

**Knights Football & Cheer, Inc.**  
**Bylaws 2022 (updated 2/25/22)**

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**SECTION I: Name, Location, Objectives, Rules, Fiscal Year**

1. The name of this non-profit organization, a corporation formed in accordance with Chapter 180 of the General Laws of the Commonwealth of Massachusetts, shall be **Knights Football & Cheer**. (“The Association”) and shall be chartered for the purpose of representing the Association Area as an affiliate of American Youth Football Conference of Central Mass. Inc. (“The Conference”), which is located in Massachusetts.
  - 1.1. The Association is affiliated with American Youth Football Little Scholars, Inc. and has been issued a charter by American Youth Football Little Scholars, Inc.
  - 1.2. The principal offices of the Association shall be within the Commonwealth of Massachusetts at a location and address to be designated by the Association’s Board of Directors.
2. The purpose and objectives for which this Association is organized are as follows:
  - 2.1. To acquaint the residents within our Association boundaries with the aims and goals of American Youth Football Youth Football and Cheerleading, stimulate their interest, and solicit their assistance.
  - 2.2. To supervise and regulate participation through:
    - Standardization of safe playing rules.
    - Enforcement of age and weight classifications.
    - Prescription and standardization of safe equipment.
    - Approval of qualifications of adult leaders
    - Ensuring that all qualified participants will be given required playing time.
  - 2.3. In general, to inspire youth, regardless of race creed, or national origin, to participate in the practice of the ideals of sportsmanship, scholarship, and physical fitness.
3. Except as provided herein, The Conference’s Rules and Regulations are accepted and hereafter shall be part of this Association’s Bylaws.
4. The Fiscal Year for the Association's financial matters shall be January 1st through December 31st, inclusive.

**SECTION II: Officers, their Responsibilities and their Elections**

5. **The Board of Directors** (“The BOD” or “The Board”) shall consist of positions as outlined in these by laws. All 2022 BOD positions and job descriptions are listed below. Eight of these members will be delegated to the Executive Board positions as chosen by the President. These members will serve to consult/advise the President on decisions of a lesser nature that do not require the approval of the entire BOD.
6. The **Five** Executive Board positions of this Association for 2022 include the (1.) President, (2.) Treasurer, (3.) VP - Football, (4) VP Cheer, (5.) Registrar
7. The remainder of The Board shall include the (6.) Secretary (7.) Football Equipment Manager (8.) Cheer Equipment Manager (9.) Acton Boxborough Field Manager (10.) Westford Field Manager, (11.) Public Relations Manager. (12.) Webmaster, (13.) Scholastics Coordinator. (14.) Concessions Manager (15) Volunteer Coordinator. (16.) Fundraising Coordinator (17.) Player Rep/CORI Coordinator, (18) Associate Board Members. In some cases, an individual may hold more than one board position. If so, they are entitled only one vote in all BOD voting instances.
8. **The President** shall be the Principal Executive Officer of the Association and shall in general supervise and control all the business affairs of the Association. He/She shall preside at all Board

Meetings and the Annual Meeting of the Association and shall be Ex-Officio member of all committees. He/She shall have charge of such books, documents and papers, as the Board of Directors shall determine. He/She shall attend all meetings of the Association, whether general, Board, or special in nature. He/She is responsible for securing meeting facilities. He/She may appoint Committee members and Directors as is deemed necessary. He/She must have held a Board position for one full term, within the last two seasons or be voted in by the Association's Board of Directors and President.

