

Lisbon Little Blue Devils

By-Laws

Approved February 2011 *(2011 changes italicized in red)*

I. NAME

The organization shall be known as the "Lisbon Little Blue Devils".

II. MEMBERSHIP

The Lisbon Little Blue Devils booster club shall consist of members of our community who are concerned with the welfare of the boys and girls who participate on the Lisbon Little Blue Devils football teams, cheering squads, and concessions. There is a \$5.00 membership fee. To be eligible to vote, or to be eligible for nomination for office, you must be a paid booster member. Membership fee must be paid no later than the August Regular Booster meeting.

III. PURPOSE

The purpose of the Lisbon Little Blue Devils booster club is to support the teams and to honor the participants with a banquet, which is to be held at the conclusion of each season.

IV. ORGANIZATION

The Lisbon Little Blue Devils booster club shall be composed of the executive board, the standing committee, the registration committee, and the booster members.

A. The Executive Board

All Members of the executive board are required to attend the scheduled monthly meetings. Absence from three consecutive meetings without valid reason can result in removal from office. All members of the executive board must be able to be bonded. The executive board consists of the President, Vice-President, Secretary, Treasurer, Athletic Director, Head Cheerleading Advisor, and Concession Supervisor. The President does not have to vote except in a tie. All members of the executive board shall be elected by the booster club members during the regular season and will assume office on January 1 of the following year. The term will be from January 1 to December 31.

1. President

The President will preside at all meetings of the booster club and execute the bylaws.

2. Vice-President

The Vice-President shall preside at any meeting of the booster club in the absence of the president. The Vice-President shall assume the duties of the president for the remaining term in the event the president leaves office for any reason.

3. Secretary

The Secretary will record in a permanent record, the proceedings of ALL meetings, including Board, Regular, and Special meetings of the executive board and booster club. The Minutes records shall be kept current and shall be made available within 10 days of request to any member who wishes to review it. This record / book will be kept in the possession of the Secretary. The minutes of the meeting will indicate the date and the location of the meeting, the officers present, the Treasurer's report, and a description of the proceedings. This will include votes on any particular subject, approvals for purchases of any kind, the approval to dispense funds, and any other information the executive board feels should be included. In the event the Secretary is unable to attend a meeting, the minute book will be made available to the other members of the executive board and one of the attending executive board members will give the Secretary's report.

4. Treasurer

The Treasurer shall receive all funds collected from any source and shall provide the member who transfers such funds with a receipt. A copy of this receipt will be kept as part of the permanent record. This receipt will indicate the amount of money received the source of the money, and the exact nature of the event from which the funds were earned, including the date of the event, and the person conducting the event or activity. During a fund-raiser all money must be turned over to an executive board member at the close of the event. The Treasurer will have custody of the checkbook and will issue checks only upon the direction of the executive board. The Treasurer will balance the checkbook immediately upon receipt of the monthly bank statement in a manner consistent with established business practices, thus insuring that all checks have been accounted for and that the bank balance shown in the checkbook agrees with the bank statement. At each monthly meeting the Treasurer will present a written report indicating the following: balance forwarded cash on hand to be deposited income received and deposited current balance disbursements (payee, memo). This report will become, when approved by the body, a part of the minutes of the meeting. The Treasurer will maintain a listing of all expenditures approved by the executive board that have been paid. No expenditures can be made without the authorization of the executive board during a regularly scheduled meeting, and they can only be made by the issuance of a properly issued check. The Treasurer will provide as part of the monthly Treasurer's report, the current financial conditions of the booster club, indicating assets, liabilities and net worth.

