CHESAPEAKE BAY PIRANHAS
FOOTBALL, CHEERLEADING AND WRESTLING

BYLAWS
AS REVISED JULY 3, 2019

ARTICLE I- NAME AND STATEMENT OF PURPOSE

Section 1- The name of this organization shall be the Chesapeake Football and Cheerleading, Inc., which operates as "Chesapeake Bay Football, Cheerleading and Wrestling League" (hereinafter "League").

Section 2- The League is a non-profit organization dedicated to serving the youth by fostering in them the principle of fair play, good sportsmanship, competitive spirit, tolerance and friendship. The purpose of the organization will be to achieve these goals by offering opportunity, participation and competition by providing to the extent possible, football, cheerleading and wrestling programs and all related activities.

ARTICLE II- DEFINITIONS AND MEMBERSHIP

Section 1- For the purpose of these bylaws, the following definitions shall apply:

(a) "Board" means the Board of Directors of the League.

(b) "Program Commissioner" means an Adult Member of the League elected to oversee an authorized League sport or activity.

(c) "Youth" means any child whose household is eligible to participate in League programs by reason of membership in the League.

Section 2- A member in good standing of the League is one who pays its yearly assessed fee's or is granted a scholarship which payment or scholarship entitles the parents of the household to have their children participate in League activities. A member in good standing is also any volunteer who donates at least 24 hours of time to the organization in a calendar year. For voting purposes, there shall be one vote per SI play account.

Section 3- In addition to any other authority it may have to affect membership, the Board by a two-thirds majority of its voting directors may withdraw or suspend any membership, and the rights and privileges thereof, if it determines that such member refuses to assist in or support the achievement of the purposes of the League, or whose continued association with the League would be detrimental to its purposes.

Section 4- The League does not, and shall not, discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations. The activities include, but are not limited to, hiring and firing of staff and board members, selection of volunteers and vendors, and provision of services. The League is committed to providing an inclusive and welcoming environment for all staff, members, participants, volunteers, vendors, and all other persons who interact with the League and/or its activities.

ARTICLE III- BOARD OF DIRECTORS

Section 1- The Board shall be the governing body of the League and the final authority on all matters under League jurisdiction, and shall establish and implement League policy, review and approve all budgets, establish membership dues and registration fees, review and approve all League activities, take counsel with the committees, discipline League members, and perform as appropriate such other related functions authorized in or required by their Bylaws.

Section 2- The Board shall be composed of no more than 20 members- 8 Executive Board Members (President, Vice President, Secretary, Treasurer, Registrar, Football Commissioner, Cheerleading Commissioner, and Wrestling Commissioner), and at large members as required- all of whom shall be Adult members in good standing, and shall have been active in League activities, selected in the manner and for the terms indicated:

(a) Executive Board Members shall be elected by the membership for two year terms (Odd year: President, Treasurer, Secretary. Even year: Vice President, Registrar and Commissioners); and can succeed themselves if elected to do so. All members of the League who are in good standing and present at the meeting are able to vote. The annual election meeting notice will be sent to all members one month in advance.

(b) Vacancies shall be appointed by the President, with consent of the Executive Board by a simple majority of the Board, for the remainder of the term.

(c) At large members shall be appointed by the President with consent of the Executive Board by a simple majority of the Board, for a one-year term.

Section 3- The terms of office of the Board of Directors shall begin immediately following the close of the general membership meeting. A general membership meeting will be held each year in the month of February.

Section 4- The Board shall meet at least once each calendar quarter, and at other times deemed necessary by the President.

Section 5- A Board member shall have the right, upon reasonable request, to be notified of and to attend the meetings of any Committee of the Board.

Section 6- A Board member shall be removed for cause upon the vote of a majority of the Board. Cause shall include acts of dishonesty, malfeasance, misfeasance, and/or a course of conduct of disruption of the meetings or progress of the Board or League. Such decision for removal shall be final and shall be effective for the remainder of the removed member's term unless such removed member is reinstated by a vote of the majority of the Board.

ARTICLE IV- OFFICERS OF THE BOARD OF DIRECTORS

Section 1- Officers of the Executive Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, Registrar, Football Commissioner, Wrestling Commissioner, and Cheerleading Commissioner.

Section 2- The Executive Board shall be elected by a simple majority of the present members of the League that are in good standing.

Section 3- The term of office of all Executive Board Officers shall be for two years and they may succeed themselves.