9. **The Treasurer** shall be responsible to provide financial advice and guidelines to the Association Board of Directors. He/She shall also maintain such financial records as are appropriate to the effective operation of the Association, and shall prepare monthly financial reports depicting all income and expenses, and showing any variance with the annually approved Operating Budget. He/She shall also prepare a Projected Year Ending Report, for presentation at the Annual Meeting, and shall coordinate delivery and pick-up of funds to various projects of the Association. A final, Fiscal Year-Ending Report, shall be presented to the incoming Association Board of Directors at the January Board Meeting. The Treasurer will also assist in the preparation and compilation of any filings required by the Massachusetts Corporation Commission. Basic accounting skills are required. He/She shall be voted in by the Association's Board of Directors and President.
10. **The Vice-President - Football**, at the request of the President, or in the event of his/her absence, shall perform the duties of the President; and when so acting shall have all the powers of and be subject to all the restrictions upon the President. He/She shall perform other duties as may be assigned by the President or the Association Board of Directors. The Vice President positions can stand alone or be in conjunction with another position with the exception of President (ie: Vice President /Registrar, Vice President /Director of Coaching). In the event that a member holds two of these positions, the member's vote still only counts once in all BOD voting instances. He/She shall be voted in by the Association's Board of Directors and President.
11. **VP - Cheer:** shall be responsible for the overall operation and programming of the Association Cheerleading Program. He/She shall be responsible for the selection of each individual Team Head Cheer Coach and Cheer Parent. He/She shall be responsible for the placement of all cheerleaders and mascots to Association Teams. He/She shall be responsible to insure that each Head Cheer Coach follows proper procedures as prescribed by the Conference and Association. He/She must have held a Team position for at least one full term or be voted in by the Association's Board of Directors and President.
12. **Registrar** shall be responsible to work with the Association and the Conference to prepare Association teams for certification. They will coordinate all required registration documents from participants including report cards, birth certificates health reports and make sure all paperwork is done in accordance with Conference Guidelines. He/She must have held a Team or Board position for at least one full year and be voted in by the Association's Board of Directors and President.
13. **The Secretary** shall be responsible with keeping minutes of said Board of Directors meetings and for distribution to all BOD members and to the president to prepare agenda's for upcoming meetings. He/She shall also keep a reminder list of upcoming important dates to process league documents and future events and shall be voted in by the Association's Board of Directors and President.
14. **The Football & Cheer Equipment Managers** shall be responsible for the procurement, maintenance, and distribution of all equipment and uniforms of the Association. He/She shall prepare a report of all equipment and uniforms that need to be ordered. He/She shall also prepare an Ending Inventory Report to the Board at the Association Annual Meeting. He/She must have

held a Team position for at least one full term or be voted in by the Association's Board of Directors and President.

15. **Directors of Fields** - is responsible for acquiring adequate practice and game facilities for the Association's games, working with local schools and government to develop and reserve fields and other facilities as deemed necessary. He/she is responsible for securing alternate field space (be it practice or games) in the event of cancellation due to weather or other factors. He/She shall be responsible for managing the set-up and take-down of the Association's home game fields. He/she will head up an effort to plan and secure practice field space for future years. He/She must be voted in by Association's Board of Directors or the President.
16. **Public Relations Coordinator** – is responsible for promoting the program in a positive manner through the use of publications, articles flyers and open house meetings. He/she will also collect, organize and edit articles from games and events to submit to local papers and the appropriate online media outlets.
17. **Webmaster** – is responsible for maintaining the content on the organization's website and will assist the Registrar in the registration process. The Webmaster will also need to maintain updated information for coaches and Board members, set up schedules, maintain events calendar and post new stores and photos as well as training Football/Cheer VPs, coaches and team parent on how to utilize individual team pages.
18. **Scholastics Coordinator** – is responsible for ensuring that all players and student coaches have met scholastic eligibility requirements for Knights Football & Cheer and American Youth Football . He/she is responsible for managing the Little Scholar Program and maintaining communications with PWFCEM, New England American Youth Football and National American Youth Football scholastics representatives. The Scholastics Coordinator is responsible for submitting all applications, forms and paperwork to the Regional Scholastics Director before the set deadline.
19. **Concessions Manager** – is responsible for all concessions relative activities that are intended to raise funds on behalf of the organization. Activities include, but are not limited to resource acquisition, training and scheduling, purchasing, managing inventory, funds collection and reconciliation. Concessions Manager must work with local Board of health to ensure all requirements are met or exceeded and be Serve Safe Certified. Provide a profit/expense report for each home game or event.
20. **Volunteer Coordinator** – is responsible for organizing volunteers for tasks as needed but not limited to team managers, chain crews, gate entrance, play counters, concession stand help, etc. Responsible for conducting team manager orientation consisting of roles, rules and responsibilities. Communicate with head coaches (football & cheer) to establish volunteers for each team and concessions.
21. **Fundraising Manager** - will be responsible for planning and executing all existing fund-raising opportunities (golf tournament, raffle, collectibles auction, etc). He/she will be encouraged to create a fundraising committee and oversee/manage all tasks of this committee. He/She must be voted in by Association's Board of Directors or the President.
22. **CORI Coordinator** will be responsible for collecting, processing, executing and filing all CORI background information, paperwork, requests and results as mandated by National American Youth Football Little Scholars, The American Youth Football Conference of Central Massachusetts and Acton Boxborough American Youth Football regulations. This individual must be CORI Certified by the CHBS of the Commonwealth of Massachusetts. He/She must be voted in by Association's Board of Directors or the President.