5. Athletic Director

There will be an Athletic Director and an Assistant Director. The Assistant will assume the duties of the Athletic Director in the event the Athletic Director leaves office for any reason. The Athletic Director and /or the Assistant Athletic Director or the Appointee will attend the Q.C.J.F.L. monthly meeting. {\$50.00 fee payable to Q.C.J.F.L. for each missed meeting for Fiscal year 2010} The Athletic Director will offer suggestions and make recommendations regarding matters relating to the teams. The Athletic Director will recommend the quantity and type of equipment that should be purchased and will be final authority as to the quality of the equipment purchased, with the approval of the executive board. The Athletic Director shall be available to discuss matters relative to the teams with parents of the team members. Any member (parent) may request a meeting with the executive board. The requested meeting will be held at the earliest possible convenience for all parties involved. No one shall verbally or physically abuse any of the coaching staff, board members, or cheerleaders. Foul language is not allowed by the coaching staff, board members, booster members, or anyone attending a game or practice. The Athletic Director has the right to remove the offender from the game or practice. If there is any problem with a coach, the Athletic Director is to handle the situation. If the member (parent/guardian) does not feel the situation has been handled properly, they may then take it to the executive board. If there is a problem with the Athletic Director, the executive board is to handle the situation. The Athletic Director will select and supervise the head coaches and assistant coaches of the various teams upon the approval of the executive board. {The Athletic Director will not appoint himself / herself as coach beginning January 01, 2008}. The Athletic Director will be the final authority with regard to the conduct, training, scheduling of games, and all other matters relative to the teams at practice and during games. The Athletic Director will be responsible for the inventory of all equipment and uniforms.

6. Head Cheerleading Advisor

There will be a Head Cheerleading Advisor and Assistant Cheerleading Advisor. The Assistant will assume the duties of the Head Cheerleading Advisor in the event the Head Cheerleading Advisor leaves office for any reason. The Head Cheerleading Advisor will select and supervise the head coaches and assistant coaches of the various squads upon the approval of the executive board. *{The Head Cheerleading Advisor will not appoint himself / herself as coach. Beginning January 01, 2009}* The Head Cheerleading Advisor will offer suggestions and make recommendations regarding matters relating to the squads.

The Head Cheerleading Advisor will recommend the quantity and type of equipment that should be purchased and will be final authority as to the quality of the equipment purchased, with the approval of the executive board. The Head Cheerleading Advisor will be the final authority with regard to the conduct, training, scheduling of games, and team competitions, and all other matters relative to the squads at practice and during games. The Head Cheerleading Advisor will be responsible for the inventory of all equipment and uniforms.

7. Concession Stand Supervisor

The Concession Stand Supervisor shall be aware of any and all health/food concerns by the community health department, and shall inform and supervise any and all volunteers of concessions. The Concession Stand Supervisor shall provide an accurate inventory of supplies received and sold, as well as money received and spent. The Concession Stand Supervisor shall turn over money from sales to deposit to the treasurer at weekly intervals during practice, and immediately following all games. At each meeting of the booster club, the Concession Stand Supervisor will present a written report indicating the following: inventory starting cash & ending cash workers names & phone numbers

8. Special Events Coordinator

This is an executive board position designated for the good of the organization to provide support and coordination for fund raising events, special events involving members of the organization (i.e. parades, functions, award ceremonies, tag days) and coordinating game day functions such as raffles, gate fees, and other money making specialties during the course of the games/year. The Special Events Coordinator will oversee and appoint any and all standing committees created to benefit the organization.

Description of Special Events Coordinator: The duties of the Special Events Coordinator are to initiate, coordinate, and manage the fundraising events and special events in their entirety. The Special Events Coordinator will propose fund raising events and special events to the executive board for the executive board approval. The Special Events Coordinator will coordinate and manage existing fundraising events and special events as the executive board sees these events as profitable fundraising events and events to benefit the members and the community. The Special Events Coordinator will oversee all aspects of setting up each event thru completion including making all the necessary arrangements with public locales and venues, government agencies as required, creating committees and volunteers to assist in making each event successful, obtaining sponsorship and donations as needed and communicating with the executive board to make certain all board members are aware of all activities and the process required to ensure each event is a success. (2/2011)

B. Standing Committee

The purpose of the Standing Committee is to achieve the goals set forth by the Lisbon Little Blue Devils booster club. These committees will be comprised of a chairperson appointed by the executive board and by members of the booster club who wish to assist.

The Standing Committees are:

- Banquet / Parent's Day
- Concession Stand clean-up
- Pictures
- Equipment committee / Field Committee
- Team Parent
- Trustees / Auditors

All decisions of the chairperson and their committee are final with the approval of the executive board. Each committee chairperson shall make a timely report regarding the committee's activities including

inventory, in a timely manner. These reports will become a part of the minutes. There will be one trustee. Anyone interested in becoming a trustee must submit a letter of interest to the executive board. The executive board will vote in the trustee. There will be two auditors. Anyone interested in becoming an auditor must submit a letter of interest to the executive board. The auditors must have knowledge of books and the working business. The executive board will vote in the auditors. The auditors and the trustee will audit the books of the Lisbon Little Blue Devils booster club at least quarterly, and will report the findings to the executive board. Once the findings are analyzed, they are presented to the booster members for approval and will then become a part of the minutes.

