

# DUNMORE JR. BUCKS FOOTBALL AND CHEER BY-LAWS

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## **ARTICLE I Name**

### **Section 1. Name**

This organization shall be known as the Dunmore Junior Bucks Football and Cheer, hereinafter referred to as "DJB."

### **Section 2. Nonprofit Status**

DJB is organized exclusively for charitable, educational, and amateur athletic purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future federal tax code).

### **Section 3. State Organization**

DJB shall operate as a nonprofit organization under the laws of the Commonwealth of Pennsylvania.

### **Section 4. Duration**

The organization shall have perpetual existence unless dissolved in accordance with these By-Laws and applicable law.

## **ARTICLE II Mission and Objective**

### **Section 1. Mission Statement**

The mission of Dunmore Junior Bucks Football and Cheer ("DJB") is to provide youth athletes with a safe, structured, and educational environment in which to learn and participate in the sports of football and cheerleading.

DJB is committed to teaching proper technique, teamwork, discipline, leadership, and sportsmanship while promoting physical fitness, mental resilience, and character development.

Winning shall never take precedence over the safety, development, and well-being of participants.

### **Section 2. Charitable and Educational Purpose**

DJB is organized exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code, including the promotion of amateur athletics and youth development.

The organization shall operate for the benefit of youth participants and the community, and not for the private benefit of any individual.

### **Section 3. Non-Discrimination**

DJB shall not discriminate on the basis of race, color, national origin, sex, religion, disability, or any other characteristic protected by law in the administration of its programs, policies, and activities.

### **Section 4. Private Inurement Prohibition**

No part of the net earnings of DJB shall inure to the benefit of, or be distributable to, its directors, officers, members, or other private persons, except that the organization shall be authorized to pay reasonable compensation for services rendered and to make payments in furtherance of its charitable purposes.

### **Section 5. Political and Legislative Limitations**

No substantial part of the activities of DJB shall consist of carrying on propaganda or otherwise attempting to influence legislation.

DJB shall not participate in or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

### **Section 6. Organizational Values**

DJB shall promote good sportsmanship, respect for officials, coaches, parents, and fellow participants.

The organization shall emphasize integrity, fairness, accountability, and leadership by example at all levels of participation.

## **ARTICLE III Government**

### **Section 1. Governing Authority**

The government and management of Dunmore Junior Bucks Football and Cheer ("DJB") shall be vested in its Board of Directors.

The Board of Directors shall consist of the duly elected and appointed officers of the organization as defined in Article VIII of these By-Laws.

### **Section 2. Authority of the Board**

The Board of Directors shall oversee the general operations, financial management, league compliance, safety standards, and administration of DJB.

The Board shall act in good faith and in the best interest of the organization and its participants.

All actions of the Board that require membership approval under these By-Laws shall be presented at a duly convened Organization Meeting for final vote.

### **Section 3. Matters Not Addressed in the By-Laws**

These By-Laws are intended to govern the general operation of DJB; however, they may not address every situation that arises.

When a matter is not specifically addressed herein, the President may call a Special Meeting in accordance with Article IV. The Board of Directors shall review the matter, conduct any necessary investigation, and make a determination consistent with the mission and best interests of the organization.

If deemed necessary, the Board may propose an amendment to the By-Laws for consideration in accordance with Article IV.

### **Section 4. Fiduciary Responsibility**

Members of the Board of Directors shall act in a manner reasonably believed to be in the best interests of DJB and its participants, exercising reasonable care and sound judgment in all organizational matters.

### **Section 5. Conflict of Interest**

Any Board Member who has a direct financial or personal interest in a matter before the Board shall disclose such interest prior to discussion or vote. The interested Board Member shall abstain from voting on the matter.

## **ARTICLE IV Meetings**

### **Section 1. Regular Organization Meetings**

Regular Organization Meetings shall be held:

Once Monthly, at the discretion of the President with proper notice to membership, during the off-season.

Every Tuesday during the in-season period.

The in-season period shall begin on the first official practice date and continue through the annual banquet.

The President or Vice President shall have the authority to change the date, time, or location of any scheduled meeting when necessary. Reasonable public notice of such change shall be provided to the membership prior to the meeting.

All meetings shall be conducted in accordance with Robert's Rules of Order.

### **Section 2. Quorum – Organization Meetings**

A quorum for conducting business at an Organization Meeting shall consist of:

Seven (7) members present,

Including at least four (4) Board Members,

One of whom must be either the President or Vice President.

A quorum must be present to conduct business or vote on any matter.

All votes shall be decided by a majority of members present unless otherwise specified in these By-Laws.

### **Section 3. Board Meetings**

The Board of Directors may conduct Board Meetings as necessary to facilitate the direction and management of DJB.

Only Board Members shall vote at Board Meetings.

A quorum for a Board Meeting shall consist of five (5) Board Members, one of whom must be either the President or Vice President.  
The Board shall report actions taken at Board Meetings at the next Organization Meeting, unless the matter involves confidential or private information.

#### **Section 4. Special Meetings**

A Special Meeting may be called by the President.  
The Special Meeting shall address only the specific issue for which it was called.  
Members shall be notified by the Secretary of the date, time, and purpose of the meeting.  
A quorum for a Special Meeting shall be the same as an Organization Meeting:  
Seven (7) members present,  
Including at least four (4) Board Members,  
One of whom must be either the President or Vice President.  
No absentee voting shall be permitted. Members must be present to vote.

