

**CONSTITUTION AND BYLAWS
OF
ABINGTON JUNIOR COMETS FOOTBALL CLUB, INC.**

**ARTICLE I
NAME**

1.1 The Abington Junior Comets Football Club, Inc., (hereinafter referred to as “AJC”) is a Pennsylvania non-profit organization.

**ARTICLE II
OBJECTIVES**

2.1 The objectives of the AJC shall be to instill in the participants of our organization the ideals of good sportsmanship, honesty, loyalty, courage, and reserve so that all participants may become finer, stronger, and happier boys and girls and grow to be good, clean, healthy young men and women.

2.2 These objectives will be achieved by providing supervised competitive football games and cheerleading events. The supervisors shall bear in mind that the attainment of exceptional athletic skill or the winning of games or competitions is secondary, and the molding of future adults, consistent with the above stated objectives, is of prime importance.

**ARTICLE III
CLUB OPERATION**

3.1 The primary operation of the AJC is to field an “A” team, “B” team, “C” team and an “I” team (both football and cheerleading) to participate in local leagues.

**ARTICLE IV
GOVERNMENT**

4.1 The government of this organization shall be vested in the Board of Directors.

4.2 The President shall serve as Chairman of the Board of Directors.

4.3 Vacancies in the Boards of Directors and Officers shall be filled at the discretion of the remaining Board members. (See Article VI Section 6.4 below.)

**ARTICLE V
MEETINGS**

5.1 There shall be a minimum of ten (10) Club Membership meetings per year.

5.2 The President may call special meetings at any time or upon written request of at least three (3) members of the Board of Directors.

5.3 Quorum. A majority of Directors shall be necessary to constitute a quorum for the transaction of business. A majority will be one half of the entire Board plus 1 of Director. Thus, by way of illustration, if the Board is comprised of 18 Directors, a quorum shall require that a minimum of ten (10) Directors be present.

ARTICLE VI OFFICERS

6.1 All Board Members are required to have proper clearances as determined by the State of Pennsylvania and in accordance with League rules. For any member who has been convicted of a felony or for evidence supporting an allegation of such, the Abington Junior Comets Board has the right to dismiss this individual.

6.2 The Officers of this organization shall be as follows:

- (a) President
- (b) Vice President
- (c) Treasurer
- (d) Secretary

Non-Officer positions – Football Coordinator
Cheer Coordinator

6.3 Officers shall be elected for a period of two (2) years and shall be elected from those serving as Directors of the previous year. Election of Officers shall be held upon completion of the calendar year.

6.4 To fill vacancy on the Board of Directors, a new member must be nominated at least three times and approved by a majority of the Board after the third nomination.

6.5 In the event of a board member vacancy occurring due to resignation or removal, prior to July 1st, the Board of Directors may revote from existing applicants. After July 1st, if a vacancy occurs, that position will remain vacant until December vote.

6.6 The President shall serve as Chairman of the Board of Directors and preside over all meetings.

6.7 The number on the Board of Directors shall be a maximum of fifteen (15). A minimum of three (3) board members will represent football. A minimum of three (3) board members will represent cheerleading.

6.8 Board member responsibilities will be assigned annually at the first work session of the year and revised to meet the organizations changing needs.

ARTICLE VII DUTIES OF OFFICERS

7.1 The President shall:

- (a) Preside at all meetings of the Board of Directors.
- (b) Appoint the Chairman of all committees and Board member responsibilities.
- (c) Plan the meetings and activities of the association and hold the Officers and Board members responsible for the activities entrusted to them.
- (d) Serve as an ex-officio member of all association committees with exception of any nominating committee.
- (e) Be responsible to maintain order at all meetings.
- (f) Be guided by Robert's Rule of Order
- (g) Additional duties are listed in the Board Member Responsibilities List

7.2 The Vice Presidents shall:

- (a) Serve as special assistant to the President in coordinating the activities of the association.
- (b) Preside over all meetings where the President is not in attendance.
- (c) Be responsible for cheer / football issues, constitution and all other policies and procedures.
- (d) Ensure master list of all participants is maintained.
- (e) Additional duties are listed in the Board Member Responsibilities List