C. Booster Members

The duties of the booster members are to seek candidates for the offices of President, Vice-President, Secretary, Treasurer, Athletic Director, Head Cheerleading Advisor, and Concession Stand Supervisor from the membership, and then to report to the executive board during the month of October those members who desire to have their names placed in nomination for any office. (for more, see: ELECTION)

D. Registration Committee

This committee will consist of the ALL board members and their assistants, coaches, Boosters and any volunteers who wish to help with the registration of the Lisbon Little Blue Devils football players and cheerleaders.

V. ELECTION

The offices to be elected will be:

- President
- Vice-President
- Secretary
- Treasurer
- Athletic Director with Assistant
- Head Cheerleading Advisor with Assistant
- Concession Stand Supervisor with Assistant
- *Special Events Coordinator (2/2011)*

Nomination of the candidates for office shall be held at the first regular meeting during the month of October. Notice of the nomination meeting shall be given by the secretary at the regular September meeting. Such notice shall include: the date, time, and location of the nomination meeting

A. Eligibility for Office

Membership fee must be paid no later than the August Regular Booster meeting to be eligible for nomination of any office position. Must live in Lisbon School District or have a child that attends Lisbon Schools. Agrees, if elected, to take the Oath of Obligation set forth in the Lisbon Little Blue Devils bylaws.

Oath of Obligation

"I _____, do hereby pledge my honor to perform the duties of my office as required by the laws of the Lisbon Little Blue Devils and promise to deliver all books, papers, and other property that may be in my possession at the end of my term, to my successor in office.

VI. MEETINGS

The booster club will meet once a month at a date, time and place to be announced at the prior meeting. A quorum of nine paid boosters is needed to conduct business. Special meetings may be called by the president upon the request of the executive board or by ten paid boosters. Any request for a special meeting shall be made in writing to the president and shall state clearly the purpose of such meeting, which shall be for the good of the Lisbon Little Blue Devils. No other business shall be transacted. Notice of all special meetings shall be the responsibility of the secretary and they shall be held at times that all members will be given the opportunity of attending, if possible. Items brought up on the floor must have two readings before it can become in effect {The meeting at which it is brought up and discussed and then the meeting at which it is voted upon.}. The executive board will meet monthly at a time and place convenient to all board members.

VII. AMENDMENTS

Changes to the By-laws can only be brought up in January at the regular meeting, and will be read again and voted on in February at the regular meeting. The By-laws must be completed and made available to all by March for the regular meeting.

VIII. RULES OF PROCEDURE

- RULE 1 On motion, the regular order of business may be suspended by majority vote of members at any time with just cause.
- RULE 2 Resignations must be submitted in writing.
- RULE 3 Any conversation, by whispering or otherwise, which is calculated to disturb a member while speaking or hinder the transaction of business, shall be deemed to be a violation of order.
- RULE 4 Any member can make a motion on the floor. The motion must be seconded.
- RULE 5 Any member making a motion may withdraw it with the consent of the second, but a motion once debated cannot be withdrawn except by majority vote.
- RULE 6 A motion shall not be subject to debate until it has been stated by the chair.
- RULE 7 When a member wishes to speak, he/she shall raise his/her hand and be recognized before being entitled to the floor.
- RULE 8 Each member when speaking shall confine themselves to the question under debate and avoid all foul speaking and sarcastic language.
- RULE 9 No member shall interrupt another while speaking except to a point of order. The chair shall decide the same without any debate.
- RULE 10 Any member feeling personally aggrieved by a decision of the chair may appeal to the body.
- RULE 11 When an appeal is made from the decision by the chair, the Vice-President shall then act as the chair. The member and the President will have the right to each state their grounds. The Vice-President (acting chair) will then ask the body for a hand vote, majority rules.
- RULE 12 No member shall speak more than once on a subject until all members desiring the floor have spoken. There is a five minute time limit for each member.
- RULE 13 The presiding officer shall not speak or vote on any subject unless he/she retires from chair for the subject, except on points of order, and in the case of a tie vote, he/she shall have the deciding vote.