23. **Associate Board Members** can be parents or supporters of the program with at least one year of involvement with the program. They will have full voting rights and expected to attend all board of directors meetings. He/She must be voted in by the Association's Board of Directors or the President.
24. **Election Procedure for Board of Directors:**
- 24.1. All candidates for the upcoming year's Board of Directors must be nominated prior to or at the beginning of the Year End Annual Board Meeting.
  - 24.2. The election of the Board of Directors of the Association for the upcoming year shall be conducted at the Year-End Annual Board Meeting by the current BOD. All current Board members should attend and will vote for each board position.
  - 24.3. Election shall be by an affirmative vote of the majority of the voting members & participating members present at the Year-End Annual Board Meeting.
  - 24.4. Each member shall be entitled to one vote for each Director to be elected. If a member holds more than one board position, they are only entitled one vote.
  - 24.5. Board members elected at the Year-End Annual Meeting shall hold office commencing January 1st and running through December 31st of that year. All Board positions are for a one (1) year term with the exception of President. There are no term limits for the President but he/she must be voted in each year by the outgoing BOD.
25. **Board Vacancies.** In the event that an Association BOD member either fails to assume his/her office, on January 1st, resigns, or is removed from office, the President may fill the vacancy by appointment, subject to the approval of the Board of Directors. The President may choose to leave the position vacant for the remainder of the year and assign those duties to another BOD member. In the event the office of the President is vacated for any reason, a special election shall be called for by the Vice-President(s), to be held at the next Board Meeting providing that notice is given to each Board Member at least seven (7) days prior to the election. The responsibilities of the President will be assumed by the Vice-President(s) until the BOD meets and elects a new President.
26. **Removal of Association Officers or Directors.** Any BOD member can be removed from office in the following manner:
- 26.1. The BOD member in question must be notified in writing by mail/email at least seven (7) days prior to the Board Meeting at which the action is to be discussed/taken.
  - 26.2. The Board Member in question can appear before the Board in order to present his/her case.
  - 26.3. A two-thirds vote of the Board of Directors shall be required for the removal of a BOD member.
27. **Meetings of the Association:**
- 27.1. **Year-End Annual Meeting.** A Meeting of the BOD Members shall be held in the month of December for the purpose of electing new BOD for the upcoming year as well as conduct any remaining business. The notification of the Annual Meeting shall be made at least seven (7) days prior to the date the meeting will be held.
  - 27.2. **Board of Directors Meetings** shall occur as often as deemed necessary by the President.
  - 27.3. **Special Board Meetings** may be called by the President for the purpose of addressing special business of the Association.
  - 27.4. **Location and times of meetings** shall be determined by the President.
  - 27.5. **A Quorum** shall be established providing that one-half (1/2) of the active Board of Directors is present. Active Board Member shall be one that has attended more than 50% of the current year's Board Meetings.
28. **Voting and Representation:**

- 28.1. Each member of the Board of Directors shall be a voting member, except the President, who votes only to break a tie.
- 28.2. There shall be no proxy votes allowed, but BOD members can vote electronically if attending a meeting virtually.
- 28.3. If a BOD member holds more than one board position, he/she is entitled one vote only.
29. **Meeting Attendance.** BOD members should attend ALL meetings. Those who fail to attend three (3) consecutive meetings may lose their voting rights and be up for dismissal from the Association Board.