#### **Section 5. By-Law Amendments**

To amend the By-Laws at any time outside of the annual review process, a Special Meeting must be called for that purpose.  
A two-thirds (2/3) vote of members present at that meeting shall be required for adoption of the amendment.

#### **Section 6. Meeting Attendance Requirements**

In-Season:

Each team or squad must be represented at a minimum of one Organization Meeting per month during the in-season period.

Off-Season:

Each team or squad must attend at least one Organization Meeting during the off-season period.  
Members must attend at least two-thirds (2/3) of a meeting to receive attendance credit.

#### **Section 7. Attendance Violations**

If a team or squad fails to have representation at three (3) consecutive scheduled Organization Meetings without a viable excuse approved by the Board, the following disciplinary measures shall apply to the Head Coach of that team:

First Offense:

One (1) game suspension. The Head Coach shall not be permitted on the sidelines.

Second Offense:

Two (2) game suspension. The Head Coach shall not be permitted on the sidelines.

Third Offense:

Suspension from coaching for the remainder of the season.

All suspensions shall carry over to the following season if necessary.

#### **Section 8. Public Notice**

All meetings shall be open to the membership.

### **ARTICLE V Registration**

#### **Section 1. Registration Process**

Registration for participation in Dunmore Junior Bucks Football and Cheer ("DJB") shall be conducted through the organization's official website.  
All participant registrations must be completed online through the designated registration platform approved by the Board of Directors.  
The Board shall establish the registration period and provide public notice of registration dates and deadlines.

#### **Section 2. Payment of Registration Fees**

Each football player and cheerleader shall be required to pay an annual registration fee as determined by vote at the first Organization Meeting of the calendar year or at such time as deemed necessary by the Board.  
All registration payments shall be made electronically through the official online registration system.  
DJB shall not accept cash or check payments for registration fees.

Payment must be completed in full at the time of online registration unless an approved payment plan is authorized by the Board.

### **Section 3. Refund Policy**

If a participant voluntarily withdraws prior to or on the Thursday of the first official week of practice, reimbursement of registration fees shall be made.

The first official practice shall be defined as the last full week in July unless otherwise established by the applicable league.

After the Thursday of the first official week of practice, no reimbursement shall be made for voluntary withdrawal or for dismissal resulting from disciplinary action.

The Board of Directors may review extraordinary circumstances on a case-by-case basis and may authorize partial reimbursement at its discretion.

### **Section 4. Financial Obligations**

All required forms, waivers, and online payments must be completed prior to participation in any practices, games, competitions, or related activities.

All financial obligations, including but not limited to registration fees, fundraising commitments, equipment deposits, or other approved assessments, must be satisfied prior to uniform distribution unless otherwise approved by the Board.

If financial obligations are not satisfied, the participant shall not be permitted to participate until such obligations are fulfilled.

### **Section 5. Outstanding Obligations**

Participants or families with outstanding financial balances, unreturned equipment, or unresolved prior-season obligations may be denied registration or participation until such matters are resolved.

## **ARTICLE VI Membership**

### **Section 1 – Active Members**

An Active Member is defined as a coach, Board Member, or committee member in good standing who:

Has fulfilled all fundraising obligations;

Has met meeting attendance requirements;

Has satisfied stand obligations and other assigned duties;

Maintains appropriate conduct;

Has completed all required background checks in accordance with Pennsylvania law;

Has been a member for the entire current season.

Membership status begins when the individual is formally recognized at an Organization Meeting and recorded in the meeting minutes.

Active Members must attend:

At least one (1) Organization Meeting during the off-season; and

At least one (1) Organization Meeting per month during the in-season period.

Failure to meet attendance requirements may require a viable excuse subject to Board review.

### **Section 2 – General Members**

A General Member is defined as a parent or legal guardian of a currently registered participant in good standing.

General Membership is limited to individuals directly responsible for the participating athlete.

Extended family members, relatives, or other individuals shall not qualify as General Members unless they independently meet the definition above.

### **Section 3 – Voting Rights**

#### **A. Elections**

Only Active Members in good standing shall be eligible to vote in officer and Board elections, in accordance with Article VII.

#### **B. Organizational Motions**

General Members who are parents or legal guardians of a currently registered participant in good standing shall be eligible to vote on motions brought before duly noticed Organization Meetings.

Each eligible General Member present shall be entitled to one (1) vote per motion.

If both parents or legal guardians are present, each shall be entitled to one (1) vote.

A parent or legal guardian may not vote on behalf of another individual who is not present.

**Section 4 – No Proxy or Absentee Voting**

No absentee or proxy voting shall be permitted.  
Eligible members must be physically present at the meeting to cast a vote.

**Section 5 – Verification of Voting Eligibility**

The Secretary shall maintain:  
A current roster of Active Members; and  
A current roster of General Members tied to active participants.  
Voting eligibility may be verified prior to any vote.

**Section 6 – Loss of Membership Status**

Active Membership may be suspended or revoked for:  
Failure to meet attendance requirements;  
Failure to meet obligations;  
Conduct violations as defined in Article XV.  
General Membership status ends when the participant is no longer registered or in good standing.

**ARTICLE VII  
Elections**

**Section 1 – Opening of Nominations**

At the November Organization Meeting, nominations for all open Board and Officer positions shall be opened.  
Nominations may be made from the floor by any active member or general member; however, only active members in good standing are eligible to be nominated.  
No second shall be required for nomination.