Section 4- The duties of the Executive Board Officers are as follows:

(a) The President shall schedule and conduct the Board and general membership meeting, ensure adequate notice for such meetings, serve as Board and League spokesperson, maintain harmonious relations

with the public, enforce decisions of the Board, provide leadership in the controlled growth and development of the League, prepare and submit the annual budget for Board approval, and appoint at large members with the Executive Board by a simple majority of the Board. Where appropriate the President may delegate his or her duties as long as he or she maintains oversight and ultimate responsibility.

(b) The Vice President shall assist the President and perform the duties of the President in the absence of the President. The Vice President shall also oversee the sponsorships.

(c) The Secretary shall maintain all League and Board records and files; record the minutes to Directors as soon as practicable after each meeting.

(d) The Treasurer shall have custody of all moneys and securities of the League and shall maintain books of account related thereto. S/he shall disperse the funds of the League in payment of the just demands against same, as directed by the President: maintain a record of vouchers for such disbursements; and provide reports to the Board of Directors, as may be required, concerning all transactions pertaining to the office of Treasurer. All disbursements of the League shall be made by check or cash (check preferred). Checks shall be signed jointly by any two officers of the Executive Board so designated by the Board as long as they are not members of the same family.

(e) The Registrar shall maintain a current file of members of the League and fees paid, conduct registration, collect registration fees due and report to the Treasurer and the Board. When called upon, the Registrar will verify "members in good standing."

(f) Program commissioner (Football, Cheerleading and Wrestling) shall appoint deputies and assistants, appoint coaches, submit a proposed budget to the President, assist the Registrar in the registration of participants in the program, organize and administer activities, including board approved fundraisers, in a manner designed to achieve the objectives of the program and the League and shall be responsible for the procurement and control of uniforms and equipment.

ARTICLE V- COMMITTEES

Section 1- The following shall be standing Committees which shall be responsible to the Board for the performance of the following functions:

(a) Fundraising Committee shall present and monitor for the current Board approval any fundraising activity of the League.

(b) The Facility Committee shall, with the approval of the Program Commissioner, acquire facilities necessary for all activities and schedule the use of and ensure the proper maintenance of such facilities.

(c) The Equipment and Uniforms Committees shall be responsible for the procurement and maintenance of uniforms and equipment, under the oversight of the Program Commissioner.

Section 2- The President shall appoint, at the recommendation of the Board, a chairperson for each of the standing Committees who, with the consent of the President, shall appoint from the adult membership of the League the number of members deemed necessary to perform the duties of the Committee. The tenure of the membership on any standing committee shall not exceed that of the appointing Board.

Section 3- The Board may create such special committees as are needed to conduct the affairs of the League, provided that the tenure of Special Committee shall not exceed that of the appointing Board.

Section 4- The committee chairperson shall establish the procedures which shall govern the course of committee business; provided that any committee member shall have the right to submit to the Board a minority report on any committee matter.

ARTICLE VI- MEETING OF THE BOARD

Section 1- One-third of the Board present shall constitute the quorum necessary to conduct business.

Section 2- The President, or when necessary the Vice President, shall serve as Chairman, shall have the privilege of the floor, and shall otherwise conduct and guide the meetings, provided, that when necessary, in the absence of the Vice President, the President may appoint a Director to conduct any meeting of the Board.

Section 3- The Chairman shall propose an agenda; if approved by the Board, said agenda shall control the meeting and no additional item of business may be introduced, without approval of the Chairman.

Section 4- At each meeting, to the extent possible, the Board shall review and approve the minutes of the last meeting, receive the Treasurer's report, consider any items of old business, committee reports and items of new business; provided that items of new business shall be referred to the appropriate committee to study and report out, unless a majority of the Board deems it necessary to undertake immediate consideration of such item.

Section 5- Each Director is entitled to one vote on matters before the Board, except that the President, or Chairman serving the President's absence, shall be entitled only to cast a tie-breaking vote.

Section 6- A Board meeting, or its deliberation of an issue, shall be limited to Directors only, if requested by any two Directors, or may be so limited at the discretion of the President.

ARTICLE VII- MEETINGS OF THE LEAGUE

Section 1- An annual general membership meeting of the League shall be held in the month of February. Other meetings of the League may be called by the President, and the President shall schedule and conduct additional meetings of the League when demanded by a majority of the Board or by a petition of twenty members in good standing of the League.

Section 2- Six voting members shall constitute the necessary quorum to conduct business.

Section 3- Prior to the annual general membership meeting, the League shall solicit nominations for the vacancies occasioned by the expiration of the term of office of members of the Board of Directors. Voting will take place at the annual general membership meeting to fill such vacancies. The terms of office shall begin immediately following the close of the general membership meeting.

