on.

4. Movement of any coach from one team to another will require a vote.

E. All coaches should keep the Director of Coaches, and/or Cheerleading Coordinator, the President and Chairman informed of major disciplinary problems. Any problems that cannot be handled by the coaching staff of that team should be brought to the attention of the Director of Coaches, and/or Cheerleading Coordinator, the President or the Chairman of the Board. Any coach that feels a player/cheerleader needs to be removed from that team due to disciplinary reasons, that coach must bring the matter to the Director of Coaches and/or Cheerleading Coordinator. The Director of Coaches and/or Cheerleading Coordinator will determine if the matter needs to be taken to the Board of Directors. The Board of Directors may vote to remove a player from that team and/or Little Knights Football with a 2/3-majority vote to remove.

F. Any action resulting in a game not being played must be decided by Tuesday night prior to the scheduled game. The President should be notified so he can notify Tri-County.

G. Head coaches are responsible for making sure their players/cheerleaders' equipment is turned in promptly after the last practice/game, or when child quits.

H. All Player identification cards for the previous year must be turned into the President or Registration Chairperson no later than December 31 of that year.

I. All coaches are prohibited from the consumption of alcohol/illegal substances prior to or during practices and games. Non-compliance with this with this By-Law will result in disciplinary action pending Board review. Illegal substances will not be tolerated at any Little Knights function. Possession of illegal substances at a Little Knights function will be grounds for immediate dismissal.

J. Head coaching vacancies will be filled by a nomination from the Director of Coaches and will be based on seniority and pending General Membership approval. **Seniority is defined as, current consecutive years in a coaching capacity with the Little Knights.**

K. No parents or other individual will be allowed on the practice or game field with the children without first being approved by the General Membership.

L. All Head Coaches must notify the Director of Coaches if they will be returning the following year by March 31, if not their position will become available. Head coaches will notify the Director of Coaches by May 31<sup>st</sup> regarding which assistant coaches are returning.

M. All Coaches must have a back ground check done by the police annually.

N. All head coaches and assistant coaches will be required to sign an acknowledgement of understanding of the Code of Conduct for coaches, currently defined in section XIX below. All coaches are required to resign the Code of Conduct annually before the first practice. Refusal to sign forfeits the coaches privilege of being a head coach and the Director of Coaching must present a new candidate to the Executive Board as soon as possible.

## **ARTICLE XIV -SPENDING LIMITS**

Any individual project or item that will exceed \$350.00 in total cost will be let for bids to at least two bidders. The letting of the bids will be the responsibility of the committee in question. Any bid exceeding approved budget will be submitted to the Board of Directors for approval and rejection. Exception to the above Article would be the purchase of beer, bands, and halls.

A. Any item that exceeds \$350 must be approved by the BOD and General Membership.

B. Committee chairpersons must receive approval by the General Membership to exceed the moneys allotted through that committee's budget.

## **ARTICLE XV -CHEERLEADERS**

A. Practice: for the first four weeks to begin in accordance with football practice on Monday through Thursday or with a schedule as approved by the board until the

scheduled season begins. Thereafter practice will be on Tuesdays and Thursdays, upon the discretion of the Head Coaches.

B. Children will wear uniforms as required by the Little Knights at all times during games.

C. Sister of players or daughters of coaches will have a choice of squad assignments. All others will be placed on squads where openings exist.

D. Coordinator and Coaches:

1. The President and the Chairman of Little Knights will appoint coordinator.
2. All coaches will be appointed by the Coordinator and approved by the General Membership annually.
3. All cheerleading coaches must be at least 16years of age on or by August 31st.

E. Conduct:

1. All children will be expected to conduct themselves in a manner becoming to the Little Knights and will adhere to the guidelines as directed by the Coordinator.

## **ARTICLE XVI -TROPHIES AND AWARDS**

All head coaches who receive Tri-County trophies/plaques must return them to the Organization on the night of the banquet. All Tri-county trophies/plaques presented to Little Knights teams are the property of Little Knights. Any coach refusing to surrender trophy/plaques will result in disciplinary actions pending Board review.