### **SECTION III: Teams, Coaches, Team Moms/Dads, Adult Volunteers and Players**

30. **Team Organization.** The Teams of the Association shall have the adult personnel as set forth in the current Conference bylaws.
31. **Football Head Coach Positions** are evaluated by the Board of Directors annually. Every coaching position is automatically terminated on December 31st and shall run no longer than 12 months in accordance with Article 9 of the Conference Rules and Regulations. Head Coach candidates must submit their request for a Head Coach position verbally or in writing (email) for the BOD to review. Head Coaching candidates will be reviewed, discussed and voted in by the Board of Directors. Head Coaching positions are only available to those candidates with at least one (1) year of football coaching experience. Exceptions can be made in the event that there is no candidate that fits the above criteria.
32. **Cheerleading Head Coach Positions** are evaluated and chosen by the Director of Cheering with board approval. Every coaching position is automatically terminated on December 31st and shall run no longer than 12 months in accordance with Article 9 of the Conference Rules and Regulations. All candidates wishing to be considered for these positions should contact the Director of Cheering. Head Coaching candidates will be reviewed, discussed and voted in by the Board of Directors.
33. **Football Assistant Coach Positions** are open to all who wish to participate. Every coaching position is automatically terminated on December 31st and shall run no longer than 12 months in accordance with Article 9 of the Conference Rules and Regulations. Assistant Coach Candidates must submit their requests to a Head Coach, Director of Coaching or President either verbally or in writing. A list of candidates will be compiled and that list will be provided to all Head Coaches. It is the Head Coach that chooses their assistant coaches with the input of the President, Vice-President(s) and/or Director of Coaching. The President has the right to object the choice of the Head Coach's Assistant Coach candidate(s). In this scenario, the Head Coach can make his/her case to the Board of Directors and a final determination will be made by a majority vote of the BOD.
34. **Football & Cheering Team Mom/Dad Positions** are chosen by the Head Coach of a team with consultation of the President and/or the VPs of Football and Cheer. Every Team Mom/Dad position is automatically terminated on December 31st. Candidates for Team Mom/Dad should contact the Head Coach of the team they wish to volunteer for and discuss their desire to participate. The President has the right to object the choice of the Head Coach's Assistant Coach candidate(s). In this scenario, the Head Coach can make his/her case to the Board of Directors and a final determination will be made by a majority vote of the BOD.
35. **Players (both football and cheering)** are required to follow all Knights Football & Cheer, PWFCEM and National American Youth Football rules and regulations. The BOD has the authority to warn, suspend or expel a player for violation of any rules as set forth by Knights Football & Cheer, PWFCEM of National American Youth Football. Depending on the severity of the infraction, the BOD will make the determination of the action to be taken. All such actions will

be communicated to the parent(s)/guardian(s) of the player. All decisions can be appealed by the player or the player's parents(s) to the BOD in person or in writing.

36. **Adult Volunteers** include those that participate in roles other than the above mentioned (which may include snack shack, "chain-gang, play counters, game announcers, etc). These roles will be assigned by either the Team Mom/Dad, Director of Concessions, Head Coach or President (depending on the roles being sought by the individual volunteer). All parents/guardians of the players participating in the Association are encouraged/expected to volunteer for these or any other roles as deemed necessary by the aforementioned directors.

37. **Adult Personnel, Resolutions of Disputes, Discipline.** The BOD has the authority to warn, suspend or expel any head coach, assistant coach, Team Mom/Dad or volunteer for violation of any rules as set forth by Knights Football & Cheer, PWFCEM of National American Youth Football . Depending on the severity of the infraction, the BOD will make the determination of the action to be taken. All decisions can be appealed by the individual(s) to the BOD in person or in writing.

CORI certification checks shall be performed prior to the beginning of each season on all BOD members, all adult team coaches and adult assistant coaches, Team Moms/Dads and other volunteers to the Association that have direct contact with children participating in the association (this does not include volunteers for the "chain-gang," snack shack, play counters, game announcers, etc.). Review and processing of these certification checks and resolution of all disputes and discipline of adult personnel will be handled in accordance with Rule 16 of The Conference Rules & Regulations and modified as voted in by the Associations Board of Directors as follows:

#### **SECTION IV: Standards for Participation**

A person **WILL** be disqualified and prohibited from serving as a volunteer of American Youth Football if:

- A.** Said person has been convicted (including crimes the record of which has been expunged and pleas of 'No Contest') of any *CRIME OF VIOLENCE AGAINST MINORS OR ANY CRIME WHICH INDICATES THE PERSON MAY POSE A RISK TO THE SAFETY AND WELL BEING OF CHILDREN UNDER HIS/HER DIRECTION AND/OR STEWARDSHIP, INCLUDING BUT NOT LIMITED TO THE FOLLOWING:*
1. indecent assault and battery on a child under the age of fourteen years of age.
  2. indecent assault and battery on a mentally retarded person.
  3. indecent assault and battery on a person who has obtained the age of fourteen years of age.
  4. Rape.
  5. Rape of a child less than sixteen years of age with force.
  6. Rape and abuse of a child under the Provisions of MGLA Chapter 265 Section 23.
  7. Assault with the intent to commit rape.
  8. Assault of a child less than sixteen years of age with the intent to commit rape.
  9. Kidnapping.
  - 10.\*\* Open and gross lewdness and lascivious behavior.
  11. Unnatural and lascivious acts with a child under sixteen years of age.
  12. Distribution and trafficking in narcotics or other controlled substances.
  13. Possession of a narcotic or controlled substance with intent to sell.

