

**CONSTITUTION AND BY-LAWS
FOR THE
NOBLE SQUIRES ORGANIZATION**

**CONSTITUTION
PREAMBLE**

For the purpose of providing an organized football and cheerleading activity for elementary and junior high school students who meet age and weight restrictions of the league(s) to which the organization belongs, and who are students of, or reside in, School Administration District #60. This organization is a non-profit organization.

**ARTICLE I
NAME**

The name of this organization shall be the Noble Squires.

**ARTICLE II
MEMBERSHIP AND VOTING PRIVILEGES**

Membership in the organization will be open to the following:

- A. Parents of team members, both football and cheerleading,
- B. Coaches, both football and cheerleading,
- C. Interested residents of the S.A.D. #60 area,
- D. Members of Board of Directors of the Noble Squires,
- E. Participants of the established teams of the organization.

Members shall be allowed voting privileges by establishing and maintaining an active member status. To be considered an active member, a member must:

Be of legal voting age in the United States of America, and attend a minimum of three (3) of the regularly scheduled meetings during the previous twelve (12) month period, and do one of the following:

- A. Serve on a minimum of two (2) activities. Activities relate to helping at game concessions, timer, working chains, working fundraisers, coaching, etc.
- B. Members of the Board of Directors of the Noble Squires.

Proxy voting is not allowed. In order to vote at any General or Board of Director meeting, a voting member must be present at the meeting.

**ARTICLE III
MEETINGS**

The organizational year will be from January 1 to December 31.

General meetings of the organization shall be held on the second (2nd) Monday of each month. Each meeting will begin promptly at 7pm.

The annual Meeting of the organization shall be the final General Meeting of organizational year. Board of Director Meetings may be called by the President at any time deemed necessary. Board Meetings are restricted to Board of Directors and those people asked to be in attendance by no less than two (2) Board of Director Members. In order to hold a Board of Director meeting, there must be fifty percent (50%) or more of the sitting Board members present.

All meetings other than Board of Director Meetings shall be open to any person who wishes to attend. Non-members of the organization may be recognized and allowed to speak at the President's discretion.

All meetings of the organization shall be governed according to the Rules of Order outlined in Appendix A of these bylaws.

ARTICLE IV GOVERNMENT

The governing power of this organization shall be given to the Board of Directors elected by the voting membership of the organization. The direction and control of the organization's property shall be vested in voting membership of the organization. All members of the organization will be allowed to participate as much as is possible in all activities of the organization. All members shall be allowed to voice their opinions at General Meetings. Only members with voting privileges will be allowed to present and/or vote on any motions made at General Meetings.

Speaking privileges are restricted to members of the Board of Directors at Board of Directors Meetings unless called upon by the President of the organization. Voting privileges at Board of Directors meetings shall be restricted to only members of the Board of Directors.

ARTICLE V BOARD OF DIRECTORS/COMMITTEES

The Board of Directors of the Noble Squires shall consist of a President, First Vice President, Second Vice President, Treasurer, and Secretary.

All Members of the organization are eligible to become a member of the Board of Directors with the following exemptions:

- A. No two (2) members of the Board of Directors shall be of the same household,
- B. A member of the Board will not be eligible to hold more than one position (i.e. Board member, Coach, Equipment Manager, etc.)

A nominee for a position on the Board of Directors must submit a completed Board of Director application. Current sitting members of the Board of Director must complete a reference check before elections may be held.

Election of the Board of Directors for the organization shall be held at the Annual Meeting. Nominations for election to the Board shall be made at the General Meeting immediately prior to the Annual Meeting. Members of the Board shall remain in office until the next Annual Meeting. If a position on the Board becomes vacant, the vacancy shall be announced at the next General Meeting. Nominations will be accepted and voted at the following General Meeting.

The Board of Directors is charged with the following general duties:

- A. Conduct all functions of the organization
- B. Establish any necessary committees and coordinate all activities required to support and maintain the organization
- C. Formulate an annual operating budget and expenditure budget to be presented no later than six (6) months from the Annual Meeting
- D. Receive and accept/deny all applications for coaching positions
- E. Appoint an Equipment Manager, all Head Cheerleading Coaches, and Head Football Coaches for each team sponsored by the organization. Vacancies for the coming year will be filled as soon as possible after the Annual Meeting by the Board of Directors.
- F. Maintain adequate liability insurance coverage for coaches and players.
- G. Act as a grievance committee with the power to act.
- H. Work at games in the concession or other game duties

The Board of Directors has the right at any time to veto any expenditure of monies in the best interest of the organization. In the event of a Board voted veto, the Board shall appoint a review committee consisting of two (2) voting members from the organization's general membership and two (2) Board of Directors members.