## **ARTICLE XVII -AMENDING AND/OR CHANGING BY-LAWS**

An amendment and/or change of this By-Laws may be introduced at any Board or General Membership meeting or Special Meeting. No amendment and/or change shall become a By-Law at the same meeting it is introduced, but shall only be voted to be presented at the next General Membership meeting with a simple majority carrying the motion to present the amendment and/or change. A quorum must be presented to bring the proposed amendment and/or change to a vote. Two-thirds present majority is necessary to make the proposed amendment and/or change a By-Law.

## **ARTICLE XVIII -CREDIT HOURS**

A. Credit hours are defined as six hours per family associated with a Little Knights Function.

1. **A \$30.00 credit hour deposit is required at the time of registration.**
2. **Credit hours must be worked before the conclusion of the awards banquet.**
3. **If the credit hours are complete, the credit hour deposit will be returned.**
4. **If the credit hours are not complete, The credit hour deposit will belong to the Little Knights.**

**(Note: In the event of late registration the credit hour deposit and amount of credit hours to be worked may be increased.)**

B. Credit hours may be obtained by; Mothers, Fathers, Legal Guardian(s), Grandparent(s), Aunt(s), Uncle(s) and/or Step Parents. Underage siblings may participate with the approval of the committee chair or co-chair.

## **ARTICLE XIX -CODE OF CONDUCT**

**All Head Coaches, Assistant Coaches, Board Members, Volunteers, Officials, Players and Parents** must adhere to the established code of conduct and behave in an orderly and professional manner at all times when representing the Little Knights or the image of the organization, or playing, practicing, participating in Little Knight's events.

**All Head Coaches** are responsible for the conduct of their players, parents and assistant coaches.

All complaints regarding a coach should first be sent to the Director of Coaches (DOC). The DOC will make all reasonable attempts to judge the merits of / and remedy the complaint to avoid escalating the matter for disciplinary consideration. If the DOC:

1. Is unable to satisfy the complainant, and they still wish to pursue a complaint, or
2. Determines the matter is a violation of the Code of Conduct,

then, the DOC will escalate the complaint to the Executive Board for disciplinary consideration via the President.

The President and the Chairman of the Board will appoint a committee consisting of 3 Board members (one of which is the DOC) not involved in the violation or complaint, and not on the executive board to investigate the allegations. After their investigations, the committee will give a recommendation of disciplinary actions against said parties to the Executive Board.

The disciplinary actions taken will be decided by a majority vote from the Executive Board. The Board may only vote YES or NO on the recommendations from the disciplinary committee. After the vote, the matter is to be considered closed.

**Board members** will be held accountable for the same offenses as coaches.

**No parent** will be allowed on the practice or game field with the children, while practice or games are in progress without prior consent from the General Membership.

**The guidelines for maximum disciplinary actions will be as follows:**

**Coaches:**

**Improper physical contact with a player, cheerleader or individual:**

1st offense: Ban from any Little Knights activity with a league ban recommendation to Tri-County.

**Verbal or Physical Threats against a player, coach, parent or an agent of the Little Knights**

1<sup>st</sup> Offense: Punishment to be determined by the executive board not to exceed suspension for the remainder of the current season. Seniority will not be impacted.

2<sup>nd</sup> Offense (in a 3 year period): Ban from coaching with the Little Knights in any capacity.

**Vulgar / Offensive Language or Gestures:**

**1st offense:** Punishment to be determined by the executive board not to exceed suspension for the remainder of the current season. Seniority will not be impacted.

**2nd offense** (in a 3 year period): Ban from coaching with the Little Knights in any capacity.

**Sexually Explicit or Predatory Comments or Activities**

Punishment to be determined by the executive board. Punishment may include up to a lifetime ban from the Little Knights organization.

**Head Coach removing a team from a game prior to the end of the game:**

**1st offense:** One game suspension

**2nd offense:** Suspended for rest of season or next season.

**Malicious tampering with materials that determines player/cheerleader's eligibility:**

**1st offense: Ban from coaching with the Little Knights in any capacity**

**Note:** If the Head Coach fails to stop a situation and/or report it to the Director of Coaches, he/she too will be under the same disciplinary actions. A penalty on the field of play pertaining to the above listed infractions or a formal written complaint must be filed to warrant any action taken. A formal written complaint may also need to be followed up by the individual(s) appearance at a Board meeting.

Any individual whose conduct is deemed offensive, inappropriate, harmful to the development of policies, goals, or any general affront to good citizenship may be withdrawn from any involvement with Little Knights.