- 14.\*\* Possession of a narcotic or controlled substance.
15. \*\* Driving under the influence within the past six years.
16. Intent to commit any of the above crimes; OR

\*\* **THESE OFFENSES MAY BE SUBJECT TO APPEAL UNDER MITIGATING CIRCUMSTANCES.**

- B. It is determined that: he/she has been adjudged liable for Civil Penalties or Damages involving sexual abuse or physical abuse of Children; is subject to any Court Order involving Sexual Abuse or Physical Abuse of a Minor including but not limited to Domestic Order or Protection or has had his/her Parental rights terminated for reasons involving Sexual or Physical abuse of Children OR:
- C. If the PWFCEM or Knights Football & Cheer come into possession of verified information that he/she has: A history with another organization (volunteer, employment, etc.) of complaints of physical abuse of minors; resigned, been terminated or has asked to resign from a position, whether paid or unpaid due to complaint(s) of sexual or physical abuse of minors.

For the purpose of these rules, personnel shall include, but not limited to, officers, members of Boards, coaches, team parents, instructors and staff whether or not they receive compensation for the performance of their duties.

Any individual required under these rules to be screened, who does not consent to be subject to the application of these rules, shall be prohibited from participating in any activity within the PWFCEM and Knights Football & Cheer.

At the discretion of the PWFCEM, the screening process will be a Criminal Offender Record Inquiry (CORI) in accordance with MGLA Chapter 6, Section 178C.

### **Administration**

The Association President/Designee will administer the screening process. The information will be obtained by the Association President and reviewed for standards violations. The Association President will then make a determination as to the status of each applicant. Any applicant denied approval will be so informed by the Association President and will be told of his/her opportunity to appeal that decision.

A committee (PWFCEM Kid-Safe), formed by the conference and consisting of three (3) League Presidents, (none from the league originating the appeal) and alternates from the Conference Board, to be named by the Conference President will act as an appeal Board.

Individuals who are prohibited from participation within PWFCEM and Knights Football & Cheer pursuant to the provisions of this article may appeal this action in writing to the above-mentioned committee within ten (10) days of receipt of notice of such prohibition. The committee or designated sub-committee thereof will hear all appeals within thirty (30) days of receipt of the request, at a place and time in a manner determined by the committee. A decision shall be rendered in writing within ten (10) days of the completion of the hearing.

### **Complaint Process**

Complaints concerning violations of the provisions of this article and/or of PWFCEM's sexual and physical abuse policy statements, shall be in writing addressed to the Association's President and shall signed by the individual making the complaint. The complaint shall state in full and complete details the basis of the complaint concerning the alleged violations.

Upon receipt of such a written complaint, the President shall refer the matter to the above mentioned committee for its review. All credible complaints of sexual or physical abuse shall be referred to the appropriate governmental authorities by the League President after the committee's review.

The committee or a designated sub-committee may, in its discretion, recommend administrative action against the individual complained of and that individual shall have the right to appeal that action as outlined above.

## **SECTION V: Statement of Principles, Ethical Behavior and Conflict of Interest**

Those who choose to serve American Youth Football Little Scholars, Inc. (PWLS) and Knights Football & Cheer., whether as volunteers or paid professionals, are held to the highest standards of conduct. As guardians of the ideals and image of American Youth Football Little Scholars, Inc., they assume an obligation to subordinate individual interests to the interests of the organization. What may be considered acceptable conduct in some businesses may be inappropriate in service to PWLS.

Those who serve Knights Football & Cheer. must do so without personal gain, to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real conflict of interest, as well as to avoid even the appearance or perception of a conflict of interest. While no set of guidelines can guarantee acceptable behavior, the principles which guide behavior in this area are disclosure, physical absence from, and non-participation in, the decision-making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving PWLS or The Association must also accept the burdens of public disclosure and public scrutiny.