Members of the Board of Directors shall be charged with the following duties:

PRESIDENT - The President shall preside at ALL meetings and shall be an official member of all committees although he/she is not obligated to attend all committee functions. He/She shall also perform the duties as voted upon by the Board of Directors. He/She shall appoint a person to attend the Recreation Meetings in Berwick to be a representative of the Noble Squires or ensure a Board of Director member is present at the meeting in his/her absence. In the event that the treasurer position is vacant, the president shall assume all duties of the treasurer until such time as the organization elects a treasurer.

FIRST VICE PRESIDENT - The First Vice President shall conduct the President's duties in his/her absence and will perform any duties as called upon by the Board of Directors. In the absence of the secretary, he/she shall keep the minutes of any General, Annual or Board of Directors Meetings. He/she will oversee all fundraising activities and be a member of all fundraising committees. He/she will bring all proposals/requests for fundraising activities to a vote of the General Voting Members at any General Meeting for approval by the organization.

SECOND VICE PRESIDENT - The Second Vice President will perform any duties required in the absence of the President and First Vice President. He/She will oversee all aspects of the concession stand. He/She will be responsible for drafting a budget for the start-up of the concession stand for the beginning of the season and submit that budget before the submission date of the annual operating and expenditure budget meeting. He/She is

responsible for soliciting volunteers to work all positions necessary for game days. Examples of these positions are concession stand sales, gate money collection, 50/50 sales, announcer, time keeper, chain crew, clean-up crew, etc.

TREASURER - The Treasurer shall receive, hold and pay out all monies as directed by the Voting Membership and/or the Board of Directors. He/she shall act as a custodian of all financial records of the organization and shall offer at each *General Meeting*, a formal financial statement containing a breakdown of all monies paid and received, as well as the financial standings of the organization, to include the most current monthly bank statement. This report shall be tabled until the *Annual Meeting*. The treasurer is responsible for maintaining a *General Ledger* book in which will be recorded all incoming and outgoing monies, broken down by category (e.g. Concession, Fundraising, Registration, Football Uniforms, Football Equipment, Cheering Uniforms, Concession Consumables, Concession Capital Improvements, etc).

SECRETARY - The Secretary shall keep the minutes of all *General, Annual and Board of Directors Meetings*. He/She will preserve all records and communications. At each *General Meeting*, he/she shall present a report of the minutes from the previous meeting at which time the Voting members shall accept, modify or reject minutes as written. He/She shall provide and maintain a guest/attendance record for all regular and special meetings. He/She shall conduct all Organization correspondence as deemed necessary by the Board of Directors. The secretary shall be the sole person responsible for informing the maintainer of the website of all correspondence and updates for the website.

COMMITTEES

The Board of Directors may direct the creation of a committee to manage various events or functions. In doing so, the Board of Directors will appoint a *Committee Head* to chair the committee. The *Committee Head* is responsible for soliciting volunteers to work on the committee as necessary.

Committee Head positions do not have a Board of Director vote.

A *Committee Head* can be granted permission to place orders for equipment or items on behalf of the organization, but may not handle money (incoming or outgoing) in any manner. All expenditures of money by a committee must be approved by the general voting membership of the organization.

Yearly, the following two committees shall be created, and the Board of Directors shall appoint a chairperson to head these committees

- Banquet Committee
- Equipment Committee

ARTICLE VI

CONTROL OF FUNDS

No member of the organization will be allowed to disburse or permit funds without prior approval of the BOARD OF DIRECTORS and/or the voting membership of the organization.

All funds belonging to the organization which are collected by any Board Member or designee of the organization shall be logged in the financial ledger signed off by two (2) people; one of them must be a Board Member. All monies must be deposited on day collected if funds exceed two hundred dollars (\$200.00).

The Treasurer is authorized to establish and maintain both a checking and savings account in the name of the organization. A single (1) debit card may be obtained for use in paying bills or purchasing only. The debit card shall have the name of the Organization and the name of the Treasurer on it.

The monies paid out from the organization shall have two (2) signatures for each transaction. The following approved Board of Directors may sign for transactions.