Section 4- Vacancies temporarily filled by Board election since the preceding general membership meeting shall be subject to a concurring vote by the League at the next general membership meeting.

ARTICLE VIII- POLICIES, PROCEDURES AND RECORDS

Section 1- The Board shall establish a policy and procedures which shall govern the appointment, tenure, removal and conduct of all coaches involved in League activities (see addendum).

Section 2- The Board shall establish a policy and procedure which shall provide for and govern the resolution of complaints and grievances from members of the League in an equitable and expeditious manner, and which shall provide for notice to all members of the Board of all complaints and grievances filed (see addendum).

Section 3- The Board shall establish policies and procedures in such other subject areas as it deems necessary.

Section 4- The Board shall provide for and the Secretary shall maintain a system of records which shall contain a comprehensive understandable and accessible codification of all actions undertaken by the Board and League, all policies, procedures and resolutions adopted, such other documents and information which are related to League activities, and the name and address of members of the Board.

Section 5- All records of the Board and League activates are the property of the League, and any member of the League shall have the right, upon reasonable notice, to access and copy of any such records or request a copy be made at the expense of the member. Records shall remain in the physical possession of the Board.

Section 6: Board policies and procedures adopted under this Article shall remain in effect unless and until amended subsequently by the Board.

ARTICLE IX- FUNDS

Section 1- League funds shall be deposited by the Treasurer, or designee in a banking institution in an account or accounts approved by the Board.

Section 2- Disbursement of League funds shall be accomplished by cash or checks (checks preferred) signed by the Treasurer and/or the President, or designated Executive Board member.

Section 3- In the event that the persons designated to make deposits and disburse League funds under these bylaws are unable to perform those functions, the Board shall designate another Board member to perform those functions for a period of time designated by the Board.

Section 4- The financial accounts and records of the League shall be open to inspection by the President, the Board, and any authorized auditor.

Section 5- The financial accounts and records of the League shall be audited at least once every two years. The auditors shall be named by the Board and paid by the League.

Section 6- No fundraising activity shall be undertaken without prior approval of the Board:

(a) All proposals to conduct fundraising activities, or to otherwise acquire funds for the benefit of Football, Cheerleading and Wrestling, shall be submitted to and considered by the board, in consolation with the Chairman of the Fundraising Committee.
(b) Unless otherwise specifically authorized by the Board, whoever collects or receives funds in the name of, or for the benefit of, the League shall give said funds to the Treasurer who shall make deposits pursuant to Section 1 of this Article, and who shall provide periodic reports of such deposits to the Board and appropriate committees. All such funds can only be expended by the approval of the Board.

Section 7- An annual budget will be approved by the Board at the first meeting following the Annual Elections, and will cover the period of April 1st through March 31st the following year:

(a) Football, Cheerleading and Wrestling Commissioners will submit their proposed annual budgets to the President prior to the first board meeting following the general membership meeting.
(b) The President will propose the general budget, to include the Football, Cheerleading and Wrestling budgets to the Board for approval by a majority vote at the first meeting following the general membership meeting.
(c) Deviations from the approved annual budget must be approved by a majority of the Board.

Section 8- Scholarships and/or payment plans will be offered to players whose family are members in good standing if it is determined that the player would not be able to participate based on financial hardship.

(a) All scholarship requests will be presented to the Board via the Registrar.

(b) Scholarship requests consistent with the procedures and eligibility set forth below will be approved on a first come/first served basis up to a total number of requests not to exceed 10% of the previous year's number of registered players without board approval.

(c) In determining eligibility for scholarship assistance, the League shall use a sliding scale based on the then-current year Federal Poverty Guidelines where a scholarship applicant:

a. Whose family earns 100% or less than the poverty level shall receive a full scholarship, less a nominal fee of $5.00 to cover administrative expenses;
b. Whose family earns between 100% and 125% of the poverty level shall receive a scholarship for 80% of the fees owed;
c. Whose family earns between 125% and 150% of the poverty level shall receive a scholarship for 60% of the fees owed;
d. Whose family earns between 150% and 175% of the poverty level shall receive a scholarship for 40% of the fees owed; and
e. Whose family earns between 175% and 200% of the poverty level shall receive a scholarship for 20% of the fees owed.