**Section 2 – Eligibility for Office**

To be eligible for nomination and election, a candidate must:  
Be an Active Member in good standing;  
Have fulfilled all organizational obligations including meeting attendance and financial requirements;  
Comply with all background check requirements under Pennsylvania law;  
Accept or decline nomination prior to the close of nominations.  
Failure to accept nomination prior to the December meeting shall remove the nominee from the ballot.

**Section 3 – Voting Eligibility**

Only Active Members in good standing shall be eligible to vote in elections.  
A certified list of Active Members shall be approved by the Board prior to the opening of nominations.  
No absentee or proxy voting shall be permitted.

**Section 4 – Closing of Nominations**

Additional nominations may be made at the December Organization Meeting prior to the closing of nominations.  
Once nominations are closed, no further nominations shall be accepted.

**Section 5 – Election Procedure**

Elections shall be held at the December Organization Meeting immediately following the closing of nominations.  
Voting shall be conducted by secret written ballot.  
Each Active Member present shall cast one vote per open position.  
Two (2) volunteers not running for office shall tabulate votes.  
The Secretary shall record the results in the official minutes.  
A simple majority of votes cast shall determine the winner.  
Vote totals shall be recorded in the official minutes. The announcement of numerical totals to the membership shall be at the discretion of the presiding officer.

**Section 6 – Tie Vote**

In the event of a tie:  
One (1) immediate re-vote shall be conducted.  
If the re-vote results in a tie and one candidate is the incumbent, the incumbent shall retain the position.

If neither candidate is an incumbent, the winner shall be determined by majority vote of the Board of Directors.

#### **Section 7 – Term of Office**

All Board positions shall be voted on annually unless otherwise specified in these bylaws.

Elected officers shall assume their duties immediately following certification of the vote.

### **ARTICLE VIII Officers**

The officers of Dunmore Junior Bucks Football and Cheer (“DJB”) shall be as follows:

- President
- Vice President
- Secretary
- Treasurer
- By-Laws Officer (Sergeant-at-Arms) – Appointed by the President
- Cheer Commissioner(s) (Maximum of 2)
- Football Commissioner(s) (Maximum of 2)
- Booster Chair(s) (Maximum of 2)

Each person holding the office of Football Commissioner, Cheer Commissioner, or Booster Chair shall possess one (1) full and equal vote, consistent with Amendment 3/2025B.

#### **Section 1 – Voting Authority**

Each elected or appointed officer shall have one (1) vote.

No individual may cast more than one vote, even if serving in multiple capacities.

#### **Section 2 – Vacancies**

Any vacancy occurring in an elected office during the term year shall be filled by majority vote of the Board of Directors at a Special Meeting.

The appointee shall serve the remainder of the unexpired term.

At the conclusion of that term, the position shall return to the regular election cycle in accordance with Article VII.

#### **Section 3 – Eligibility for Executive Office**

No member shall hold an executive office unless he or she has been an Active Member for at least one (1) full season, unless waived by a majority vote of the Board of Directors.

#### **Section 4 – Removal of Officer**

Any officer who fails to perform their duties in accordance with these bylaws may be removed by a two-thirds (2/3) vote at a properly noticed Special Meeting.

Written notice of the proposed removal shall be provided at least seven (7) days prior to the vote.

Grounds for removal may include, but are not limited to:

- Failure to perform required duties
- Violation of bylaws
- Financial misconduct
- Conduct detrimental to DJB
- Excessive absenteeism

### **ARTICLE IX Duties of the Officers**

All officers of Dunmore Junior Bucks Football and Cheer (“DJB”) shall perform the duties prescribed in these bylaws and any additional duties assigned by the Board of Directors.

#### **Section 1 – President**

The President shall:

Preside over all organization and Board meetings.

Maintain order and ensure meetings follow Robert’s Rules of Order.

Call Special Meetings when necessary.

Serve as the official representative of DJB or appoint a designee to attend ACCJFL meetings and functions.

Serve as an ex-officio member of all committees.  
Appoint committee chairpersons jointly with the Vice President.  
Provide general supervision over the affairs of DJB.  
Tiebreaker Vote:  
The President shall cast a vote only in the event of a tie.

### **Section 2 – Vice President**

The Vice President shall:  
Assume the duties of the President in their absence.  
Succeed to the office of President in the event of resignation or removal until a replacement is appointed or elected.  
Assist in overseeing committees.  
Jointly appoint committee chairs with the President.

### **Section 3 – Secretary**

The Secretary shall:  
Record and maintain accurate minutes of all meetings.  
Read prior meeting minutes for approval.  
Maintain official organizational records.  
Maintain and update the Active Member list.  
Upload approved meeting minutes to the official DJB platform.  
Record receipts and financial reports as presented during meetings.  
Notify members of Special Meetings as directed by the President.  
All official documents shall be maintained in a secure and organized manner.

### **Section 4 – Treasurer**

The Treasurer shall:  
Be responsible for safeguarding all DJB funds.  
Maintain accurate financial records and bookkeeping.  
Deposit all funds into approved DJB accounts.  
Pay all approved bills in accordance with Article VII and Article XVII.  
Require two (2) authorized signatures on all checks (President, Vice President, Treasurer).  
Provide a written monthly financial report at Organization Meetings.  
Provide a detailed year-end financial report following the banquet.  
Maintain financial documentation for inspection by the Board upon request.  
The Treasurer shall not make unauthorized expenditures.

