

BY-LAWS
OF THE



P.O. Box 153

Bath, PA 18014

Website: <http://www.mtaaredhawks.org>

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ARTICLE I

NAME

The name of this organization shall be “Moore Township Athletic Association Inc.” Herein after referred to as “MTAA”.

ARTICLE II

OBJECTIVES

- Section 1: To unite, teach and instruct those engaged in the recognized sports of the MTAA.
- Section 2: To promote and maintain high standards of conduct and inspire fair play, athletic development, and equal participation. The sports commissioner of each sport, prior to the start of their respected season, may be required to submit guidelines establishing equal participation to the Executive Board.
- Section 3: To protect and promote the welfare of Moore Township area residents by building comprehensive and equal sports programs to accommodate our youth.
- Section 4: To unite the youth and adults of this community and grant all interested persons the opportunity to assist or participate in doing so.

ARTICLE III

MEMBERSHIP

The membership of the MTAA shall be as follows:

- Section 1: **Executive board Member:** The officers of the MTAA and the Trustees shall constitute the Executive Board. Any active Member shall be eligible for election to the Executive Board. A majority vote shall elect to office.

- Section 2: **Active Member**: Individuals must attend 6 meetings per year to acquire voting rights. Head Coaches of any sport, Commissioners and members of any committee (limited to 3), shall be given credit for attending three meetings per year and must physically attend three additional meetings per year to complete their 6 per year requirement. Voting rights will not become active until after the meeting requirements are met (i.e. a person must wait until the 7th meeting of the year before he or she is allowed to vote). Only active members shall have voting privileges. An individual's status will continue until 3 consecutive meetings have been missed. If an individual cannot make a meeting and needs an official excusal the individual must send an email or text to the President stating that they cannot attend the meeting and the reason why. The president will then raise this issue at the meeting and a vote will be taken to grant approval. If a majority vote grants approval the meeting minutes must reflect that approval was given and the individual will not be penalized for missing the meeting.
- Section 3: **Associate Member**: Any person 18 years of age or older and having a child active in any recognized sport sponsored by the MTAA shall become an Associate Member. When an Associate Member meets the meeting requirements mentioned under Active Member they will become an Active Member.
- Section 4: **Guest Member**: Any person 18 years of age or older shall be eligible for Guest membership status. When a Guest Member meets the meeting requirements mentioned under Active Member they will become an Active Member.
- Section 5: **Inactive Member**: Active members that miss three consecutive meetings will automatically become an Inactive Member and lose all voting rights. If the member is part of the Executive Board or Commissioner, an existing Executive Board Member will reach out to the individual to let them know they have been moved to an inactive member and lost their voting rights. If the individual misses a fourth consecutive meeting he/she will automatically vacate their position. At this point in time they will become an Associate or Guest Members which will be determined by which would be applicable. A non-board member or commissioner that misses three consecutive meetings will automatically become an Associate Member or Guest Member.

ARTICLE IV**PRIVILEGES AND OBLIGATIONS**

The privileges and obligations of members, in addition to those otherwise provided in these By-Laws shall be as specified in the sections of this article:

Section 1: Executive Board and Active Members

- A. It shall be the primary responsibility of the Executive Board and Active Members to safeguard and promote the interests and welfare of the MTAA, its Associate Members, Guest Members and the Youth of Moore Township area during present sponsored or future sponsored sports activities.
- B. Only Executive Board and Active Members in good standing shall be entitled to vote on amendments to these By-Laws, or the property of the MTAA; or hold elective office in the MTAA.
- C. Provided there is no Executive Board or Active Members interested in fulfilling an open commissioner position the Executive Board has the right to accept a nominee regardless of fulfilling the Active Member credentials. However, this individual will not be allowed to vote until the meeting requirements are met.
- D. No individual may hold two Executive Board positions at the same time.
 - 1. Any member holding two positions as of January 2017 will be grandfathered until they relinquish one of their current positions
- E. Executive Board Members may not reside in the same household.

Section 2: Suspension on Members

- A. Commissioners, coaches, Executive Board, Active, Associate, and Guest Members may be suspended or expelled by a majority vote of the MTAA, upon a meeting with the Trustees, and finding satisfactory evidence of a violation of these By-Laws or any other conduct which discredits the MTAA or its programs.
- B. When an individual is suspended or removed from one sport that person(s) is automatically suspended from all MTAA sports for a period of at least one full year. After the one year is up the individual(s) is eligible to be reinstated by a vote of the board and the active members.

1. To file any complaint a complainant must fill out a grievance form and present it to the trustees who will then begin their investigation.

Section 3: **Associate Member and Guest Member:** Associate and Guest Members shall have the rights and privileges of the MTAA with the following exceptions:

- A. The right to vote on matters affecting the MTAA.
- B. The right to hold office in the MTAA.

Section 4: **Duties:** General duties of the offices. These duties are a guideline and can be modified by common consent or at the discretion of the Executive Board.

A. **President**

1. Preside over and direct the regularly scheduled monthly meetings as well as all special meetings.
2. Attend all committee meetings.
3. Cast tie-breaking vote when necessary.
4. Select By-Law, Nominating and any future committees.
5. Coordinate insurance coverage for the MTAA with the Treasurer.
6. Coordinate use of facilities needed for meetings and sign-ups with the Commissioners.
7. Attend or appoint someone to attend the Recreation Commission meetings in his/her absence.
8. Keep a key list to all facilities

B. **Vice President**

1. Assume responsibilities of the President in his or her absence.
2. Completion and Maintenance of Background Checks
3. Assist the President.
4. Maintain an inventory of coaches' shirts along with a list of who shirts have been provided to.