- A.) President
- B.) First Vice President
- C.) Second Vice President
- D.) Treasurer
- E.) Secretary

All payments must be made by the organization checking account. **NO CASH TRANSACTIONS!** No cash withdrawals may be performed using the debit card.

Discretionary Spending

The Board of Directors may deem that certain immediate purchases may be necessary between the times that the general voting membership meets. In these situations, the Board of Directors by majority vote may spend up to a total of \$500 (combined, all purchases) between meetings of the general voting membership without needing the approval of the general voting membership. At the next general meeting, the board shall present an accounting in full of the purchase(s) and the reason(s) for these purchases to the general voting membership.

Concession Stand

A Board member must be present in the concession stand during games. All monies will be periodically collected and put in a locked box. Purchasing of primary supplies will be done by at least one (1) Board Member and one (1) adult designee. All transactions must have an itemized receipt and be returned to the Treasurer for the organization records.

Collection of Monies

All monies collected for fund raising and registration will be collected by a Board Member or Board appointed designee. A duplicate receipt will be given to all payees detailing amount received, dated and signed, whether the payee wants the receipt or not.

ARTICLE VII

AFFILIATION AND REPRESENTATION

The organization will be affiliated with and be a member of the Southern Maine Youth Football League (hereafter named SMYFL) for football and cheerleading. One member of the organization shall be appointed by the Board of Directors as a representative to the SMYFL meetings.

When there is a conflict between the Constitution and By-Laws of the organization and those of the SMYFL, ALWAYS the rules of the affiliated league shall take precedence.

ARTICLE VIII

POSITIONS AND DUTIES

All applications for positions must be submitted on or before the first *General Meeting* of the year. The Board of Directors will accept or deny applicants, and appoint an applicant to each open head coach position at the next *General Meeting*. Further applications will be accepted at the discretion of the Board of Directors.

All football coaches and football equipment managers are required to maintain current USA Football coaching certification. Coaches with an existing N.Y.S.C.A. certification that has been paid into the future will be grandfathered under N.Y.S.C.A. until the current expiration date, at which time they must become certified under USA Football. Cheer coaches are required to maintain a current N.Y.S.C.A. certification. Certification must be in effect before a coach/equipment manager is allowed to participate in any team function which includes players/cheerleaders.

The following positions are appointed by the Board of Directors and consist of the given duties:

BANQUET COMMITTEE CHAIRPERSON -

- A. Draft a budget for the year-end banquet and submit that budget draft to the *General Voting Membership* at the meeting immediately prior to the banquet.
- B. Be responsible for all aspects of ordering trophies and other awards for players that will be given out at the banquet.
- C. Responsible for locating and reserving a facility large enough to hold the attending teams and immediate family members.
- D. Responsible for ensuring invitations are sent to all special guests

EQUIPMENT COMMITTEE CHAIRPERSON -

- A. Maintain and store all equipment owned by the organization.
- B. Maintain a complete recorded inventory of all equipment.

In the event that there is no active equipment committee chairperson, the President shall be responsible for these duties in regard to all equipment owned by the organization.

Team Equipment Managers are automatically appointed as members of the Equipment Committee

HEAD FOOTBALL COACHES -

- A. Responsible for all matters pertaining to the coaching of their respective football teams and shall enforce all rules of the organization and SMYFL.
- B. Responsible for placement of all other football coaches who are approved by the Board of Directors, and assignment of duties to those coaches.
- C. Schedule all practice sessions, assigning at least one (1) coach to be with players at ALL times during the session.
- D. Maintain an accurate roster at all times which will list each player's name, shirt #, age, grade, and date of birth being sure the list is up to date and accurate. File the roster with the Secretary of the SMYFL according to the respective team with signature and date.
- E. Verify that no player is issued equipment, allowed to "try-out," or practice until he/she has shown proof of physical exam, evidence of medical insurance, birth certificate, and signed parental permission.
- F. Carry at all times the parental emergency medical assistance and permission forms.
- G. Read and make all coaches aware of medical problems noted on a player's medical form. Get further information from parent or doctor if necessary.
- H. Maintain order and discipline among all team players and football coaches. Enforce equal and befitting disciplinary actions among all and stand ready to justify said actions to the Board of Directors should the need arise.
- I. Prepare a detailed football equipment list and supply budget to the Board of Directors before the submission date of the annual operating and expenditure budgets.
- J. Oversee and perform all duties required of assistant football coaches.
- K. Must attend all regular meetings of the organization. If they cannot attend, they are responsible to send a representative in their place.
- L. Ensure that all players receive playing time on game day, whether they play in the A or B game to get that playing time.

