



Pike Area Youth Athletic League

BYLAWS

Revised: April 2021

**TABLE OF CONTENTS**

<b><u>ARTICLE I: NAME</u></b>	<b>3</b>
<b><u>ARTICLE II: PURPOSE</u></b>	<b>3</b>
<b><u>ARTICLE III: ORGANIZATION</u></b>	<b>3</b>
General Powers and Responsibilities	3
Number and Qualifications	3
Board Compensation	3
Board Eligibility	4
Nominations	4
Resignation	4
Removal	4
Vacancies	4
Terms of Office	4
Meetings	4
Minutes	5
Quorum	5
Voting and Proxy	5
Board Member Attendance	5
General Elections	5
Advisory Committee	6
<b><u>ARTICLE IV: BOARD OF DIRECTORS</u></b>	<b>6</b>
Executive Board	
President	6
Vice President	6
Treasurer	7
Secretary	7
Football Commissioner	7
Cheerleading Commissioner	8
Concession Stand Coordinator	8
Executive Committee	
Public Relations Coordinator	8
Equipment Coordinator	9
Football Player Safety Coordinator	9
Conduct Coordinator	9
Spirt Wear	9
<b><u>ARTICLE V: CLOSING</u></b>	<b>10</b>

**ARTICLE I – NAME**

The legal name of the Non-Profit Corporation/Organization shall be known as PIKE AREA YOUTH ATHLETIC LEAGUE (PAYAL) and shall herein be referred to as the “Organization.”

**ARTICLE II – PURPOSE**

The general purposes for which this Organization has been established are as follows:

The general objectives of the Pike Area Youth Athletic League (PAYAL) are to inspire the youth of our community and surrounding area regardless of race, creed, or national origin; and to practice the ideals of sportsmanship, scholarship, and physical fitness.

The specific objectives of the program are to familiarize all participants with the fundamentals of football and cheerleading; to provide an opportunity to participate in a supervised, organized, and safety-oriented manner; and to keep the welfare of the participants free of any adult ambitions and personal glory.

PAYAL is considered a preparatory program for youth to continue their athletic pursuits within the school district of their residence.

The Corporation/Organization is established and shall be operated exclusively for The PROVISION OF YOUTH SPORTS OPPORTUNITIES within the meaning of IRA Publication 557 Section 501(c) (3) Organization of the Internal Revenue Code of 1986, as amended (the “Code”) or the corresponding section of any future federal tax code.

**ARTICLE III - ORGANIZATION**

**General Powers and Responsibilities**

The Organization shall be governed by a Board of Directors (the “Board”), which shall consist of an executive board and executive committee members, shall have all the rights, powers, privileges, and limitations of liability of directors of a non-profit corporation organized under the [PENNSYLVANIA NON-PROFIT LAW OF 1988]. The Board shall establish policies and directives governing business and programs of the Organization and shall delegate to its officers and volunteers subject to the provisions of these Bylaws, authority, and responsibility to see that the policies and directives are appropriately followed.

**Number and Qualifications**

The Board shall have up to [20], but no fewer than [10], Board members. The number of Board members may be increased beyond 20 members or decreased to less than 10 members by the affirmative vote of a majority of the then serving Board of Directors. A Board member need not be a resident of the State of [PENNSYLVANIA].

In addition to the regular membership of the Board, representative of such other organizations or individuals, as the Board may deem advisable to elect shall be *Ex-Officio Board Members*, but shall not have voting power, shall not count as one of the regular Board members, and shall not be eligible for office.

**Board Compensation**

The Board shall receive no compensation other than reasonable expenses and reimbursements.

**Board Eligibility**

Any person may be eligible to serve on the board of directors provided they are over 18 years old and comply with ACT 153 clearance requirements. No spouses shall be allowed to serve together on the executive board. All new Board members MUST submit their Child Abuse, Criminal Background, and FBI Fingerprints within 45 days of being elected or appointed into office. If this is not done, you will not be able to serve on the board until all paperwork has been fully completed handed in to the Secretary.

**Nominations**

Potential board members will either voluntarily nominate themselves, be nominated by a current member of the Board of Directors or be nominated by any participating PAYAL member.

In the event that an eligible member is not willing to accept their nomination, the current or incoming Executive Director (president) may appoint a qualified candidate granting said candidate temporary voting powers until an eligible member can be appointed.

Nominations will be accepted at the November Monthly Meeting.

**Resignation**

Each Board member shall have the right to resign at any time upon written notice thereof to the Board Secretary or the Executive Director. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall not be necessary to make it effective.

Upon request and with the approval of the Executive Board, a member may be granted inactive status for a period of up to (1) one year. Extenuating circumstances will be reviewed and considered.

**Removal**

A Board member may be removed, with or without cause, at any duly constituted meeting of the Board, by the affirmative vote of a majority of the currently serving Board members.