IX. ORDER OF BUSINESS

1. Meeting called to order
2. Roll call of officers
3. Reading of minutes
4. Report of members / Secretary's report (announce number of members)
5. Treasurer's report
6. Report of officers & other committees
7. Unfinished business
8. New business
9. Monthly drawings
10. Adjournment of meeting

X. TEAMS AND CHEERING SQUADS

All players and cheerleaders are members of the Lisbon Little Blue Devils booster club. Money earned by these members will become part of the Lisbon Little Blue Devils booster club treasury. The executive board will set the registration fee for the players / cheerleaders each year. Each child who wishes to participate must register each year and pay the annual fee. Each child must be accompanied by a parent or legal guardian to the registration. An emergency medical form must be signed by the parent / legal guardian prior the first week of practice. No exceptions. All fees are to be paid at registration – no exceptions. All participants registration fees must be paid at time of sign-up.

Any football player or cheerleader quitting before August 1st of the season will be entitled to their registration fee. If they quit on or after August 1st of any season, they forfeit all registration fees and will lose credit for that year of play. Parents are responsible for the return of uniforms and equipment at the conclusion of each season. The parent is required to sign a receipt for this equipment on the day it is handed out, and they will compensate the team for any unreasonable wear or tear, and loss or damage to the equipment and uniforms, which will be determined by the executive board. Parents and children are responsible for all monies collected for fund-raising projects designated by the booster club. These funds must be submitted to the committee responsible prior to the due date. A child may be suspended by action of the executive board if funds or unsold products are not returned on time.

Teams / Squads shall consist of:

- Bantam 6 - 8yrs 85 lbs*
- Junior Varsity 9-10yrs 105 lbs*
- Varsity 11-12yrs 125 lbs*

Six-year olds must turn six by September 1st of the sign-up year. All other children must have turned this age on or before August 31st in order to be eligible to participate. The Quad County Junior Football League requires a copy of the child's birth certificate to prove eligibility. {*Weight restrictions & Q.C.J.F.L. requirements for Football players only; refer to Q.C.J.F.L. By-Laws, Rules & Regulations.} Cheerleaders who turn six by September 1st of the sign-up year are eligible to cheer with the Bantam squad. They are not eligible for competition. Cheerleaders may Try-Out for Competition after reaching their age requirement of 6yrs old. Cheerleaders must have cheered two years at L.L.B.D. prior to the current year in order to be eligible to move up one level from your age group; otherwise all participants stay within their age groups.

Cheerleaders must move up on or before the last regular scheduled practice prior to Competition Try-Outs. The eligibility for each team will be determined by the Quad County Junior Football League. Football players and Cheerleaders will be registered at sign-ups with the help of ALL board members and their assistants, coaches, Boosters and any volunteers who wish to help with

the registration of the Lisbon Little Blue Devils at a date determined by the Executive Board. There will be a head coach and as many assistants as needed for each team / squad. There are only five football coaches total allowed on the sidelines during any game.

XI. GENERAL

All monies received, as the result of any activity must be submitted to the treasurer upon receipt. The chairperson of any fund raising project is responsible for the collection of funds from members of that committee and for the submission of these funds to the treasurer. At no time will any officer or member incur any indebtedness for the booster club without the permission of the executive board. If any member or officer does, and the executive board did not approve it, then that member or officer will be responsible for that expense out of his/her own pocket. No funds will be used to pay bills or other indebtedness other than by the properly issued and signed Lisbon Little Blue Devils check. In the event a conflict exists between the bylaws of the Lisbon Little Blue Devils and the constitution of the Quad County Junior Football League, the constitution will take precedence. If any booster member, board member, or coach as outlined in the bylaws, or by the decisions made by the executive board, then the executive board has the right to remove that person from his/her position.

FOOTBALL CODE OF CONDUCT

I. OBJECTIVE

The main objective of the coaches of the Lisbon Little Blue Devils football team is to help each child play and succeed in the position that best suits that child and the team as a whole. Each coach and player is expected to act in a sportsmanlike manner and to promote general team spirit for the whole team.

