



Article I – Name and Association

1. The name of the organization shall be the Bethlehem Steelers Athletic Association (BSAA).

Article II – Objective and Purpose

1. The objective of this organization shall be to instill in the boys and girls of the BSAA organization that good sportsmanship, honesty, loyalty and courage are the tools needed in today's society. These values will benefit our boys and girls as they move to meet tomorrow's challenges. This objective will be achieved by providing supervised competitive sports programs. The supervisors shall use good judgment and the safety of the children must be the top priority.
2. The BSAA has the responsibility to organize, delegate, and decide how to best serve and administrate the program and its members. Examples of specific responsibilities include, league association and fees, coaches and their duties/responsibilities, coordinator positions and responsibilities, and how to provide an appropriate structure for the youth in our organization to improve through competition.
3. The BSAA will operate as the primary fundraising arm for the Bethlehem Steelers Football and Cheerleading Programs.

Article III – Members/Organization

1. Any parent or guardian of a registered player/cheerleader, any coach, any coordinator or any volunteer shall be considered a member of the BSAA.
 - a. All participants will abide by the rules of the established league, Eastern Pennsylvania Youth Football League (EPYFL) of which we are a formal member.
 - b. The BSAA Voting Members reserve the right to review, discuss and vote (if necessary) on whether to accept or reject any registration(s).
2. Members are classified as either a Voting Member (VM) or a Non-Voting Member (NVM).
 - a. Voting Member (VM) – A member shall be considered a VM if they have satisfied the following requirements:
 - i. They are a member in good standing of the BSAA, having satisfied all criteria set forth by that organization (follows the code of conduct, satisfies all financial responsibilities, et al.)

- ii. They have attended a minimum of ten (10) of the last fifteen (15) BSAA Board Meetings. This will be calculated on a rolling calendar and can be achieved at any time during the calendar year.
 - iii. They have obtained approval from the current VMs, by majority vote.
 - iv. They have adhered to and will continue to adhere to the BSAA Parent Code of Conduct outlined in the bylaws.
 - v. They have submitted proof of Criminal and Child Line clearances.
 - vi. They have and will continue to support the organization outside of attending meetings. It is imperative that all VMs contribute wherever necessary to validate their standing in the organization (fulfill coordinator position(s), assist in organizational functions, et al.)
- b. VMs may make motions, offer advice or opinions before a vote and vote on all matters.
 - c. In the event a VM does not uphold their obligation to the organization, any member of the voting membership can recommend the matter be brought before the VMs for a vote to suspend or possibly terminate the VMs voting status.
 - d. The VMs shall enforce penalties for any violation of the bylaws, rules and regulations of the BSAA.

Article IV – Executive Board (EB)

1. The EB positions shall be made up of four officers - President, Vice President, Treasurer and Secretary.
2. Each EB member shall serve a term of two (2) years, commencing on January 1 of the election year and concluding two (2) years later.
3. The President and Treasurer shall be elected in odd years. The Vice President and Secretary shall be elected in even years.
4. Nominations for the EB shall be sent to bethlehemsteelers@gmail.com.
5. Any VM of the BSAA may nominate another VM to the EB.
6. No member may nominate themselves for a position.
7. The VMs of the BSAA shall vote for the EB positions.
8. Any elected EB member that leaves his/her position prior to the end of their term shall be replaced by a person nominated by the President and voted in by the remainder of the VM for the remainder of the unexpired term. The person being nominated shall be a VM of the BSAA. In the event the President leaves his/her position prior to the end of their term, the Vice President will assume the role of President until the end of the current term.
9. Any VM of the BSAA may nominate another VM to the EB.
10. No member may nominate themselves for a position.
11. If no VM member accepts a vacant officer position, the responsibilities of the vacant position (as outlined in Article V) will

become the responsibility of the EB as a whole.

12. All original receipts must be submitted to the Treasurer to be considered for reimbursement. Any purchases greater than \$500 made on behalf of the BSAA must be approved by the VMs in advance of purchase.
 - a. Exceptions: Coordinators can make purchases up to \$250 on behalf of the BSAA with approval of the President or Vice President. Snack stand Coordinator allowance will be raised to \$400/\$500, during peak season (July-Nov) only.
 - b. Any VM may make purchases up to \$50 on behalf of the BSAA without prior approval of the EB.