**Vacancies**

Any vacancy in office shall be filled by appointment of the President with approval by the Executive Board by a majority vote. If the Presidency is vacated, the Vice President shall assume the office of President. An election will then be held for the office of Vice President.

**Terms of Office**

Executive Board Officers will serve a two-year term. Odd numbers will be voted on during odd years to take office in the following even year. Even numbers will be voted on during even years to take office in the following odd year.

Executive Committee officers are elected annually.

**Meetings**

The Board will meet at least once a month and the meeting may be held as such time and place as shall be determined by the Board. At present time, this is the first Monday of every month. The president or any Executive Board member may call a special meeting of the Board with [2] days' notice provided to each member of the Board. The notice shall be served upon each Board member via hand delivery, regular mail, text message, email, or fax. The person(s) authorized to call such special meetings of the Board may also establish the place the meeting

is to be conducted, so long as it is a reasonable place in which to hold any special meetings of the Board. Meetings may be cancelled with 24 hours' notice.

### **Minutes**

The Secretary shall be responsible for the recording of all minutes of every meeting of the Board in which business shall be transacted in such order as the Board may determine from time to time; however, in the event that the Secretary is unavailable, the Board Chair shall appoint an individual to act as Secretary at the meeting. The Secretary, or the individual appointed to act as Secretary, shall prepare the minutes of the meetings which shall be delivered to the Organization within [10] business days after close of each Board meeting. Those minutes shall be read at the next scheduled meeting and a motion must be made to accept the minutes.

### **Quorum**

At each meeting of the Board of Directors, the presence of at least six (6) members and either the president or vice president shall constitute a quorum for the transaction of business. If at any time the Board consists of an even number of members and a vote results in a tie, then the vote of the Board Chair shall be the deciding vote. If a quorum is not present at a meeting, the Board members present may adjourn the meeting from time to time without further notice until a quorum shall be present; however, a Board member shall be considered present at any meeting of the Board or Board Committee if during the meeting he or she is in radio or telephone communication with the other Board members participating in the meeting.

### **Voting and Proxy**

This board, defined as the Executive Officers and Executive Committee Members, will vote on any league issue of major importance, or any issue a motion is made to vote on. Any issues may be addressed by the president and/or vice president and at least two other board members. A Board member who is unable to attend a meeting of the Board or a Board Committee may vote by written or verified verbal proxy given to any other voting member of the Board or Committee who is in attendance at the meeting in question; however, a vote by proxy shall not be counted toward the number of Board members needed to be present to constitute a quorum for the transaction of business. All motions will be passed with a majority vote.

### **Board Member Attendance**

An elected Board Member who is absent from two regular meetings of the Board during a calendar year shall be encouraged to reevaluate with the Board Chair his/her commitment to the organization. The Board may deem a Board member who has missed [3] consecutive meetings without such a reevaluation with the Chair to have resigned from the Board. Board Members must notify the Secretary of any absence prior to the commencement of the scheduled meeting.

### **General Elections:**

Each member of the Board, as well as Head Coaches and Assistant Coaches, shall be voted into office by a majority affirmative ballot in a general election. Voting in this general election is open to all board members, parents, legal guardians, or interested persons who have attended at least three (3) of the previous four (4) meetings.

Nominations for board members occur at the November meeting, elections will be held at the December meeting, and officers will assume their roles and responsibilities January 1.

Nominations for head coaches will begin at the March meeting and elections will be held at the April meeting.

Nominations for assistant coaches will begin at the May meeting and elections will be held at the June meeting. Assistant coaches must be in place by the second week of practice. The Board reserves the right to amend/adjust placement date of coaches as it sees fit to accommodate for extenuating circumstances or to fill positions.

**Advisory Committee – up to 5 members**

If deemed necessary by the Board, an advisory committee may be created which consists of past executive board members. The purpose of this advisory committee is to provide extra assistance and consultation if needed. Members of this Advisory Committee do not have voting privileges.

**ARTICLE IV – BOARD OF DIRECTORS**

**Board Organization:**

The Board of Directors shall consist of the following members: seven (7) Executive Officers, (4) Executive Committee Members, ~~and Team Representatives~~ (also considered Executive Committee Members).

**Executive Officers:** The Executive Officers shall consist of the following (7) seven positions, and they shall be responsible for the following duties:

**(1) President:** Shall:

1. Act as Chief Executive Officer.
2. Preside at all meetings of the Board of Directors conducting business in accordance with the Simplified Handbook of Parliamentary Procedures.
3. Make appointments as prescribed in these bylaws.
4. Act as an Ex-Officio member of all committees.
5. Serve as a trustee of the league.
6. Act as a tie-breaking vote, when necessary.
7. Act as a representative of PAYAL to the community and other organizations.
8. Determine league schedule of play.
9. Approve practice venues.
10. Ensure all other board members are fulfilling their outlined responsibilities.
11. Ensure compliance with insurance requirements, USA Football regulations, and Pennsylvania State Law regarding league volunteers.
12. Eject any participant or spectator suspected of violating to the league's code of conduct.