(d) An example of the 2019 sliding scale is attached as Addendum IX-1. Family's requesting a scholarship shall be obligated to demonstrate their income eligibility by providing a copy of their year prior tax returns and/or such other documents as the Board determines sufficient to demonstrate eligibility. The Board may provide scholarship assistance to a family that may not otherwise qualify for Scholarship assistance pursuant to the sliding scale set forth above if the Board is satisfied that substantial need exists on the part of the family and good cause and/or exigent circumstances exists to grant such a scholarship.

(e) It is the League's express policy to not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, sexual orientation, or military status in awarding scholarships.

ARTICLE X- AMENDMENTS

Section 1- Bylaws may be amended by the Board at any board meeting, and shall become effective immediately upon a favorable two-thirds majority vote.

Section 2- Proposals to amend all or part of these bylaws may be made by the Board or by written petition of at least twenty members in good standing of the League, and must be conveyed to the Secretary who shall ensure that the President is notified of any such proposal.

Section 3- The Secretary shall distribute a copy of any such proposal to amend bylaws to each of the voting members of the League at least thirty days prior to the general membership meeting at which such proposals are to be taken up.

Section 4- Contracts entered into by the League may be reviewed by an Attorney at Law as deemed necessary by the Board.

ARTICLE XI- RULES OF ORDER

Section 1- Except where otherwise provided in these Bylaws, a simple majority of voting members present shall determine all questions before the membership in meetings of the Board or League.

Section 2- "Roberts Rules of Order" shall control all parliamentary procedures not otherwise provided for in these bylaws. The President shall have the discretion to appoint a League member as parliamentarian to assist in the conduct of any Board or League meetings.

ARTICLE XII-DISTRIBUTION OF ASSESTS

Section 1- No member of the League shall have, as an individual, any interest in or title to the assets of the League.

Section 2- In the event of dissolution or other termination of the League, all assets shall be assigned to an institution selected by League members that qualifies for tax exemption under applicable sections of the United States Revenue Code.

ARTICLE XIII- EXPENDITURES

Section 1- No expenditure in excess of $100.00 outside of the budget may be made without the approval of the President.

Section 2- All expenditures in excess of $500 outside of the budget, require approval of two Board members, and those checks will require the signature of two board members.

ARTICLE XIV- ORDER OF BUSINESS

Section 1- At general membership meetings, the Order of Business shall normally be as follows, unless otherwise stated by the President or Chairman:

1. Meeting called to order
2. Presentation of the last meeting minutes and approval of said minutes
3. President's report
4. Treasurer's report
5. Vice President's report
6. Secretary's report
7. Registrar's report
8. Football Commissioner's report
9. Cheerleading Commissioner's report
10. Wrestling Commissioner's report
11. Any at large members who have a report
12. Old business
13. New Business
14. Motion to adjourn

ARTICLE VIII- Section 1 (ADDENDUM 1)

POLICY AND PROCEDURES FOR APPOINTMENT, CONDUCT AND REMOVAL OF COACHES

Appointment of Coaches:

The commissioner will, with the approval of the President, appoint 1 Head Coach per team. Before being appointed, all Coaches must be members in good standing and have been active in league activities. For members who are new to the organization and therefore haven't been active in League activities, a recommendation by a current Board Member may suffice. Head Coaches will appoint at least 2 Assistant Coaches per team. Assistant Coaches must meet the same criteria as the Head Coach, and be approved by the Commissioner.

CONDUCT AND EXPECTATIONS OF COACHES:

Once appointed, all Coaches will be required to complete a background investigation and attend the AYF coaches certification course every year. The Head Coach will be responsible for keeping the members of his/her team informed about all relevant League activities both during the season and throughout the off season (clinics, registration dates, game and practice schedules, etc.). At the beginning of each season, the Head Coach will go over practice and game schedules and clearly identify the expectations of both the players and the parents/guardians.

REMOVAL OF COACHES:

A coach in good standing will be given the opportunity to move to the next age group if he or she desires. Conflicts will be resolved by the Commissioner, and put to a vote by the Board if required. In the event that a coach is to be removed, the Commissioner, the President, and at least 1 other Board member will inform the Coach that they have been removed, explain why, and immediately appoint a replacement (See section 2).

ARTICLE VIII, Section 2 (Addendum 1)

POLICY AND PROCEDURES FOR THE RESOLUTION OF COMPLAINTS AND GRIEVANCES

To avoid complaints and grievances, and to ensure that all coaches and commissioners comply with the expectations identified in Section 1, the Commissioner and/or other board member will randomly attend practices and games to observe the conduct of all coaches in the organization.