Article V – Officers

1. President:
 - a. Presides over the monthly meetings and shall decide on matters voted on by the VMs in the event of a tie.
 - b. His or her role may include, but is not required to be the BSAA Football Coordinator or Cheerleading Coordinator.
 - c. Appoints members to special committees and special positions.
 - d. Is authorized to sign checks.
 - e. Shall engage with an unbiased, third party to perform an annual analysis of the BSAA financial records and present its recommendations to the entire board. Said third party; may prepare and/or file the BSAA annual federal and state tax return, if the board so chooses.
2. Vice President:
 - a. Shall preside over monthly meetings in the absence of the President.
 - b. His or her role may include, but is not required to be the BSAA Football Coordinator or Cheerleading Coordinator.
 - c. Shall be the historian of the BSAA. When questioned about practices, past subjects, or past votes, the Vice President should be able to find the decisions made by past Boards in the “history” books. The Vice President should be able to offer the best possible answer as to why the past decision(s) were made.
3. Secretary:
 - a. Shall furnish an agenda for the current board meeting. The agenda will be created based on old business from previous meeting(s) and input gathered from board member responses to upcoming meeting reminder. This shall be conducted the week leading up to the scheduled meeting.
 - b. Shall present all minutes from monthly meetings at the next monthly meeting for review and approval by the BSAA.
 - c. Shall conduct all correspondence, take attendance at all meetings and shall keep the respective officers and committees properly advised of all actions affecting their duties.

- d. Shall record all minutes of each BSAA meetings and executive sessions, and submit to the VMs via email within one week after the meeting, and record them in a suitable book for presentation, as well as publish on bethlehemsteelers.com, via the Technology Coordinator, if necessary.
- e. Shall handle all formal correspondence of the BSAA and monitor incoming emails to bethlehemsteelers@gmail.com.
- f. Shall make the VM members aware of any formal correspondence received.
- g. Shall preside over monthly meetings in the absence of the President and Vice President.
- h. Coordination of Picture Day, including scheduling with the photo vendor and scheduling teams and cheerleaders

4. Treasurer:

- a. Shall handle/record all financial transactions of the BSAA.
- b. Shall make no disbursements without an invoice or proper receipt, unless previously authorized by the board.
- c. Shall hold all receipts and vouchers, subject to audit.
- d. Shall present a balanced financial report at each monthly meeting for review and approval by the BSAA. Said financial report shall consist of an Income & Expense Statement for the prior month, a detailed transaction listing for the prior month, a Year-To-Date Income & Expense Statement and a copy of the most recent banking statement.
- e. Shall preside over monthly meetings in the absence of the President, Vice President, and Secretary.
- f. Is authorized to sign checks.
- g. Shall turn over the properly balanced books to their successor.

Article VI – Meetings

1. In order to transact business a majority of the VMs must be present and must include at least one (1) officer.
2. The tentative yearly meeting schedule will be issued prior to the first meeting of the current year. Meetings will be held according to the schedule set forth in the beginning of the year, unless there is a need to change the meeting date.
3. The President (via the Technology Coordinator if necessary) will post the meeting location on the BSAA website at least 2 weeks prior to the meeting. Changes in start time or location any closer than 2 weeks prior to the meeting date will be announced to the entire program via e-mail.
4. Nobody under the age of 18 is permitted to attend the BSAA meetings, without prior approval of the VMs.

5. The following meeting requirements will be enforced by the VMs:
 - a. All BSAA coordinators must attend, send a representative or prepare a report for every meeting.
 - i. This includes: Football, Cheer, Facility, Equipment, Concessions, Fundraising, Game day, Technology, and Spirit Coordinators.
6. All voting will take place “offline” to maintain confidentiality and will be recorded by the Secretary for future reference.
 - a. Prior to any vote taking place, all voting members will be screened through a vetting process. The vetting process will be initiated by the Secretary to ensure there are no potential conflict of interests by having a member vote count when a conflict of interest is presented and could potentially affect the members vote.