**(2) Vice President:** Shall:

1. Preside at all Board meetings in the absence of the President.
2. Carry out duties assigned by the President.
3. Serve as a trustee of the league.
4. Aid the President in ensuring a schedule for the season.
5. In the event that an executive board member is absent or resigns, the Vice President will assume responsibility for that role until a replacement is appointed.
6. Act as a representative of PAYAL to the community and other organization
7. Coordinate Officials for season.
8. Ensure compliance with insurance requirements, USA Football regulations, and Pennsylvania State Law regarding league volunteers.
9. Eject any participant or spectator suspected of violating to the league's code of conduct.

## Pike Area Youth Athletic League Bylaws

### **(3) Treasurer:** Shall:

1. Act as Chief Financial Officer.
2. Keep accurate financial records of all league finances.
3. Give a detailed, accurate report of income and disbursements monthly.
4. Supply all necessary records to the League Accountant annually for external audit and tax filing.
5. Oversee all fundraising monies.
6. Act as a trustee of the league
7. Collect and disburse funds as directed by the Board of Directors.
8. Approve all spending by board members and committees.
9. **Act as Chair of the Fundraising Committee.**
10. Act as the Insurance Claims Coordinator
11. Receive approval from president/vice president and one other board member for expenditures that need to be paid in between official board meetings.
12. Eject any participant or spectator suspected of violating to the league's code of conduct.

### **(4) Secretary:** Shall:

1. Keep official minutes of all regular and special meetings. (This **DOES NOT** include committee meetings.)
2. Maintain a copy of the minutes indefinitely.
3. Make available a copy of the current and previous year's minutes at all meetings.
4. Record all attendance at all meetings/work sessions and events.
5. Maintain an up-to-date copy of the bylaws, including amendments.
6. Maintain all league related documentation and records.
7. Act as Chair of the Bylaws committee
8. Perform related duties as requested by the Board of Directors.
9. Maintain registration paperwork for all participants.
10. Maintain team roster information.
11. Eject any participant or spectator suspected of violating to the league's code of conduct.

### **(5) Football Commissioner:** Shall:

1. Attend, supervise and govern all league functions in conjunction with the President.
2. Record attendance at each official weigh-in or appoint a designee.
3. Act as a head for the Football Division.
4. Appoint a replacement if unable to attend a function, subject to the approval of the President and Vice President.
5. In an emergency, appoint a replacement from members of the Executive Board.
6. Rule on situations brought by the Board for arbitrary or decisive action.
7. **Eject any participant or spectator suspected of violating to the league's code of conduct.**
8. Serve as a member of the Bylaws Committee.
9. Perform related duties as requested by the Board of Directors.
10. Ensure all head coaches in assigned division have completed coach's binders available.
11. Ensure all coaches obtain required coaching certification, submit a coaching biography, and meet PA Act 153 Clearance requirements.

**(6) Cheerleading Commissioner:** Shall:

1. Attend, supervise and govern all league functions in conjunction with the President.
2. Approve all team's music selection, cheer selections, equipment, and props.
3. Appoint a replacement if unable to attend a function, subject to the approval of the President, Vice President and Coordinators.
4. In an emergency, appoint a replacement from members of the Executive Board.
5. Rule on situations brought by the Board for arbitrary or decisive action.
6. Eject any participant or spectator suspected of being under the influence of alcohol or illegal substances or acting contrary to the league's ideals or objectives.
7. Determine player placement.
8. Serve as a member of the Bylaws Committee.
9. Keep a sign-out record of all cheerleading uniforms each season.
10. Inform the Executive Board when new cheerleading equipment is needed.
11. Perform related duties as requested by the Board of Directors.
12. Ensure all coaches obtain required coaching certification, submit a coaching biography, and meet PA Act 153 Clearance requirements.

**(7) Concession Stand Coordinator:** Shall:

1. Work with team representatives to establish staff and schedule for operation of concession stand.
2. Enforce age requirements for concession stand staff: persons age 16-18 may work ONLY window (NO grill or fryers); persons under the age of 16 may work window ONLY with permission of a board member.
3. Develop a menu and submit to board for approval.
4. Oversee the maintenance and cleaning of the concession stand.
5. Maintain, record, and inventory all goods and equipment in the concession stand.
6. During the season, provide the Treasurer with a detailed weekly financial update.
7. Order product as needed in coordination with league treasurer and maintain inventory.
8. Coordinate Season Opening and Closing of the Concession Stand.