### **Section 5 – Sergeant-at-Arms (By-Laws Officer)**

The Sergeant-at-Arms shall:  
Maintain order at meetings.  
Ensure adherence to bylaws during meetings and operations.  
Bring a current copy of the bylaws to all meetings.  
Provide interpretation of bylaws when requested.  
Assist the President in maintaining decorum.  
The Sergeant-at-Arms is appointed by the President.

### **Section 6 – Cheer Commissioner(s)**

The Cheer Commissioner(s) shall:  
Oversee all cheerleading operations.  
Coordinate practices in conjunction with head coaches.  
Work with the Board to assign head coaches in accordance with approved selection procedures.  
Ensure proper documentation and eligibility compliance.  
Attend ACCJFL meetings or appoint a representative.  
Serve as liaison between coaches, parents, and the Board.  
Be present at games to address cheer-related issues.  
Coaches shall be appointed for one (1) season and must reapply annually.

### **Section 7 – Football Commissioner(s)**

The Football Commissioner(s) shall:  
Oversee all football operations.  
Coordinate practices in conjunction with head coaches.

Work with the Board to assign head coaches in accordance with approved selection procedures.  
Ensure proper documentation and eligibility compliance.  
Attend ACCJFL meetings or appoint a representative.  
Serve as liaison between coaches, parents, and the Board.  
Be present at games to address football-related issues.  
Coaches shall be appointed for one (1) season and must reapply annually.

#### **Section 8 – Booster Chair(s)**

The Booster Chair(s) shall:  
Coordinate and oversee booster-related committees.  
Assist in fundraising and banquet operations.  
Provide financial coordination with the Treasurer.

#### **Section 9 – Removal for Non-Performance**

Any officer who fails to perform their duties in accordance with these bylaws may be removed by a two-thirds (2/3) vote at a properly noticed Special Meeting.

### **ARTICLE X Rule and Regulations**

#### **Section 1 – Boundaries and Player Eligibility**

Players must reside within the Borough of Dunmore or qualify under ACCJFL rules.  
Any player transferring from another ACC team must obtain a properly executed waiver from that team.  
A player may remain with the organization in which they originally registered, even if relocation occurs, subject to ACCJFL grandfathering rules.  
Once a player leaves their original organization to play for another team, they may not return unless they again reside within Dunmore Borough boundaries.  
Outstanding equipment or unpaid fees with any ACC team shall make the player ineligible to register with DJB until resolved.

#### **Section 2 – Practice Regulations**

The first day of practice shall be determined by ACCJFL.  
In the absence of the Head Coach, Assistant Coaches are responsible for practice operations.  
Practice cancellations due to weather or safety shall be determined by the Head Coach or Organization President.  
Practice locations shall be determined by the Board based on safety, availability, and suitability.  
After cheer competition season, cheerleaders shall practice at least one (1) day per week until the conclusion of the season.

#### **Section 3 – Player Responsibilities**

Continued failure to attend practice may result in reduced game participation at the discretion of the Head Coach.  
Players injured during practice or games shall remain eligible for postseason awards.  
Players who voluntarily quit during the season shall forfeit eligibility for league awards and benefits.  
Gianzanti Award Eligibility: a football player must have participated 5 consecutive years and be a graduate in the league or with board approval.  
All equipment must be returned no later than one week prior to the banquet to receive banquet benefits.

#### **Section 4 – Age Requirements**

All participants must meet ACCJFL age requirements. ***Please see Attached ACCJFL age standards for Football and Cheer.***  
All birth certificates or acceptable documentation must be verified in accordance with ACCJFL standards.

#### **Section 5 – Weight Requirements (Football)**

All football players must comply with ACCJFL weight limits. ***Please see attached ACCJFL weight limits for Football.***  
There shall be no progressive weight gain unless permitted by ACCJFL rules.  
If a player exceeds the weight limit:

Coaches may restrict participation in certain drills for safety.  
Parents may be contacted regarding movement to a higher division.  
Final determinations shall rest with the Head Coach, subject to Board review if necessary.  
No coach shall encourage unsafe weight-reduction tactics.

#### **Section 6 – Applications and Rosters**

All registration forms, birth certificates, medical forms, and photographs must be submitted and verified prior to participation.  
Rosters shall be submitted to ACCJFL by required deadlines.  
No player may be added after the third game without Board approval.  
No player may advance divisions after the fourth game.  
Violation of roster rules may result in suspension and forfeiture consistent with ACCJFL regulations.  
Official roster books must be present at all games.

#### **Section 7 – Mandatory Play Rule (MPR) Football**

If a player attends at least three (3) practices in a week, that player shall receive a minimum of six (6) plays, including special teams.  
Prior to the game, coaches must provide a written list of players excluded from MPR to the opposing coach.  
Excluded players may participate at the coach's discretion.  
Failure to comply may result in ACCJFL protest procedures.

#### **Section 8 – Ejections and Suspensions**

Any player ejected during a game shall be suspended for the next scheduled game.  
A forfeiture or bye week does not satisfy suspension requirements.  
If an ineligible player participates, the game shall be forfeited.

#### **Section 9 – Equipment**

DJB shall follow ACCJFL equipment standards.  
All teams must have a first aid kit present at practices and games.