II. GENERAL

No parent/guardian is permitted on the field during any practice or game unless at the request of a coach or in the case of an injury to their child. *Each parent and child is required to sign a code of conduct (2/2011)*

III. COACHES

All head coaches must be eighteen years or older. Coaches must submit a letter of interest, be a paid booster, and also be approved by the board. One coach from each team must be present at each meeting during July, August, September, and October. They are expected to notify their teams head coach or Athletic Director of their absence at the earliest known time. If the Athletic Director or the executive board feels reason of excessive absence by a coach is hindering a team, then the Athletic Director or the executive board may remove that coach from his/her position. There will be no foul or abusive language at any practice, game or a function where they are a representative of the Lisbon Little Blue Devils. There will be no vulgar, suggestive, or profane language, pictures, or symbols on any of the coaches at any practice, game, or function where they are a representative of the Lisbon Little Blue Devils. No tobacco use will be permitted on the field during any game or practice. No alcohol or drug use will be tolerated at any game or practice. No corporal punishment will be tolerated.

IV. PRACTICES

There will be no Sunday practices. There will be a maximum of five practices per week during conditioning or up to one week before the first game. Each practice will be a maximum of two hours in length. Each child must be given equal opportunity to participate at each practice.

V. ABSENCES

Any child who misses two out of three practices during a game week will be ineligible for the following game. If a child does not want to, or will not participate in a practice given fair opportunity, the practice will be considered an absence and will be acknowledged as any absence would be. Any child who is acting unruly during a practice will be given two fair warnings and will then be made to sit out. If this occurs, then the practice will be considered an absence for that

child and will be acknowledged as any absence would be. Any child not in proper uniform/equipment for practice will not be allowed to participate and will then be considered absent.

VI. GAMES

Each child will be given an opportunity to play as much as possible per game. *Each child will play a minimum of two (2) plays per quarter (2/2011)* Each coach and player shall obey these bylaws as well as the bylaws set forth by the Quad County Junior Football League, and the Q.C.J.F.L. game rules. If there is an area in question that is not covered by the above mentioned bylaws, they will be referred to the Junior-high school rules.

CHEERLEADING CODE OF CONDUCT

I. OBJECTIVE

The main objective of the coaches of the Lisbon Little Blue Devils cheering squads is to help each child cheer and succeed to the best of that child's ability. Each coach and cheerleader is expected to act in a sportsmanlike manner and to promote general team spirit for the whole team.

II. GENERAL

No parent/guardian is permitted on the field during any practice or game unless at the request of a coach or in the case of an injury to their child. *Each parent and child is required to sign a code of conduct (2/2011)*

III. COACHES

All head coaches must be eighteen years or older. Coaches must submit a letter of interest, be a paid booster, and also be approved by the board. One coach from each team must be present at each meeting during July, August, September, and October. They are expected to notify their teams head coach or Head Cheerleading Advisor of their absence at the earliest known time. If the Head Cheerleading Advisor or the executive board feels reason of excessive absence by a coach is hindering a team, then the Head Cheerleading Advisor or the executive board may remove that coach from his/her position. There will be no foul or abusive language at any practice, game or a function where they are a representative of the Lisbon Little Blue Devils. There will be no vulgar, suggestive, or profane language, pictures, or symbols on any of the coaches at any practice, game, or function where they are a representative of the Lisbon Little Blue Devils. No tobacco use will be permitted on the field during any game or practice. No alcohol or drug use will be tolerated at any game or practice. No corporal punishment will be tolerated.

IV. PRACTICES

There will be a maximum of five practices per week during conditioning or up to one week before the first game. Each practice will be a maximum of two hours in length. There will be a maximum of three practices per week throughout games weeks. Each child must be given equal opportunity to participate at each practice.

V. ABSENCES

Each Bantam child must be accompanied by a parent/guardian/adult to each practice or they will not be permitted to participate. Any child who misses two out of three practices during a game week will be ineligible for the following game. If a child does not want to, or will not participate in a practice given fair opportunity, the practice will be considered an absence and will be acknowledged as any absence would be. Any child who is acting unruly during a practice will be given two fair warnings and will then be made to sit out. If this occurs, then the practice will be considered an absence for that child and will be acknowledged as any absence would be. Any child not in proper uniform/equipment for practice will not be allowed to participate and will then be considered absent.

VI. GAMES

Each child will be given an opportunity to cheer as much as possible per game.

VII. TRYOUTS

Cheerleading tryout will be held for the competition squads only. A scoring system will determine the eligibility for the competition squads. Each coach and player shall obey these bylaws as well as the bylaws set forth by the Quad County Junior Football League, and the Q.C.J.F.L. game rules. If there is an area in question that is not covered by the above mentioned bylaws, they will be referred to the Junior-high school rules.