ASSISTANT FOOTBALL COACHES -

- A. Verify that no player is issued equipment or allowed to practice/"try-out" until all appropriate paperwork is turned in.
- B. Oversee the issuance and fitting of equipment. Instruct and enforce proper care of equipment.
- C. Instruct players that equipment is to be used solely for the purpose for which it was purchased, namely practice sessions and game competition, unless prior approval is granted by the head coach of the team.
- D. Provide training and instruction to team members, stressing principles of good sportsmanship and teamwork.
- E. Take charge of all "try-outs" and team activities.
- F. Distribute no written correspondence or rule to team members or families without prior review by the Board of Directors.
- G. Announce and enforce rules and regulations pertaining to conditioning, safety, and training of players, the rules of football in general, and rules set forth by the organization.
- H. Report injuries of participants to the Head Coach and a Board Member. Assure that an adult representative of the organization takes responsibility for reporting the injury to a parent or guardian, and obtain a report on the condition of the injured

participant. Following injuries of a serious or prolonged nature, or an injury requiring medical attention beyond the services of an onsite EMT, the head coach must secure a signed medical release from a certified doctor or medical facility and parent before the player is allowed to begin participating in the sport.

- I. Allow no student to participate in any organizational activity while suspended from school.
- J. Allow no student to participate in any organizational activity if academic standings drop below those set by their school for participation in athletics.
- K. Show interest and loyalty to the organization's program. Be expected after decisions and policies have been established to support and conform to them in both fact and spirit.

CHEERLEADING COACHES -

- A. Varsity/Jr. Varsity/Elementary coaches will be responsible for their squads and shall enforce all rules of the organization and league which pertain to their squads.
- B. Varsity/ Jr. Varsity/Elementary coaches will schedule their own practices, making certain that at least one coach will be with team members at **ALL** times during practice.
- C. Varsity/Jr. Varsity/Elementary coaches will maintain an accurate roster at all times, which will list the cheerleader's names as it pertains to their squads.
- D. Varsity/Jr. Varsity/Elementary coaches will verify that each applicant has shown proof of parental permission, proof of physical exam, and proof of medical insurance before being eligible to practice or "try-out."
- E. Varsity/Jr. Varsity/Elementary coaches will verify once cheering squads have been selected that no participant will be issued equipment until he/she has shown proof of physical exam, evidence of medical insurance, and a signed parental permission form.
- F. Varsity/Jr. Varsity/Elementary coaches carry at all times the parental emergency medical assistance and permission forms.
- G. Varsity/Jr. Varsity/Elementary coaches shall instruct squad members that equipment is to be worn only for the purpose for which it was purchased. Namely for practice and game competition unless prior approval from the coach has been granted.
- H. Varsity/Jr. Varsity/Elementary coaches shall oversee the issuance and collection of equipment.
- I. Varsity/Jr. Varsity/Elementary coaches shall provide training and instruction for team participants and members and shall teach the principles of good sportsmanship and teamwork.
- J. Varsity/Jr. Varsity/Elementary coaches shall take charge of all "try-outs" and team activities.
- K. Varsity/Jr. Varsity/Elementary coaches shall distribute no written correspondence or rule to their squad or families without prior review by the Board of Directors.
- L. Varsity/Jr. Varsity/Elementary coaches shall announce and enforce rules and regulations pertaining to conditioning, safety, and training of players, the rules of football in general and the rules set forth by the organization.
- M. Report injuries of participants to the Head Coach and a Board Member. Assure that an adult representative of the organization takes responsibility for reporting the injury to a parent or guardian, and obtain a report on the condition of the injured participant. Following injuries of a serious or prolonged nature, or an injury

requiring medical attention beyond the services of an onsite EMT, the head coach must secure a signed medical release from a certified doctor or medical facility and parent before the player is allowed to begin participating in the sport.

- N. Allow no student to participate in any organizational activity while suspended from school.
- O. Show interest and loyalty to the organization's program. Be expected after decisions and policies have been established to support and conform to them in both fact and spirit.
- P. Varsity/Jr. Varsity/Elementary coaches will support the following: "Noble Squires cheerleaders will be allowed to compete in LOCAL competition that is during the regular football season through December 15. All fees needed for any local competition are subject to approval of the voting membership."
- Q. Allow no student to participate in any organizational activity if academic standings drop below those set by their school for participation in athletics.
- R. Head coaches must attend all regular meetings of the organization. If they cannot attend they are responsible to send a representative in their place.