7.3 The Secretary shall:

- (a) Maintain a record of all proceedings at the organization meetings.
- (b) Read and/or distribute minutes of last meeting before or at next regular meeting.
- (c) Be responsible for all correspondence.
- (d) Check PO Box
- (e) Check Email Box and forward emails to appropriate person(s)
- (f) Additional duties are listed in the Board Member Responsibilities List

7.4 The Treasurer shall:

- (a) Collect and process all insurance claims of the organization.
- (b) Maintain a record of all monies collected, on hand, and dispersed and be required to present a financial statement at each meeting.
- (c) Two signatures shall be required for all checks -- President and Treasurer.
- (h) The President and Treasurer can make payments of less than \$200.00 without Board approval.
- (i) Additional duties are listed in the Board Member Responsibilities List

7.5 The Board of Directors shall:

- (a) Be familiar with the Constitution and Bylaws governing the AJC.
- (b) Fill any role that may exist in the Officers or Directors of the club at a meeting.
- (c) Be responsible to appoint representatives to attend conference meetings.
- (d) Bring forth any grievance submitted in writing from any player, parent, or member of the club; as per “Code of Conduct”.
- (e) Carry out the responsibilities of the committee to which they are appointed.
- (f) Supervise when possible the practice and games of the AJC.
- (g) Appoint coaches for the teams of the AJC.
- (h) See that all coaches and assistant coaches of the AJC are acquainted with the rules and regulations of the leagues.
- (i) Be responsible for the discipline and conduct of any coach or assistant coach and take necessary action, including dismissal if warranted, of those who do not abide by the rules and regulations, as per “Coaches Code of Conduct” and/or the Board’s discretion.
- (j) Be responsible for home field setup and clean up.
- (k) A Board Member shall serve as Sergeant of Arms and maintain order and keep board meetings moving.

ARTICLE VIII REMOVAL FROM THE BOARD OF DIRECTORS

8.1 Any member of the Board of Directors involved in a situation that the Board deems to be detrimental or disparaging to the AJC reputation will be subject to dismissal.

8.2 Any member of the Board of Directors who is absent three (3) meetings is subject to dismissal by the Board of Directors.

8.3 Any member of the Board of Directors who fails to perform their assigned duties is subject to dismissal by the Board of Directors.

ARTICLE IX RULES GOVERNING TEAMS

9.1 Clearances. All Coaches and Team Parents are required to complete a Pennsylvania Child Abuse History Clearance, Pennsylvania Criminal Records Check for Volunteers, and a Federal Bureau of Investigations (FBI) Clearance if applicable. If the position is unpaid and you have been a continuous resident of Pennsylvania for the past 10 years must swear or affirm in writing that you are not disqualified from service based upon a conviction of an offense under §6344. All clearances must be updated in accordance with Pennsylvania Child Abuse History Clearance Instructions. (Instructions and Forms can be obtained through Pennsylvania Department of Human Services website at www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm)

9.2 The Head Coach of each team:

- (a) Shall be age 21 or over, who shall be deemed qualified and who has properly applied for the position and has been accepted by the Board of Directors.
- (b) Shall be directly responsible to the Board of Directors.
- (c) Shall be responsible for securing required number of assistant coaches, who must be approved by the Board of Directors.
- (d) Shall be Field Master, and responsible for the actions of all Assistant Coaches.
- (e) Be responsible to appoint a representative to provide for and supervise the required weigh-in of the players of the team.
- (f) Responsible for understanding respective League and Organization rules.
- (g) Each Coach is responsible for obtaining people for mechanics of the game: chain crew, clock operator, PA system, etc.

9.3 Practices/Games/Competitions:

- (a) Conditioning (Football only). At the start of each season, all teams must have at least three (3) days of “conditioning practice” (ie. helmets and spikes, no pads) before practicing with full equipment.
- (b) All other practice and game requirements and schedules shall be in accordance with the applicable rules of the League in which the AJC participate.
- (c) All practices and other requirements relating to cheerleading competitions shall be in accordance with the applicable rules of the League in which the AJC participate.