#### **Section 10 – Combined Organizational Structure**

The following entities operate as one organization under DJB governance:  
Dunmore Jr Bucks Football  
Dunmore Jr Bucks Cheer  
Dunmore Jr Bucks Boosters  
The DJB Board of Directors is the final decision-making authority.

#### **Section 11 – Committees**

The President and Vice President shall appoint committee chairs.  
Committees shall:  
Meet independently  
Present recommendations to the Board  
Receive Board approval before presentation to the Organization Meeting

##### **Concession committee:**

- Stand operations for all times stand is to be open. Bucks games, junior bucks games and special events and other games as needed
- Inventory for the stand
- Donations and fundraising for the stand to offset costs
- Schedules for the stand and chains during home games

##### **Fundraising committee**

- Planning an organizing fund-raising events for the organization

##### **Banquet committee**

- Plan and organize banquet in conjunction with boosters

##### **By Law committee**

- Responsible for opening and reviewing bylaws on a yearly basis

Bylaw Committee shall:

Not exceed fifteen (15) members  
Contain no more than fifty percent (50%) Board Members  
Maintain an odd number of total members

### **Section 12 – Football and Cheer Head Coach and Assistant Coach Selection Process**

Any individual seeking to be selected as Head Coach for divisions I, C, B, or A must:  
Submit intent via email to DJB or state intent at a monthly meeting.  
Meet the submission deadline of February 1 of the current year, or earlier as determined by the Board.  
Submit coaching experience and relevant background.  
Submit playbooks, practice structure examples, offensive and defensive schemes, and weekly installation examples.  
Submit any additional materials requested by DJB.

After the deadline:

The Football/Cheer Commissioners shall select each Division Head Football/Cheer Coach.  
After Head Coaches are selected, the Head Coach and Football/Cheer Commissioners shall select Assistant Coaches and medical personnel.

Any individual seeking to be an Assistant Coach must:

Submit intent via email or at a monthly meeting by February 1 of the current year.

After coaching staffs are finalized, they shall meet with the DJB Board to review:

- League rule book
  - Parent/Coach expectations
  - Conduct standards
  - Practice start expectations
  - Communication procedures
- All issues shall be brought to the DJB Board via email.

## **ARTICLE XI Insurance**

### **Section 1 – Coverage**

Dunmore Junior Bucks Football and Cheer (“DJB”) shall maintain appropriate liability insurance and any additional coverage required by ACCJFL or deemed necessary by the Board of Directors.

Coverage shall include, at minimum:

- General liability insurance
- Participant accident coverage (if required by league)
- Director and Officer (D&O) coverage, if available

### **Section 2 – Custody of Policy**

A complete copy of the current insurance policy shall be maintained on file by the Secretary and made available for review by the Board of Directors upon request.

### **Section 3 – Annual Review and Bidding**

Insurance coverage shall be reviewed annually.

Competitive bids may be solicited at the discretion of the Board of Directors.

Final approval of the insurance provider shall require a majority vote of the membership at an Organization Meeting.

### **Section 4 – Certificate of Insurance**

Certificates of Insurance shall be provided to:

- ACCJFL, if required
- Field or facility owners, if required
- Any entity requiring proof of coverage for DJB operations

## **ARTICLE XII Medical Issues**

### **Section 1 – Medical Disclosure**

Prior to participation in any practice, game, competition, or organizational activity, a parent or legal guardian must complete and submit a medical information form for each participant. The parent or legal guardian is responsible for fully disclosing any medical conditions, allergies, restrictions, or special needs that may affect participation. Failure to disclose relevant medical information may limit the organization's ability to respond appropriately in the event of an emergency.

### **Section 2 – Medication Responsibility**

If a participant requires medication to be present during practices, games, or competitions (including but not limited to inhalers, EpiPens, or other prescribed medication): The parent or legal guardian must notify the Head Coach and Commissioner in writing. A signed physician's note may be required if medication affects participation. The parent or legal guardian must be present at practices and games to administer medication if necessary. No coach, Board Member, or volunteer shall administer medication other than basic first aid unless legally authorized to do so.

### **Section 3 – Injury Protocol**

If a participant is injured during practice or a game: The participant shall be removed from activity if there is any question regarding their health or safety. Return to play may require written medical clearance from a licensed physician. The Head Coach retains authority to restrict participation in the interest of player safety. Player safety shall take precedence over competition.

### **Section 4 – Emergency Medical Care**

In the event of a medical emergency: Coaches and officials shall take reasonable action to secure emergency medical services. Parents or guardians shall be notified as soon as reasonably possible. DJB assumes no responsibility for medical expenses incurred.

### **Section 5 – Compliance with League and State Requirements**

All medical policies shall comply with:  
ACCJFL requirements  
Pennsylvania youth sports safety laws  
Concussion protocols and heat-related illness standards

## **ARTICLE XIII Participant Health and Safety**

The safety and well-being of all participants of Dunmore Junior Bucks Football and Cheer ("DJB") shall be the highest priority of the organization.

### **Section 1 – Mandatory Coach Certifications**

All Head Coaches and Assistant Coaches shall annually complete the following safety certifications prior to the first day of practice:

- Heat Illness Prevention Training (Heat Wise or equivalent)**
- Concussion Awareness and Management Training**
- Cardiac Awareness Training**

Certifications must be obtained through recognized programs, including but not limited to Sport Safety International or any provider approved by ACCJFL. Proof of completion shall be submitted to the President prior to participation in team activities.