Emergency Medical Technician (EMT)

An EMT shall be hired to attend each home tackle football game.

If the hired EMT recommends that an injured Noble Squires' player not return to play during game day, the coaches for that team must honor that recommendation. This rule does not apply to opposing teams.

Police Coverage

The Board of Directors shall attempt to contract a police officer to be in attendance at each home night tackle football game. If the local police department is unable to provide on sight police coverage, the game(s) may continue without police coverage.

The Board of Directors may dismiss the on-duty officer at any time they feel is appropriate.

SMYFL Representative

To be considered for the position of SMYFL representative, a person must be a voting member of the organization. Any votes of consequence regarding league structure, league fees, and modification of league by-laws must be brought back to the organization and discussed among voting membership prior to league vote. The representative of leagues vote shall reflect any voting outcome of the general voting membership of the organization.

Team Equipment Managers

The head coach of each team shall designate a Team Equipment Manager that will be responsible for the equipment for their team. Responsibilities shall include notifying the Equipment Committee of all equipment needs, and to project future needs as far ahead of time as possible.

Team Equipment Managers shall notify the appropriate Head Coach of all replacements, repairs, and new equipment needed, and shall also be involved in drafting a list of equipment needed in time for the annual budget meeting.

If a Team Equipment Manager is not appointed, then the Head Football Coach shall be responsible for these duties in regards to football equipment.

ARTICLE IX FOOTBALL TEAM STRUCTURE

ELIGIBILITY

Junior High School Team: A person is eligible to play on the junior high team if they meet ALL the following requirements:

- A. Attend S.A.D. #60 or have permanent residence in the area covered by S.A.D. #60
- B. Does not turn 15 years of age before the first day allowed to practice under league rules
- C. Must be enrolled in school, or home schooled, and not yet a freshman (9th grade).

Elementary/Pee Wee Team (s): A person is eligible to play on an elementary/Pee Wee football team if they meet ALL the following requirements:

- A. Attend S.A.D. #60 or have permanent residence in the area covered by S.A.D. #60
- B. Must be enrolled in school, or home schooled, and not yet in 7th grade.
- C. PeeWee players shall be in a grade below 7th grade, and be at least to nine(9) years of age before November 22nd, and cannot be thirteen(13) before the first practice (conditioning or equipment) allowed by SMYFL.

Flag Football Teams(s): A person is eligible to play on a flag football team if they meet ALL the following requirements:

- A. Attend S.A.D. #60 or Somersworth Schools, or have permanent residence in the areas covered by S.A.D. #60 or Somersworth Schools.
- B. Will be in first, second, or third grade during the current season. Fourth graders may participate at the discretion of the flag coaches.

MEMBERSHIP

A member of the team is someone who meets the eligibility requirements and meets any of the below descriptions:

Player - Anyone, male or female, who is listed on the final roster

Manager - Anyone, male or female, appointed by the coaching staff and deemed acceptable by the Board of Directors

SQUADS/TEAM SIZE

Both the Jr. High and Elementary Pee Wee teams will consist of a Varsity (A) squad and a Jr. Varsity (B) squad. The Jr. High/Pee Wee team(s) will have "try-outs" to establish their roster. Each squad's size will be based on the individual player skill, team needs, and availability of equipment. The final roster will determine the team size.

For flag football, all players who sign up will be placed on a team, as long as there are sufficient qualified/certified coaches to support the teams.

FINAL ROSTER

No person who is eligible for the team will be a member of the team until their name is placed on the final roster. All required paperwork must be completed and submitted before a person may be placed on the final roster. The final roster will be established at the discretion of the coaching staff.

SCHEDULE

Practice schedules will be established by the Head Coaches of the Jr. High school team and the Elementary/Pee Wee team(s) based on their respective league's restrictions.

Each team will play games conforming to the schedule provided by their respective league.

Any open dates on the schedule may be used to play scrimmage games. This is at the discretion of the head coach.

Flag football practices shall not be held more than two(2) times per week.

In the event of a rescheduled home game, or extra non-league-scheduled home game (e.g. scrimmages), the Board of Directors must approve the date and time before the game can be officially scheduled.