**Executive Committee:** The Executive Committee shall consist of the following (4) four positions, plus the team representatives (one (1) per team program) and they shall be responsible for the following duties:

**(1) Public Relations Coordinator:** Shall:

1. Work collaboratively with the other Executive Officers and Executive Committee Members to understand and promote the league's respective events and programs and communicate necessary information to league participants.
2. Manage all areas and aspects of the league's website.
3. Create, edit, and publish all league graphic design projects, i.e.: flyers, brochures, signs, sponsorship ads, etc. with approval/direction of the board.
4. Promote the league through applicable venues.
5. Manage all areas and aspects of the league's Facebook page.
6. Monitor all league team specific social media pages/groups.
7. Create, edit, and publish all email marketing, event, and social media campaigns for the league with approval/direction of the board.

## Pike Area Youth Athletic League Bylaws

8. Complete and promote any other special league projects determined by the Executive Board.
9. Be responsible for all correspondences of the league.
10. Act as a chair of the Fundraising Committee. Oversee all fundraising activities (delegate responsibilities as sees fit).

### **(2) Equipment Coordinator:** Shall:

1. Maintain and record all football uniform and equipment inventories in the equipment shed.
2. Keep a sign-out record of all football equipment and uniforms each season.
3. Inform and advise the Executive Board when new equipment is needed.
4. Inform and advise the Executive Board when equipment needs reconditioning.
5. Maintain and record all cheerleading equipment and uniform inventories in the equipment shed.
6. Coordinate expenditures for equipment with league treasurer.

### **(3) FOOTBALL Player Safety Coordinator:** Shall:

1. Assist the Board as needed.
2. Observe teams and coaches during practice sessions and games.
3. Ensure the Player Safety program is functioning properly.
4. Educate the Head Coaches, players, and parents in proper safety techniques.
5. Ensure all coaches obtain USA Football coaching certification, submit a coaching biography, and meet PA Act 153 Clearance requirements.
6. Carry out related duties as directed by the Board of Directors.
7. Represent PAYAL in any meeting outside of our organization that may affect player safety throughout the season.
8. Ensure all teams, football, and cheer, have a stocked first aid kit throughout the season.
9. Coordinate EMS staffing at games.

### **(4) Conduct Coordinator**

1. Ensure all coaches and parents have submitted signed code of conduct/ethics forms.
2. Ensure all coaches obtain USA Football coaching certification, submit a coaching biography, and meet PA Act 153 Clearance requirements.
3. Oversee and enforce discipline code.
4. Carry out related duties as directed by the Board of Directors.

### **(5) Spirt Wear/Sponsorship/Fundraising**

#### **(a) Spirt Wear**

1. Responsible for PAYAL's merchandise only, to include all creations, purchasing and distribution.
2. Search for companies and get pricing information to present to the board for approval.
3. Create order forms if needed and request approval from board.
4. Keep copies of all orders and create a spread sheet by team for distribution.
5. Collect monies and coordinate with Treasure to finalize details.
6. Merchandise should include, but not limited to, short sleeve tees, long sleeve tees, hoodies, sweatshirts and jogging pants. Football and Cheer may have different designs.

#### **(b) Sponsorship**

1. Contact and or visit businesses and ask if they would like to be a sponsor. Provide them with the sponsorship paperwork.

2. Collect the sponsor monies and coordinate with Treasure to finalize details.
3. Responsible for ordering banners and maintain sponsor obligations (i.e., banners, newspaper ads, ect.)
4. Keep a list of all Sponsors and give a copy to the Secretary.

**(c) fundraising**

1. Create and present Fundraising ideas to the Board during off season to be voted on.
  2. Organize and promote a program necessary to raising money.
  2. Solely responsible for being the point of contact, distribution of fundraising materials, and collection of all fundraising money earned.
  3. Coordinate with Treasurer to finalize details of fundraising (i.e., deposit of money, ordering of fundraising materials, online orders, ect.)
1. Carry out related duties as directed by the Board of Directors.
  2. Obtain gambling licenses if needed.

**Article VI: Closing**

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions I furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization attempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code; or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**ANY MEMBER WHO INTENTIONALLY, CARELESSLY, OR NEGLIGENTLY ENGAGES IN OR PERFORMS ANY ACT OR BEHAVIOR WHICH RESULTS IN THE DEFACING OF THE LEAGUE EQUIPMENT, OR WHO SHALL PUBLICLY AND**

**WITH MALICE ENGAGE IN SPEECH ABOUT THIS LEAGUE WITH PUBLIC UTTERANCES OR THROUGH SOCIAL MEDIA WHICH CONTAIN STATEMENTS THAT ARE UNTRUE OR SHALL OTHERWISE REFLECT BADLY, OR SHALL BRING DISGRACE UPON THIS LEAGUE, SHALL BE SUBJECT TO DISCIPLINARY ACTION UNDER LEAGUE RULES. (July 22, 2013)**