### **Section 2 – Verification and Compliance**

The President shall verify completion of all required certifications and, if required by ACCJFL, provide written confirmation to the league that all coaches have complied. Failure to complete required certifications shall result in the coach being ineligible to participate in practices or games.

### **Section 3 – Concussion Protocol**

Any participant suspected of sustaining a concussion:  
Shall be immediately removed from play.  
Shall not return to participation on the same day.

Must provide written medical clearance from a licensed healthcare professional before returning to activity.  
DJB shall follow Pennsylvania concussion laws and ACCJFL concussion policies.

### **Section 4 – Heat and Environmental Safety**

Coaches shall monitor environmental conditions including heat index and hydration status.  
Practice modifications, delays, or cancellations shall occur when conditions pose a risk to participant safety.  
Adequate water breaks shall be provided during all practices and games.

### **Section 5 – Cardiac and Emergency Preparedness**

Where available, an Automated External Defibrillator (AED) shall be accessible during practices and games.  
Coaches and volunteers are encouraged to maintain CPR and First Aid certification.  
Emergency action procedures shall be reviewed prior to the start of each season.

## **ARTICLE XIV Coaches Code of Conduct**

### **Section 1 – Standards of Conduct**

All coaches shall:  
Refrain from the use of tobacco, alcohol, or illegal substances at practices, games, or organizational events.  
Refrain from the use of abusive, threatening, or profane language.  
Provide constructive criticism privately and professionally.  
Accept decisions of game officials without public criticism.  
Refrain from criticizing opposing teams, coaches, players, officials, or spectators.  
Promote sportsmanship, teamwork, and respect.  
Emphasize academic achievement and personal character.  
Avoid excessive or disruptive sideline coaching.  
Model appropriate behavior at all times.  
Uphold ACCJFL and DJB rules and regulations.

### **Section 2 – Player Safety and Welfare**

Coaches shall:  
Remove any participant from activity when there is doubt regarding their health or safety.  
Not permit unsafe weight reduction tactics.  
Not recommend or distribute any medication.  
Not allow any ineligible player to participate.  
Ensure proper supervision of all team activities.  
Return to play following injury requires medical clearance consistent with Article XII.

### **Section 3 – Sportsmanship and Game Management**

Coaches shall:  
Avoid intentionally running up scores when a commanding lead has been established.  
Make reasonable efforts to allow player participation when appropriate.  
Maintain control over team personnel and sideline conduct.  
Assist in addressing spectator misconduct when necessary.  
If a spectator refuses to comply with removal requests, local authorities may be contacted.

### **Section 4 – Conduct Toward Parents**

Coaches shall:  
Refrain from arguing with parents during practices or games.  
Direct complaints through the established chain of command.  
Maintain professionalism at all times.  
Parents shall not confront coaches regarding playing time during games or practices.

### **Section 5 – Enforcement**

Violation of this Code of Conduct may result in:  
Verbal warning  
Written warning

Game suspension  
Removal from position  
Expulsion from the organization  
Disciplinary procedures shall follow Article XV.

## **ARTICLE XV Sportsmanship/Conduct and Disciplinary Action Procedures**

Inappropriate conduct shall be defined as unacceptable conduct while engaged in organization activities. All players, coaches, officials, members, and parents must conduct themselves in a sportsmanlike manner. The organization will not tolerate unsportsmanlike conduct or profanity at any event.

### **Section 1 – Complaint Procedure**

Any parent or member may bring a complaint against a coach or member verbally or in writing to the Board of Directors within the current season (from the first day of practice until two (2) weeks after the season has ended).

The complaint shall first be directed to the Head Coach in an attempt to resolve the issue (chain of command).

If the Head Coach cannot resolve the issue, or if the complaint involves the Board, the Board shall investigate.

The Board of Directors shall hold a Special Meeting with the parties involved, either together or separately, to hear their concerns. This shall be the only opportunity for the parties to state their concerns.

The Board shall determine whether the complaint requires a vote of the membership for disciplinary action or whether it may be resolved at the Board level.

If the complaining party fails to appear at the agreed meeting without justification, or fails to submit a written or verbal statement, the issue shall be dropped and no further action taken.

If the accused party fails to appear, a vote may proceed without their explanation.

At no time shall either party argue during the vote. If a vote is required, involved parties must leave the room during discussion and voting.

Only the Board may present findings or evidence to the membership prior to the vote.

The Secretary shall record minutes of all Special Meetings and document final outcomes.

### **Section 2 – Voting on Disciplinary Action**

If a vote is required, a Special Meeting shall be called.

The complaint and findings shall be presented to the membership.

A two-thirds (2/3) vote by secret ballot shall be required to impose disciplinary action.

The original vote shall be final. There shall be no appeals.

If the party involved is a Board Member, the matter shall be referred to the ACCJFL for investigation.

### **Section 3 – Chain of Command**

Football:

- Head Coach
- Football Commissioner
- Board of Directors

Cheerleading:

- Head Coach
- Cheer Commissioner
- Board of Directors

After exhausting all avenues, the Board may refer the complaint to ACCJFL.