GAMES / PLAYING TIME

Each league will consist of two (2) games, and (A) game and a (B) game. For games played at home, the (A) game will be played first, unless playing a night game during which the (B) game is first.

The 'A' team of the Jr High Football program is playing for a championship and play time per player may not be consistent or near equal. At all other levels, a player that attends practice and is able and eligible to play will play an equitable, yet not necessarily exactly equal, amount of time as the other players on the same team.

MISSED PRACTICES

Whereas football and cheering are team sports, it is recognized that attendance at practice is necessary for the good of the team. Therefore the following shall apply to all football and cheering participants.

Missing one practice during a week, the player will sit on the sidelines for the first quarter of their game. Missing two practices during a week, the player shall sit on the sidelines for the first half of their game. If a player misses more than two practices, the player must sit out the entire game.

The only two acceptable exceptions to this rule are a death in the immediate family, or participation in a school activity whose time overlaps the scheduled practice times.

In the event that a team has a significant number of players that miss practice in the same week, the board of directors has the discretion to excuse absences.

ARTICLE X

CHEERLEADING TEAM STRUCTURE

ELIGIBILITY

Junior High School Team: A person is eligible to play on the junior high team if they meet ALL of the following requirements:

- A. Attend S.A.D. #60 or have permanent residence in the area covered by S.A.D. #60
- B. Does not turn 15 years of age before the first day allowed to practice under league rules
- C. Must be enrolled in school, or home schooled, and not yet a freshman (9th grade).

Elementary/Pee Wee Team (s): A person is eligible to play on an elementary/Pee Wee cheer team if the meet ALL of the following requirements:

- A. Attend S.A.D. #60 or have permanent residence in the area covered by S.A.D. #60
- B. Must be enrolled in school, or home schooled, and not yet in 7th grade.
- C. PeeWee players shall be in a grade below 6th grade, and be at least to nine(9) years of age before November 22nd, and cannot be thirteen(13) before the first practice (conditioning or equipment) allowed by SMYFL.

Flag Cheering Team(s): A person is eligible to participate on a flag cheer squad if they meet ALL of the following requirements:

- A. Attend S.A.D. #60 or Somersworth Schools, or have permanent residence in the areas covered by S.A.D. #60 or the Somersworth Schools.
- B. Will be in first, second, or third grade during the current season. Fourth graders may participate at the discretion of the flag coaches.

MEMBERSHIP

A member of the team is someone who meets the eligibility requirements and meets any of the below descriptions:

Player - Anyone, male or female, who is listed on the final roster

Mascot/Manager - Anyone, male or female, appointed by the coaching staff and deemed acceptable by the Board of Directors

SQUAD/TEAM SIZE

Both the Jr. High and Elementary Pee Wee teams will consist of a Varsity (A) squad and a Jr. Varsity (B) squad. The Jr. High/Pee Wee team(s) will have "try-outs" to establish their roster. Each squad's size will be based on the individual player skill, team needs, and availability of equipment. The final roster will determine the team size.

For flag cheering, all players who sign up will be placed on a team, as long as there are sufficient qualified/certified coaches to support the teams.

MISSED PRACTICES

Whereas football and cheering are team sports, it is recognized that attendance at practice is necessary for the good of the team. Therefore the following shall apply to all football and cheering participants.

Missing one practice during a week, the player will sit on the sidelines for the first quarter of their game. Missing two practices during a week, the player shall sit on the sidelines for the first half of their game. If a player misses more than two practices, the player must sit out the entire game.

The only two acceptable exceptions to this rule are a death in the immediate family, or participation in a school activity whose time overlaps the scheduled practice times.

In the event that a team has a significant number of players that miss practice in the same week, the board of directors has the discretion to excuse absences

SELECTION PROCESS

- A. "Try-outs" shall be held for all students who meet eligibility requirements on a date or dates no earlier than 4 weeks prior to the earliest start date for football/cheerleading practice as established by the SMYFL.
- B. The Board of Directors shall be charged with overseeing that notices and/or announcements are made at all S.A.D. 60 schools advertising the "try-out" dates for Squire cheerleaders no later than two (2) weeks prior to the end of the school year. Other media such as newspapers and local flyers may also be used as supplements to this notification through the school.
- C. A registration list assigning a "try-out" number and corresponding name shall be developed and held by the Board of Director member on the cheerleading committee
- D. All forms and necessary documents shall be supplied by the cheerleading committee
- E. If a selected cheerleader on any squad cannot fulfill her/his obligation to the squad, the next highest scoring child who has "tried out" will be selected by the cheerleading committee and the coach of the squad affected. It will be the head coach's responsibility to notify the child selected. After the first regular season game, no cheerleader will be replaced. The squad will function with the remaining members from its' opening day roster

ARTICLE XI

SUSPENSION AND REMOVAL FROM THE TEAM

Coaches have the authority to remove or suspend a member of a team any time with the condition that the final dismissal be explained in writing to the Board of Directors. Final decision on the suspension or removal will be voted on by the Board of Directors. The Board's decision is **FINAL**.