9.4 Rules for assigning participants to a team:

- (a) Absent parent approval, parents who coach and siblings will be assigned to same team (ie. North or South).
- (b) Birth dates/eligibility shall be in accordance with League regulation.
- (c) AJC participant eligibility requires football players to be a minimum of 6 years old on or before May 1st of the enrollment year.
- (d) Weights will be in accordance with League rules.
- (e) Assign each participant in a manner that will ensure equal balance for both teams.
- (f) Any football player on the freshman roster for the 1st game of the season is ineligible to play for the AJC.

9.5 Cheerleaders:

- (a) Ages/Eligibility in accordance with League Rules.
- (b) AJC participant eligibility requires cheerleaders to be a minimum of 5 years old on or before August 31st of the enrollment year and entering Kindergarten.

9.6 Rules for selection of Captains (Cheerleading only):

- (a) “C” Team – No Captains
- (b) “B” Team – No Captains
- (c) “A” Team – Eligible participants would try out 2 weeks from the start of practice. They would need to demonstrate a positive attitude, good attendance, respectfulness and be a graduating cheerleader with having cheered at least 2 years prior.

(d) Awards:

- (a) The following applies to Football and Cheer. Awards are for “A” team-graduating members only. The awards are based on years devoted to the AJC. However, do not necessarily reflect consecutive years of participation. At the banquet, graduating “A” team members will be individually recognized in a brief and positive statement by a member of the coaching staff.

Graduating trophies will be offered in two categories:

6-7 years of participation

3-5 years of participation

Graduating Medals will be offered for the following:

1-2 years of participation

- (b) Two (2) Scholarship Awards will be awarded each June to graduating High School Seniors who participated in the AJC program. One award shall be for a graduating football player and shall be called the “Walt Weber Memorial Award.” The second award shall be for a graduating cheerleader and shall be called the “Dulcey Degilio Memorial Award.” The amount of the foregoing annual awards shall be set by the Board but shall be the same for both awards.
- (c) No other awards are to be presented, unless the head coach feels it’s warranted. In such case, it must be voted on by the board and receive a 2/3 votes approving this change.
- (d) Senior Awards are to be determined by the Board.

**ARTICLE X
MISCELLANEOUS**

10.1 Refunds.

No refunds. Extenuating circumstances may be considered by the Board of Directors.

10.2 Equipment Care and Returns.

The Board shall also set and enforce its own policies on the condition and way equipment and uniforms are to be returned at the end of the season, which policies are to be communicated to each participant and his/her parent(s) or guardian(s) at the start of the season. A Deposit of \$100 will be collected for each participant when a uniform is distributed to them as assurance of the uniform's return to the AJC in good condition. At the Boards discretion the deposit check may be refunded upon return of the participants distributed uniform in good condition. If a uniform is not return or returned in poor condition the deposit check may be cashed at the board's discretion.

10.3 Solicitation.

No solicitation or private sale by any individual using Abington Junior Comets name or in conjunction with any AJC event is permitted without prior approval from the Board of Directors. This includes sales performed by an individual or business. All sales must have prior approval of the Board even if profits are directed to the AJC.

10.4 Gifts/Parties

All gifts and parties for each level of football and cheer need to be uniform and approved by the Board of Direcotrs.

ARTICLE XI AMENDMENTS TO CONSTITUTION AND BYLAWS

11.1 Amendments may be made to this Constitution and Bylaws of any section thereof at any duly constituted meeting, held prior to the opening or after the official closing of a current season, by a three-fourths (3/4) vote of the members present and voting: providing that a formal notice of the proposed amendment has been given at a previous regular meeting and provided that a Quorum of two-thirds (2/3) of the directors' present. Any change in the constitution and bylaws shall take effect when adopted by the Board of Directors.

Revised: 2/2016, 4/2016, 5/3/17, 4/10/18, 02/25/2021,12/2021, 3/2023.