Article VII – Committees and BSAA Coordinators

1. The bylaws will be reviewed on a yearly basis. The VMs will organize a committee of BSAA members to discuss and bring forth any proposed changes or amendments to the bylaws. Any changes must be approved by a majority vote and will be voted on two separate occasions prior to acceptance. Any proposed change that does not receive a majority approval from the VM's will be removed from consideration that year.
2. A Football Coordinator shall be appointed by the President and voted on by the VMs.
 - a. Responsibilities shall include, but not limited to:
 - i. Be the Bethlehem Steelers League Representative to the EPYFL.
 - ii. Prepare a budget for the upcoming season, with the assistance of the President and/or Treasurer.
 - iii. All of the above mentioned must be presented to the board for prior approval.
 - iv. Be first point of contact to resolve any issues that arise between parents, football players and coach(es).
3. A Cheer Coordinator shall be appointed by the President and voted on by the VMs.
 - a. Responsibilities shall include, but not limited to;
 - i. Prepare a budget for the upcoming season, with the assistance of the President and/or Treasurer.
 - ii. Be the organizer of the spring “Cheer” camp, clinic(s) and/or competition(s).
 1. All of the above mentioned must be presented to the board for prior approval.
 - iii. Be the first point of contact to resolve any issues that arise between parents/guardians, cheerleaders and/or coach.

- b. A Cheer Manager will be appointed, by the President, with the help of the Cheer Coordinator, and voted on by the VM's.
 - i. The Cheer Manager will assist the Cheer Coordinator with the administrative tasks needed for the cheer program. The responsibilities shall include, but are not limited to:
 - 1. Uniform handouts and returns
 - 2. Supervising cheer coaches
 - 3. Ensuring what time to report on game days
 - 4. If not a coach, assist in handling any issues that may arise between parents/guardians, cheerleaders and/or coaches.
- 4. A Facility Coordinator shall be appointed by the President and voted on by the VMs.
 - a. Responsibilities shall include, but are not limited to:
 - i. Any maintenance and upkeep for the press box, field house, and scoreboard.
 - 1. This includes the playing field, grass cutting, and line striping as well as electrical and plumbing.
 - ii. Prepare a budget for the upcoming season, with the assistance of the President and/or Treasurer.
- 5. An Equipment Coordinator shall be appointed by the President and voted on by the VMs.
 - a. Responsibilities shall include, but are not limited to:
 - i. Keep an up to date inventory of all football and cheer equipment.
 - ii. Prepare a budget for the upcoming season, with the assistance of the President and/or Treasurer.
 - iii. Present equipment needs for the upcoming season to the board.
 - iv. Solicit quotes from necessary vendors for purchasing decisions.
 - v. Issue equipment to children.
 - vi. Handle coordination of equipment return at the end of the season.
- 6. A Concessions Coordinator shall be appointed by the President and voted on by the VMs.
 - a. Responsibilities shall include, but are not limited to:
 - i. Act as or appoint manager(s) for the snack stand.
 - ii. Prepare a budget for the upcoming season, with the assistance of the President and/or Treasurer.
 - iii. Provide a monthly log of income and expenditures at each board meeting.
 - iv. Issue a snack stand schedule and properly communicate it to the organization (Blackboard Connect, Steelers website, posting at the complex).
 - v. Solicit vendor quotes and submit to the board for review and recommendations.
 - vi. Conduct periodic inventory checks and make necessary purchases in accordance to Article IV #12.