A player or cheerleader may be removed from a team at the Coaches' or Board of Directors discretion for any of the following reasons, yet not limited to:

- A. **SUSPENDED FROM SCHOOL** - player is suspended from participating with the team until the end of suspension.
- B. **FAILURE TO MAINTAIN ACADEMIC REQUIREMENTS** - player is suspended from team until grades meet the academic requirements set by the school for participation in athletics.
- C. **FAILURE TO FOLLOW RULES** - continuous or blatant violation of rules or policies set for the team or organization may result in suspension or removal from the teams at the coaches or Board of Directors discretion.
- D. **MEMBER IS DETRIMENTAL TO TEAM PHILOSOPHY** - player is counterproductive to team atmosphere.

A coach may be removed from their coaching position by the Board of Directors for any infraction of the bylaws of the Squires, or the bylaws of the affiliated league. This may be with or without any warning, depending on the nature of the infraction. Violation of the Coaches Code of Ethics is also grounds for removal of a coach.

While attending a Squires function at which players are present, the drinking of alcohol, use of controlled substances without a doctor's prescription, or exhibiting actions/conduct deemed as reflecting poorly on the Squires organization may be grounds for suspension or removal from a coaching or board position.

ARTICLE XII

GRIEVANCES

All grievances should first be directed to the people involved in the dispute. If a satisfactory solution is not attained, a written submission of the grievance should be submitted to the President of the organization.

ARTICLE XIII

AMENDMENTS

Amendments to the By-Laws may be proposed at any General or Special Meeting. Amendments may only be voted on at the Annual Meeting by a majority of the attending voting membership. A minimum of ten (10) voting members must be present.

ARTICLE XIV SPECIAL AWARDS

Joe Chandler Award

Each year, an award to be known as the "Joe Chandler Memorial Award" shall be presented to one participant in the Noble Squires Football program. This award shall be given to a football player in his/her last year of eligibility with the Noble Squires organization, and who meets the following standards:

- Leadership
- Sportsmanship
- Dedication to team and the sport of football
- Participated a minimum of three (3) years in the Noble Squires football organization

The recipient of this award shall be selected by the combined coaches of all Noble Squires sponsored teams.

Jimmy Jones Award

Each year, an award to be known as the "Jimmy Jones Award" shall be presented to one participant in the Noble Squires Pee Wee Football program. This award will be given to a football player who best exemplifies the words as shown on the award:

Awarded annually to the one peewee football player from each team who best exemplifies the qualities of Sportsmanship, Leadership, and above all Selflessness and the Dedication to Football and the Team they represent as taught by our coach and friend Jimmy Jones.

The recipient of this award shall be selected by the combined coaches of Noble Squires Pee Wee teams.

Player Awards

At the end of each season, the Noble Squires organization may choose to provide each player with a recognition award for participating in the Noble Squires athletic programs. Special awards for participants shall be limited to a maximum of three (3) special awards per cheerleading squad and five (5) special awards per tackle football squad. ~~Flag football teams are allowed one (1) special awards per team.~~ Names/titles of each special award are at the coaches' discretion.

Appendix A - Rules of Order

BOARD OF DIRECTOR RANKING

All General and Board of Director Meetings shall be run by the highest ranking member of the Board of Directors in attendance at the meeting. The rank of the members of the Board of Director shall be set as follows:

1. President
2. First Vice President
3. Second Vice President
4. Treasurer
5. Secretary

The ranking member of the Board of Directors for the meeting shall be known as the Meeting Moderator. If there are no members of the Board of Directors in attendance at a meeting, then a meeting will not be held. If there are no members of the Board of Directors remaining in the organization, the voting membership must elect a new Board of Directors as described in the organizational bylaws.