In our complex society the intermix of volunteer work, business interests, governmental activity, and family relationships often create potentially conflicting interests. What is required is disclosure of conflicting interests when they arise, as well as physical absence from and strict non-participation in any evaluation process relating to the matter in question. The following guidelines are not a precise road map to acceptable conduct. They are intended only to point out the right direction.

1. The business of Knights Football & Cheer is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
2. Knights Football & Cheer properties, services, opportunities, authority, and influence are not to be used for private benefit.
3. All individuals who participate with Knights Football & Cheer. are required to make full disclosure of the nature and extent of any actual or potential conflict of interest. In the consideration of an issue, where possible conflicts exist, such individuals will avoid evaluating, or in any other way influencing, directly or indirectly, or voting on the matter involved, and will be physically absent during the evaluation and vote. This includes, but is not limited to, the award of contracts, the purchase of goods and services, and the allocation of Knights Football & Cheer. resources.
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given nor received, except those of nominal value exchanged in the normal course of business. The trading of pins and mementoes is acceptable conduct, and sports, media entertainment, and other organizations routinely invite Knights Football & Cheer. personnel to attend sports and social events of more than nominal value. Such invitations may be accepted if they are open and generally accepted practices, serve to promote the best interests of Knights Football & Cheer., would not embarrass the individual or Knights Football & Cheer. if publicly disclosed, and do not compromise the objectivity and integrity of the recipient or donor. Gifts and favors of more than one hundred dollars' value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be



thanked and told that the gift is being accepted on behalf of and will be delivered to Knights Football & Cheer. The gift may be given as a Door Prize at a Scholastics Banquet or event, or may be used as an item in a silent auction so that the benefit received in turn benefits the Knights Football & Cheer. or one of its young participants.

5. Expenses incurred in the furtherance of Knights Football & Cheer. business are to be reasonable, necessary and (if twenty-five dollars' or more) substantiated.

6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with PWLS and with each other.

7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

## **SECTION VI: Complaints Process**

38. Individuals wishing to express complains or concerns to Knights Football & Cheer must do so through the five Executive Board Members (President, Vice Presidents, Treasurer and Registrar) or the Player Rep. Written complaints (email or paper) must be submitted to one of the aforementioned individuals and will be shared and reviewed amongst the group within seven calendar days of receipt. The Executive Board will record the complaint and issue a corrective action plan if deemed necessary by the President or a majority vote.

## **SECTION VII: Scholarships**

39. Full and partial scholarships are available for boys and girls participating in Knights Football & Cheer. All scholarship requests will be reviewed by the President and Treasurer. The parents or guardians for any scholarship recipients will be expected to serve as a volunteer for Knights Football & Cheer at least two home games.

## **SECTION VIII: Registration & Refunds**

40. The official registration period will begin as early as April 1<sup>st</sup> and end during the last week of August. A late fee of \$25 will be applied to all registrants registering after June 30<sup>th</sup>. Partial payments can be authorized by the President or Treasurer.

## **SECTION IX: Amendment of Bylaws**

41. Bylaws will be reviewed annually and may be amended at any time upon a majority vote approval by the Board of Directors. Whenever an amendment of new Bylaws is enacted it shall be distributed to all current BOD members and PWFCEM Officials.

## **SECTION X: Refunds**

42. In the event that a registered participant decides not to participate in Knights Football & Cheer, must submit written notification to their head coach or a board member. Participants will be eligible for a full refund of registration fees based on the following schedule. Please note, any pre-paid equipment, uniforms or apparel will not be eligible for refund:

42.1. 100% refund if participant notifies head coach before 1<sup>st</sup> practice

42.2. 50% refund if participant notifies head coach before 2<sup>nd</sup> full week of practice

- 42.3. President and Treasurer may authorize additional refunds for players with mitigating circumstances.

### **SECTION XI: Trophies & Recognition**

43. Football and Cheer teams and rostered staff achieving the title of Conference Champion or Regional Champion and Runner-up will be eligible for recognition in the form of trophies, plaques or apparel. Budgets for awards should not exceed \$35 per participant.

### **SECTION XII: Amendment of Bylaws**

44. The Bylaws of the Association may be amended by the affirmative vote of not less than 51% of the active Board Members of the Association, providing that the proposed amendment be submitted to all active Board Members for review at least seven (7) days prior to the date of action

### **SECTION XIII: Purchasing Policy**

45. Miscellaneous purchases less than \$250 made in the name of the association shall only be made with the authorization of the President or Treasurer. All purchases above \$250 require BOD approval.