7. A Fundraising Coordinator shall be appointed by the President and voted on by the VMs.
 - a. Responsibilities shall include, but are not limited to:
 - i. Seek organizations that are willing to purchase signs to be displayed at our complex in exchange for services or monetary donations to be utilized by the organization.
 - ii. Seek funding for the organization through grants.
8. A Game-day Coordinator shall be appointed by the President and voted on by the VMs.
 - a. Responsibilities shall include, but are not limited to:
 - i. Prepare a budget for the upcoming season, with the assistance of the President and/or Treasurer.
 - ii. Coordinate set up and tear down of the field on game days.
 - iii. Appoint scoreboard operator(s) on game days.
 - iv. Appoint announcer(s) on game days.
 - v. Coordinate security, if necessary, on game days.
 - vi. Ensure we have an EMT on site, all day on game days.
 - vii. Coordinate referees for all levels on game days.
9. A Technology Coordinator shall be appointed by the President and voted on by the VMs.
 - a. Responsibilities shall include, but are not limited to:
 - i. Prepare a budget for the upcoming season; with the assistance of the President and/or Treasurer.
 - ii. Maintenance of all functions tied to bethlehemsteelers.com. This will include updating rosters, upcoming events, posting pictures, etc.
 - iii. Maintenance of all functions tied to the Blackboard Connect system, including sending any messages that need to be sent at the organizational level. In addition, the Technology Coordinator will be responsible for securing payment for use of the site with the Treasurer.
 - iv. Coordinate apparel sales. This will include working with the vendor, as well as advertising available Steelers apparel to the BSAA members.
10. Spirit Coordinator
 - a. Responsibilities shall include, but are not limited to:
 - i. Prepare a budget for the upcoming season; with the assistance of the President and/or Treasurer, due at the March meeting.
 - ii. Coordinate spirit activities during the season (Welcome Back Night, Homecoming, decorating participants houses, et al.)
 - iii. Social media
 - iv. Parades (Halloween, Championships, et al.)
 - v. Community involvement

Article VIII – Coaching Eligibility Requirements

1. All coaches must complete the required documents/services in order for their eligibility to be considered by the BSAA VMs.
 - a. BSAA coaching application, found on bethlehemsteelers.com.
 - b. USA Football membership, found on usafootball.com (head football coaches only).
 - c. Criminal and Child Line clearances
2. All completed documents and proof of Criminal and Child Line clearances must be returned, within the timeframe determined by the organization, to the bethlehemsteelers@gmail.com for review by the President.
 - a. Coaches must obtain VMs approval prior to being eligible to coach in the BSAA.
3. All coaches who submit the necessary paperwork to the Secretary via bethlehemsteelers@gmail.com may be approved for participation.
4. All head coaches must approve any coaches on their staff and have the right to decline any coach who they feel is not compatible of themselves and/or their staff.
 - a. The VMs have the right to review all assistant coaches and discuss their compatibility that extends beyond the traditional Criminal and Child Line background clearances.
5. Anyone who has been convicted of a felony in the past three years will not be considered for a coaching position.
6. Anyone convicted of a drug, alcohol or assault related offense in the last twelve months will not be considered for a coaching position.
7. Anyone charged with an above-mentioned offense will be suspended immediately until the final outcome is determined. It is the responsibility of the coach to inform the EB of any prior or pending charges
8. Anyone convicted of an above-mentioned offense during their tenure will be immediately relieved of their coaching responsibilities.
9. All coaches will be required to sign the BSAA Code of Conduct, as outlined in the bylaws.

Article IX - Football and Cheer Head Coach Selection Process

1. The organization will announce, via Blackboard Connect system, the opening of the application process for becoming a head coach.
2. All applicants must ensure their eligibility as, outlined by the organizational announcement, to be considered.
3. All successful applicants will be informed of the date and time of their interview with the VMs.
4. The VMs will vote on all head coaching positions immediately following the interviews.

5. If the VMs do not feel that they have been presented with the best fit for the organization, at any level, the VMs can decide to leave the position vacant until the right candidate presents themselves to the BSAA.
 - a. The VMs will restart the process of head coach selection for any vacancies.
6. At the completion of a season, all coaching staffs will be considered relieved of their duties and will be required to go through the selection process as outlined in Article IX.

Article X – Child Eligibility Requirements

1. All parents/guardians of children must complete the required documents/services in order for their eligibility to be considered by the BSAA VMs (registration packet, physical for current year, financial obligation, et al)
2. Refunds may be considered up until the first official league game of the season. At that time no refunds will be offered unless petitioned in writing to the EB.
 - a. Must be done in writing and submitted to the bethlehemsteelers@gmail.com prior to first board meeting following the first game of the season.
3. By signing the Parents Code of Conduct, the parent is granting the BSAA the right to use any photographs taken during BSAA events. Photographs are intended to be used internally (banquet slide show, website, et al) and may be circulated among members of the organization for sharing purposes. If the parent does not allow images of their child to be shared for organizational purposes, they can request in writing to the Board to not share such information.