### **Section 4 – Financial Misconduct**

Any member found to be engaged in misappropriation of organization funds shall:

- Make restitution of funds in question

- Be asked to resign

- Face potential criminal action if necessary

### **Section 5 – Temporary Suspension Authority**

Head Coaches and Commissioners may temporarily suspend an Assistant Coach or player for just cause, subject to Board approval.

Assistant Coaches and players may appeal such action to the Board.

If a Head Coach wishes to dismiss an Assistant Coach, the matter must be brought before the Commissioner and Board for review.  
The President may recommend removal of any member for inappropriate behavior, subject to majority vote of the Board of Directors.

#### **CLASSIFICATION OF INFRACTIONS**

Infractions shall be classified as Major, Moderate, or Minor. The Board and/or membership shall determine classification by two-thirds (2/3) secret ballot vote when necessary.

##### **Major Infraction**

If reviewed and deemed necessary for a vote, a Major Infraction shall result in immediate expulsion from the organization upon a two-thirds (2/3) secret ballot vote.

Example: Striking or touching a player, coach, parent, or other person in an inappropriate manner.  
No appeals.

##### **Moderate Infraction**

If a two-thirds (2/3) secret ballot vote finds the member guilty:

First Offense:

Written warning

Written or verbal apology required prior to the next game or within one (1) week

Copy kept on file with Secretary

Refusal to comply results in expulsion

Second Offense:

One (1) game suspension including all practices

Third Offense:

Expulsion from the organization

The President shall notify the complaining party of the result.

##### **Minor Infraction**

First Offense: Verbal warning noted in minutes

Second Offense: Written warning

Third Offense: One (1) game suspension (including practices)

Fourth Offense: Expulsion for the remainder of the year

#### **ARTICLE XVI TAX EXEMPTION STATEMENT**

##### **Section 1 – Federal Tax-Exempt Status**

Dunmore Junior Bucks Football and Cheer (“DJB”) is organized and shall operate exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

No part of the net earnings of DJB shall inure to the benefit of, or be distributable to, its directors, officers, members, coaches, volunteers, or other private individuals, except that DJB shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these bylaws.

##### **Section 2 – Prohibited Activities**

No substantial part of the activities of DJB shall consist of carrying on propaganda or otherwise attempting to influence legislation.

DJB shall not participate in, or intervene in, including the publishing or distributing of statements, any political campaign on behalf of, or in opposition to, any candidate for public office.

##### **Section 3 – Private Benefit and Inurement**

DJB shall not be operated for the private gain of any individual or entity.

All organizational funds shall be used solely to advance the charitable and educational purposes of DJB.

##### **Section 4 – Dissolution**

Upon dissolution of DJB, assets shall be distributed exclusively for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of DJB is then located, exclusively for such purposes.

## **ARTICLE XVII Club Funds**

### **Section 1 – Purchases Over \$250**

Any purchase exceeding two hundred fifty dollars (\$250.00) shall require bid forms to be presented to the Treasurer.

### **Section 2 – Purchases Over \$500**

Any purchase exceeding five hundred dollars (\$500.00) shall require approval by at least two-thirds (2/3) of the Board of Directors.

If approved, a check shall be issued.

A receipt listing all items and prices must be presented to the Treasurer or a Board Member at the next meeting or sooner.

### **Section 3 – Use of Funds**

Club funds shall be used for:

Gifts for graduating players and cheerleaders at the annual banquet.

One hundred percent (100%) of trophies awarded to players.

Organizational supplies including, but not limited to, tables, chairs, paper, and tickets.

Needed player equipment.

Startup funds for the following year's fundraising efforts.

Other necessary supplies.

### **Section 4 – Remaining Funds**

Any club money remaining after the banquet shall be used for:

- A. Needed player equipment
- B. Startup costs for next year's fundraisers
- C. Needed organizational supplies

### **Section 5 – Authorized Signers**

The President, Vice President, and Treasurer shall be authorized signers on the checking account.

Two (2) signatures shall be required on each check.

### **Section 6 – Booster Club Relationship**

If the Dunmore Jr Bucks Booster Club (DJBBC) does not have sufficient funds to cover listed expenses, such expenses shall revert to the Dunmore Junior Bucks Football and Cheer (DJB).

If the DJBBC receives a check returned by the bank, the member shall be responsible for all associated bank fees.

If the DJBBC dissolves, any and all funds shall immediately transfer to DJB.

After the annual banquet, the DJBBC account shall be reduced to eight hundred dollars (\$800.00), and all remaining funds shall be transferred to the DJB account.

### **Section 7 – Fiscal Year Spending Limitation**

Any expenditure properly approved by the Board must be expended within the current fiscal year.

This provision prevents future Boards from being financially obligated by previously approved spending.

Exceptions include:

- Rental or lease agreements
- Utility bills
- Maintenance contracts including snow removal
- Facility or equipment upkeep
- Actions necessary to preserve warranties

The fiscal year is defined as the term of the seated Board following election and seating.

## ARTICLE XVIII

### ORDER OF BUSINESS AND MEETING PROCEDURE

All meetings of Dunmore Junior Bucks Football and Cheer ("DJB") shall be conducted in accordance with Robert's Rules of Order, Newly Revised, except where inconsistent with these By-Laws.

#### Section 1 – Presiding Officer

The President shall preside at all Organization and Board Meetings.

In the absence of the President, the Vice President shall preside.

The Presiding Officer shall:

- Maintain order;
- Recognize members wishing to speak;
- Ensure quorum is verified prior to conducting business;
- Rule on procedural matters;
- Announce the result of all votes.