AGENDA

All General and Board of Director Meetings shall be presided over and directed by the Meeting Moderator. All General Meetings shall have an agenda that progresses as follows:

1. Call meeting to order - Meeting Moderator
2. Introduction of special attendees (if any)
3. Reading of the last General Meeting's minutes - Secretary
 - a. Entertain Motion/Second/Discussion/Vote - Meeting Moderator
4. Reading of received communications - Secretary
5. Treasurer's Report - Treasurer
 - a. New bills read
 - b. Receipts and Disbursements read in detail
 - c. Motion/Second/Discussion/Table report to annual meeting - Meeting Moderator
6. Old/Unfinished business - All
7. New business (non-committee) - All
8. Committee Reports - Committee Chairs
9. Close the meeting - President

All Board of Director Meetings shall have an agenda that progresses as follows:

1. Call meeting to order - Meeting Moderator
2. Introduction of special attendees (if any) - Meeting Moderator
3. Business Items - All
4. Close the meeting - Meeting Moderator

MOTIONS AND VOTING

All issues requiring a vote shall be conducted according to the following progression, as long as all requirements spelled out in the preceding bylaws have been met:

1. MOTION IS MADE

Any eligible voting member may make a motion, detailing all aspects of the motion on which they wish to bring a vote. Note that only one motion may be under consideration at a time.

2. SECOND OF THE MOTION IS MADE

A second eligible voting member must "second" the motion for the motion to enter discussion. If there is no second on the motion, all further discussion and steps to vote cease, and the motion is automatically defeated.

3. MODERATED DISCUSSION

A moderated discussion on the proposal may ensue if desired. The Meeting Moderator shall serve as Discussion Moderator, or may appoint a neutral Discussion Moderator if desired. In the event that the Meeting Moderator is directly involved in the issue being discussed, the next highest ranking Board of Director member shall act as, or appoint, a neutral Discussion Moderator.

Any person attending the meeting may speak as part of the discussion when recognized by the moderator and given the floor to speak. A person speaking out of turn when they do not have the floor, the moderator may ask the person to refrain from speaking, or to leave the meeting area for the remainder of the discussion. The recognized speaker may entertain questions on their presentation while they have the floor, but only with the moderator's permission. The recognized speaker shall keep the floor until such time as he/she is done with their turn, at which time the floor is turned back over to the moderator. The moderator may limit the amount of time that any one person has the floor during the discussion phase. In such cases, a one minute notice will be given to the recognized speaker before their time is ended.

The moderator may announce a time limit on all further discussion. The moderator must make allowance in setting this time limit to provide each person who wishes to speak an amount of time equal to that of other speakers.

If during the course of discussion the person making the original motion feels that their proposal needs additional clarification or detail, the proposing person may request the amendment and if the person making the original second still seconds the motion as amended, discussion may continue.

If during the course of discussion the person proposing the motion elects to withdraw their proposal, discussion ends immediately on the motion, and the meeting shall continue. The person who seconds a motion may not withdraw their second.

4. MODERATOR DECLARES DISCUSSION IS ENDED

After the moderator determines that all discussion is ended, whereby all in attendance have had fair opportunity to speak their thoughts on the motion, the moderator shall declare the discussion ended, and turn the floor over to the Meeting Moderator.

5. CALL FOR VOTE

The Meeting Moderator shall then call a vote. The moderator shall restate the motion in its entirety, including any amendments noted during discussion. The Meeting Moderator shall then call for all those in favor of the proposed motion to raise their hand and hold it above their head to be counted. The Meeting Moderator and the Secretary shall independently count the number eligible voting members signifying they are in favor of the motion. The Meeting Moderator shall then call for all those opposed to the proposed motion to raise their hand and hold it above their head to be counted. The Meeting Moderator and the Secretary shall independently count the number of eligible voting members who signified they are opposed to the motion.

6. ANNOUNCE RESULT OF VOTE

The Meeting Moderator shall announce the total count IN FAVOR and the count of OPPOSED. The Secretary will confirm the results, and if the results match, then the motion is approved or denied based on the results of the vote. If the counts do not match, then Step #5 and 6 are repeated.

7. SECRETARY RECORDS THE RESULTS IN MINUTES

The Secretary shall record in the minutes of the meeting the outcome of the vote, detailing the number of IN FAVOR votes and the number of OPPOSED votes. If the total number of IN FAVOR and OPPOSED votes does not meet or exceed the minimum number of required voting members need to have a valid vote, then the Secretary must also record the number of voters that abstained from voting in order to show that the minimum number of voting members were in attendance.