Article XI - Conflict Resolution

1. The BSAA Football Coordinator shall handle any and all problems between parents/guardians, football players, and/or football coaches. Any problems which cannot be resolved by the Football Coordinator shall be escalated to the President of the BSAA.
2. The BSAA Cheerleading Coordinator shall handle any and all problems between parents/guardians, football players, and/or cheer coaches. Any problems which cannot be resolved by the Cheerleading Coordinator shall be escalated to the President of the BSAA.

Article XII – Discipline and Grievance

Player or Cheerleader

1. Upon evidence of misconduct, the competitor shall meet with his/her head coach and respective coordinator to rectify the situation.
2. If no satisfactory solution can be reached or a repeat of the misconduct occurs, the competitor shall meet with the VMs and with his or her parents/guardians present.
3. Any player ejected by a league official, based upon EPYFL rules, will be ineligible to participate in the following two games and shall be subject to VMs review.

Member or Coach

1. Upon evidence of misconduct, the member or coach may meet with the President and/or respective coordinator to rectify the situation.
2. If no satisfactory solution can be reached or a repeat of the misconduct occurs, the member or coach shall then be disciplined or dismissed by the coordinator with approval from the VMs.
3. Any member or coach ejected by a league official, based upon EPYFL rules, will be ineligible to participate in the following two games and shall be subject to VMs review.

Non-member

1. Upon evidence of misconduct, the non-member may meet with the President and/or respective coordinator to rectify the situation.
2. If no satisfactory solution can be reached or a repeat of the misconduct occurs, and the non-member's actions are detrimental to the BSAA, the President and/or respective coordinator shall ask the non-member to leave.
3. The President and respective coordinator shall attempt to peacefully escort the non-member away from the area and notify the proper authorities, if warranted.

Discipline

1. The VMs, upon its findings, shall have the power to suspend, dismiss the charges, or revoke future participation of a member of the BSAA.
2. The VMs shall also have the power to ban a non-member from future BSAA functions.

Ruling

1. Upon evidence of misconduct, the VMs shall have ten days to notify, in writing, of its ruling.
 - a. If the finding involves disciplinary action(s), the VMs shall also notify the individual(s) of his/her right to present their case to the board.
 - b. The VMs shall present a copy of its ruling at the next board meeting
2. VMs' ruling on a non-member is final and binding. A written statement shall be presented at the next Board meeting.

Grievance

1. If a non-coach feels that the VMs have ruled unjustly, he/she may submit his/her grievance in writing, to be presented to the VM at the next Board meeting.
2. The VM, based upon both written and/or oral statement, shall make its ruling to either:
 - a. Accept the findings or ruling of the VMs.
 - b. Change the ruling
3. The VMs ruling is final and binding, The VMs shall notify all parties of its ruling, in writing.
4. The respective coordinator's decision with regard to dismissal or disciplinary action of a coach shall be final and binding only with the approval of the VMs.

Article XIII – Equipment Policy

1. All participants will be supplied with equipment on a loan basis. A parent or legal guardian will be required to complete the equipment release form at time of issuance. The form will be signed by the parent/guardian and a BSAA VM as an agreement on what was issued and what will be returned. In the event the signee does not fulfill their obligation of returning the participants equipment on the scheduled dates, the BSAA reserves the right to pursue legal action. The BSAA will seek “replacement cost” compensation for all un-returned equipment.
2. Anyone who failed to return their equipment by the previous year’s deadline will be added to the EPYFL list of “banned participants”. These participants will be blocked by the league from participating on any team within the league until all obligations are fulfilled to the previous year’s organization.
3. Anyone who failed to return their equipment by the previous year’s deadline and will be moving on to Middle School or High School, will be blocked by the school from participation until the equipment is returned.
4. Anyone who failed to return their equipment by the previous year’s deadline will be required to submit a refundable deposit, in the amount of \$250, at the following year’s registration, if they plan to re-register for the upcoming season.