#### Section 2 – Order of Business (Organization Meetings)

The standard order of business shall be:

- Call to Order
- Pledge of Allegiance (if applicable)
- Roll Call and Verification of Quorum
- Reading and Approval of Previous Meeting Minutes
- Treasurer's Report
- Committee Reports
- Commissioner Reports (Cheer and Football)
- Unfinished Business
- New Business
- Announcements
- Adjournment

The Presiding Officer may modify the order of business for efficiency provided no member's rights are violated.

#### Section 3 – Administration of Motions

At the direction of the President, or the Vice President in the President's absence, the Sergeant-at-Arms (By-Laws Officer) may administer and manage motions during Organization Meetings.

When so directed, the Sergeant-at-Arms shall:

- Receive motions from members recognized by the Chair;
- Ensure the motion is clearly stated;
- Confirm that a proper second has been made;
- Restate the motion prior to discussion;
- Monitor and manage amendments to the motion;
- Ensure discussion remains relevant to the pending motion;
- Present the finalized motion to the Presiding Officer for vote.

#### Section 4 – Compliance and Procedural Oversight

The Sergeant-at-Arms shall monitor motions and discussion for compliance with these By-Laws and governing league rules.

If a motion:

- Conflicts with these By-Laws;
- Falls outside the scope of the meeting;
- Violates governing league rules; or
- Is procedurally improper;

The Sergeant-at-Arms shall advise the Presiding Officer and may recommend that the motion be ruled out of order.

The Presiding Officer shall issue the ruling.

#### Section 5 – Suspension Pending Clarification

If a procedural defect is identified prior to completion of a vote, the Sergeant-at-Arms may request that the Presiding Officer temporarily suspend the vote pending clarification.

The Presiding Officer shall determine whether the motion is properly before the assembly.

#### Section 6 – Voting

All motions shall be put to vote by the Presiding Officer.  
Voting eligibility shall be determined in accordance with Article VI – Membership and Voting Rights.  
No absentee or proxy voting shall be permitted.  
Voting shall occur only when quorum requirements under Article IV are satisfied.

**Section 7 – Appeal**

Any ruling of the Presiding Officer may be appealed by the membership in accordance with Robert’s Rules of Order.

**ARTICLE XIX  
VOTING PROCEDURES**

All voting conducted by Dunmore Junior Bucks Football and Cheer (“DJB”) shall comply with the provisions of this Article.

**Section 1 – Voting Eligibility**

Voting eligibility shall be determined in accordance with Article VI – Membership.  
The Secretary shall verify eligibility prior to the vote when necessary.

**Section 2 – Quorum**

No vote shall occur unless quorum requirements defined in Article IV are satisfied.  
Quorum shall consist of the minimum number of eligible voting individuals required under Article IV, including required Board Member presence.

**Section 3 – Types of Votes**

**A. Majority Vote**

Unless otherwise specified in these By-Laws, motions shall pass by a simple majority of eligible votes cast.

**B. Two-Thirds (2/3) Vote**

A two-thirds (2/3) vote shall be required for:  
Bylaw amendments  
Disciplinary actions requiring membership vote  
Officer removal

Any action specifically requiring a two-thirds vote under these By-Laws

**C. Secret Ballot**

Secret ballot voting shall be required for:  
Officer elections  
Disciplinary actions  
Any vote where required by these By-Laws  
Any vote where ordered by majority of eligible voting members present

**Section 4 – Method of Voting**

Voting may be conducted by:  
Voice vote  
Show of hands  
Standing vote  
Written ballot  
The Presiding Officer shall determine the method unless otherwise required by these By-Laws.

**Section 5 – Tie Votes**

In the event of a tie:  
For elections, procedures under Article VII shall apply.  
For general motions, the motion shall fail.

**Section 6 – No Proxy or Absentee Voting**

No absentee or proxy voting shall be permitted unless expressly authorized in these By-Laws.  
Members must be physically present to cast a vote.

**Section 7 – Announcement of Results**

The Presiding Officer shall announce whether a motion passes or fails.  
Numerical vote totals shall be recorded in the official minutes when required.

**ARTICLE XX  
NONPROFIT CORPORATE GOVERNANCE REFERENCE**

Dunmore Junior Bucks Football and Cheer (“DJB”) is a duly organized nonprofit corporation recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code. The organization shall also be governed by its officially adopted Corporate Bylaws and governing documents as prepared and approved in connection with its 501(c)(3) status. In the event of any conflict between these Operational By-Laws and the officially adopted Corporate Bylaws required for nonprofit compliance, the Corporate Bylaws shall control. These Operational By-Laws are intended to govern the day-to-day functioning of the football and cheer organization and shall operate in accord with the Corporate Bylaws.

**ARTICLE XXI  
By-Laws Agreement**

As a coach, Board Member, committee member, or representative of Dunmore Junior Bucks Football and Cheer (“DJB”), I agree to abide by all rules, regulations, and policies set forth within these By-Laws. I acknowledge that:

- I have received access to the current By-Laws.
- I have read and understand the contents, including the Code of Conduct.
- I agree to comply with all provisions contained herein.
- I understand that failure to comply may result in disciplinary action as outlined in Article XV.

This agreement shall remain valid for as long as the individual remains an Active Member of DJB. Any new member shall be required to sign this agreement prior to becoming an Active Member.