Any member of the organization who has a complaint about a specific coach has the responsibility to first attempt to resolve the issue with the coach. Simple misunderstandings should be fixed at that level. In the event that the situation cannot be resolved, it should be brought to the attention of a board member. If any board member is made aware of a complaint about a coach, they will immediately notify the appropriate Commissioner. The Commissioner will investigate the complaint by interviewing both the person with the complaint and the coach. If the coach is found to be at fault, he or she will be given a warning for the first offense. If the behavior continues, the situation will be brought before the Board and a vote will be taken to either suspend or remove the coach. If a complaint is made about a commissioner, it should be brought to the President or Vice President.

ARTICLE VII, SECTION 3 (addendum 1)

FOOTBALL TEAM STRUCTURE AND ASSIGNMENT

Football teams are established based on the age, weight and roster limits put forth by the AYF. Players are assigned the appropriate team prior to the start of practices based solely on their date of birth. If at the start of the practice season, it is determined that a player cannot or should not play on the age appropriate team due to the player's weight, they will be afforded the opportunity to play at the next higher weigh class. Any and all other roster moves will be initiated by the Football Commissioner and approved by the effected Head Coaches, the President, and the player's parent(s)/guardian. Player safety, productivity, and needs of the organization will be the primary considerations.

Minimum roster size is 15 players, and a maximum roster size is 30 players. A team that meets or exceeds 30 players will normally split into two separate teams. The Head Coach will determine how to divide the players between the two teams. In the event that a team has less than 15 players at the time of the first AYF weigh in (normally the first weekend in August), there will be no team fielded at that age group/weight class and all players will be granted a full refund. Exceptions will be approved prior to the date of the weigh in, and will be initiated by the Football Commissioner and approved by the President.

CHEERLEADING TEAM STRUCTURE AND ASSIGNMENT

Per the AYC requirements:

DIVISIONS	AGES	SKILL LEVELS
Division 8	5, 6, 7, 8	1 & 2
Division 10	7, 8, 9, 10	1 & 2
Division 12	9, 10, 11, 12.	1, 2, & 3
Division 14	11, 12, 13, 14.	1, 2, 3, & 4
Division 18	14, 15, 16, 17, 18.	2 & 4
Inspiration Division	5 Thru 21	1 only

Note: Divisions 8 thru 14 have a 4-year age span, Division 18 has a 5-year age span.

Division 18 teams are not required to cheer at weekly games. Athletes that have graduated high school are not eligible to be a participant.

Competing Up- AYC provides an "Age Waiver Request Form" that an association may use for an age waiver. The form is located on www.MyAYF.com. This Form MUST be signed and approved by the Region Cheer and Dance Director and then submitted to National Cheer Commissioner prior to the athletes' placement on a team. Not having proper waiver could result in the director denying the waiver.

Size and skill level division guidelines:

(a) Splitting Divisions into Small and Large Teams: At the National Championship, divisions will be further divided into small and large when there are at least three teams that will ultimately compete in each division:

i. Small Cheer Team: 5-18 members, male and/or female
ii. Large Cheer Team: 19-36 members, male and/or female.

ADDENDUM IX-1

Annual Income Thresholds by Sliding Fee Discount Pay Class and Percent Poverty						
Poverty Level*	**At or Below 100%**	**125%**	**150%**	**175%**	**200%**	**Above 200%**
	Charge					
Family Size	**Nominal Fee ($5)**	**20% pay**	**40% pay**	**60% pay**	**80% pay**	**100% pay**
1	0-$12,490	$12,491-$15,613	$15,614-$18,735	$18,736-$21,858	$21,859-$24,980	$24,981+
2	0-$16,910	$16,911-$21,138	$21,139-$25,365	$25,366-$29,593	$29,594-$33,820	$33,821+
3	0-$21,330	$21,331-$26,663	$26,664-$31,995	$31,996-$37,328	$37,329-$42,660	$42,661+
4	0-$25,750	$25,751-$32,188	$32,189-$38,625	$38,626-$45,063	$45,064-$51,500	$51,501+
5	0-$30,170	$30,171-$37,713	$37,714-$45,255	$45,256-$52,798	$52,799-$60,340	$60,341+
6	0-$34,590	$34,591-$43,238	$43,239-$51,885	$51,886-$60,533	$60,534-$69,180	$69,181+
7	0-$39,010	$39,011-$48,763	$48,764-$58,515	$58,516-$68,268	$68,269-$78,020	$78,021+
8	0-$43,430	$43,431-$54,288	$54,289-$65,145	$65,146-$76,003	$76,004-$86,860	$86,861+
For each additional person, add	$4,420	$5,525	$6,630	$7,735	$8,840	$8,840