Article XIV – Refund Policy

The refund policy will be as follows:

- a. Regular refund
 - i. 100% up to the beginning of practice (August 1st)
 - ii. 75% - First week in August
 - iii. 50% - Second week in August
 - iv. 25% - Third week in August
 - v. 0% - Fourth week in August
- b. Season ending injury
 - i. In the event a child is injured to the extent where they cannot participate for the remainder of the season, if the situation is brought to the attention of the VM, the VM’s can review the situation and determine if a refund is warranted and what % will be extended.
 1. 100% refund up to September 15th
 2. No refund after September

Article XV – Special Awards

Participation Award

1. In order for a participant to receive their year-end participation award, the participant must be in good standing, having satisfied all criteria set forth by the organization (follows code of conduct, satisfied all financial responsibilities, completed the entire season, et al.)

Varsity Award

2. The Varsity award is an opportunity to recognize the kids who demonstrated longevity and commitment to the BSAA. This commitment is acknowledgment with a “Varsity Jacket”
 - a. Criteria = minimum of 5 years of participation, must be consecutive, begins with Flag A (can only be counted 1x) and must be at least 11 years of age.
 - b. Coaches are also eligible for the “Varsity Jacket”, based upon the same criteria.

Graduate Award

3. The Graduate Award is an opportunity to acknowledge kids who demonstrate longevity and commitment to the BSAA.
 - a. Criteria = minimum of 3 years of participation, and are either not eligible to return to the organization or have expressed to us that they will be moving on to other endeavors the following year. Their participation with the organization does not have to be continuous.

Article XVI – Ancillary Functions

1. Any functions on the property of the Bethlehem Steelers complex, outside of EPYFL sanctioned games, must be approved in advance by the EB. All requests must be submitted, in writing to the bethlehemsteelers@gmail.com, and voted on prior to commencement. Considerations should be offered to the BSAA in exchange for acceptance of request, but is not required.

Article XVII – Disbandment

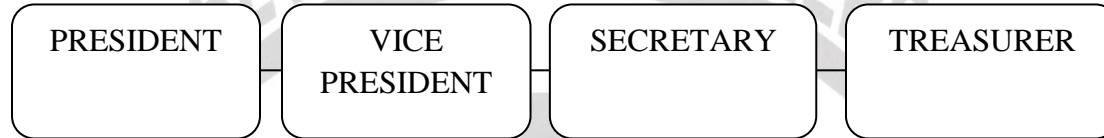
1. Should the organization ever disband all money and property accumulated until the time of disbandment shall be liquidated and disbursed. All money will be dispersed by establishing scholarship funds with local high schools for graduates of our program who are heading to college upon high school graduation.
2. If reorganization is successfully pursued, it is the right of the VMs to decide if the organizational name and logo can be forwarded or withheld from said organization.

Article XVIII – Miscellaneous

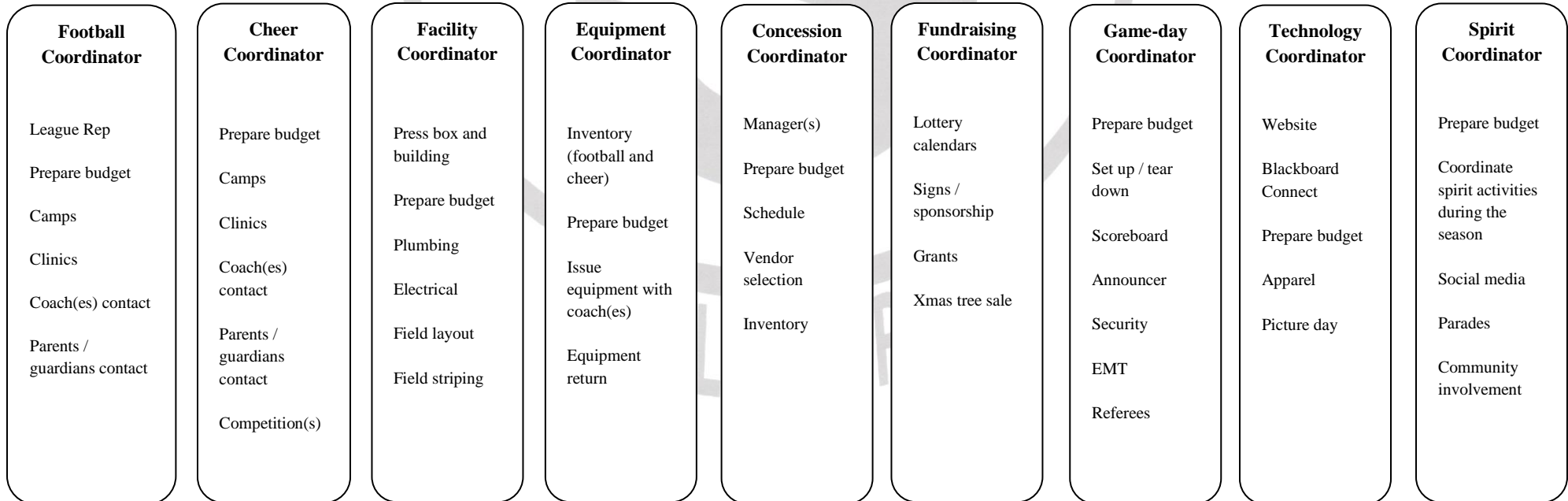
1. Anything not covered by these bylaws will be determined at the sole discretion of the BSAA VMs.
2. The VMs will remember that monies raised by the BSAA shall be reinvested into the youth of the organization pursuant to the provisions of the Internal Revenue Service Code and the Commonwealth of Pennsylvania Corporation Law under which the BSAA is organized.

APPENDIX: BSAA ORGANIZATIONAL CHART

EXECUTIVE BOARD



COORDINATORS



BETHLEHEM STEELERS ATHLECTIC ASSOCIATION CODE OF CONDUCT

SECTION 1 – PROPER CONDUCT

1. As Steelers, we have an obligation to maintain proper conduct at all times.

SECTION 2 – NO STEELER (Athlete, Coaches, Member, Family, or Friend) SHALL:

1. Use profane or vulgar language or dress in inappropriate attire (ex: shirt displaying vulgar language)
2. Bring alcoholic beverages/illegal drugs to the grounds
3. Be intoxicated or under the influence of an illegal drugs on the grounds
4. No member of the organization may carry a firearm on the grounds.
5. Physically abuse any athlete, official, coach, or fan (ex: push, shove, strike, etc.)
6. Verbally abuse any athlete, official, coach, or fan (ex: humiliate, embarrass, degrade, etc.)
7. Exhibit unsportsmanlike behavior (ex: not shaking hands after competition, taunting, etc.)
8. Discuss publicly in a derogatory manner their personal opinion of any athlete, official, or coach (including all social media).
9. Play music that is inappropriate to the environment of young children on the grounds.

SECTION 3 – VIOLATIONS:

1. Violations of the Bethlehem Steelers Athletic Association Code of Conduct are subject to ARTICLE XII of the Bethlehem Steelers Athletic Association Bylaws, Discipline and Grievance.



NOTES

Original by laws creation date: **January 2013**

First voting approval date: **Feb. 6th, 2013**

Final voting approval date: **Feb. 24th, 2013**

Review of bylaws: **February 2014**

First voting approval date: **March 2014**

Final voting approval date: **April 2014**

Review of bylaws: **March 2015**

First voting approval date: **April 2015**

Final voting approval date: **June 2015**

Review of bylaws: **May 2016**

First voting approval date: **May 2016**

Final voting approval date: **July 2016**

Review of bylaws: **June 2017**

First voting approval date: **June 2017**

Final voting approval date: **July 2017**

Review of bylaws: **May 2018**

First voting approval date: **May 2018**

Final voting approval date: **June 2018**

Review of bylaws: **April 2019**

First voting approval date: **April 2019**

Final voting approval date: **May 2019**