C. **Secretary**

1. Preside over meeting in the absence of the President and Vice President.
2. Take the minutes of the regular monthly meetings.
3. Record attendance at any and all MTAA meetings.
4. Keep a current list of Active members.
5. Handle all correspondence
6. Retain and amend By-Laws
7. Coordinate scholarships with Northampton High School

D. Vice President of Parents Auxiliary

1. Oversee operation of all snack stands to provide quality service which includes:

- Maintaining inventory lists
- Scheduling product deliveries
- Procuring non-delivered items
- Managing funds in cash boxes
- Opening of stands 30 minutes prior scheduled games
- Organizing/shelving of product
- Hiring professional cleaning service*
- Maintaining equipment to ensure safe operation

*Bathroom cleaning is scheduled by the Township.

E. Treasurer

1. Pay the bills; keep an accurate and detailed record of all income and expenses relating to the MTAA and the MTPA.
2. Secure all insurances for all sports.
3. Oversee all commissioners' seasonal budgets.
4. Collect and deposit all sign up fees; fundraising fees etc.
5. Provide monthly financial reports which must include bank statements for the MTAA and MTPA at each monthly meeting.

F. Webmaster

1. Provide overall guidance on making the website a cornerstone of the program that represents the MTAA to its fullest extent.
2. Be an advocate for and engaged in all MTAA sports by aiding in the representation of those sports on the website.
3. Develop new functionality for the website that is in the best interest of the MTAA and its participants.
4. Maintain existing functionality of the website, such as performing routine maintenance and administrative tasks.
5. Fill in for the secretary as needed.

G. Trustees

1. Arbitrator of all protests and conflicts.
2. Audit the books in January of each year.
3. Investigate all written grievance reports.
4. Review and record the findings of all grievance investigations and present it to the board with their recommendation.

H. Commissioners

1. Select a head coach and approve assistant coaches for each team and submit a list of all coaches to the Vice President for background approval. For additional information on background checks please reference ARTICLE V.
2. Coordinate use of facilities for sign-ups, practices, games, matches, pictures etc. with the President of the MTAA and the person in charge of the facility.
3. Coordinate and organize at least 2 sign up sessions for each sport. At least one Executive board member or Commissioner should be present at all sign up sessions.
4. Inform MTAA Secretary and Webmaster of sign up dates for advertising purposes.
5. Develop a budget for each sport. The budget must be completed and presented to the Executive board at the regularly scheduled monthly meeting immediately following the last sign up. Also an end of the season budget is to be presented to the Executive Board within the second monthly meeting following the end of your season.
6. Maintain the league rules for each sport and for the individual teams of that sport. The rules should be completed and presented to the Executive Board at the regularly scheduled meeting immediately following the last sign up.
7. Coordinate try-outs and or draft when needed.
8. Plan coach and parents meetings. At least one Executive Board member should be present at each of these meetings.
9. Coordinate work parties for field and facility preparation and clean up.
10. Organize all mandatory and extra fundraisers for each sport.
11. Contact photographer for team and individual pictures.
12. Request uniforms, equipment, first aid supplies and any other necessities needed. Uniforms should be dispensed, recorded and collected in a timely manner.
13. Each Commissioner must contact the Treasurer prior to the purchase of any items outside the submitted and approved budget. There are NO EXCEPTIONS to this rule.
14. Attend scheduled monthly MTAA meetings. If unable to attend a Commissioner must have a rep fill in.

15. Appoint a parent to represent your sport to work with the Vice President of PA to coordinate participation in working the food stands and fundraisers.
16. Work closely with the Executive Board in order to continue the work of the MTAA.
17. Any Commissioner with multiple teams in their sport shall be a roving instructor/assistant coach to all teams. The commissioner is permitted to be a head coach to one of the teams if deemed necessary; however, the commissioner must remain committed to their primary obligation as stated here.
18. No Commissioner can remove or decline a child participation in a sport without the approval of the Executive Board.
19. Organize and keep an operating inventory of all equipment.
20. Any waivers must be approved by the Executive Board. There are no exceptions to this policy or “automatic waivers” in place.
21. Co-Commissioners can be nominated by the elected sport Commissioner but only one will be responsible to officially report to the Executive Board.

ARTICLE V

BACKGROUND CHECKS

All coaches must have current clearances and no coach will be allowed on the field without up to date clearances. All clearances must be completed every five years. Any fees associated with the clearances will be the coach’s responsibility and MTAA will not reimburse the cost. In years that a clearance is not required the coach must sign a waiver stating that the status of the last clearance is still accurate. It is the individual’s responsibility to notify the MTAA Executive Board of any arrests and/or conviction immediately. Failure to notify the Executive Board will lead to an immediate suspension. The board has the right to remove a coach based on the outcome of the background check. If a coach (1) has been convicted of a felony in the past five years, (2) been convicted of a misdemeanor in the past 3 years, (3) has any offenses related to sex, child abuse, or drugs, (4) has a charge pending against them in which it is alleged that he or she committed any of the crimes mentioned herein, or (5) has a record of a conviction of an equivalent offense in another state will be disqualified from coaching.

Any offenses not mentioned will be handled on a case by case basis. A coach has a right to a one-time appeal process.

ARTICLE VI**OFFICES AND VACANCIES**

Section 1: **Offices:** The following offices shall exist in the MTAA:

- | | | |
|----|----------------------|-------------|
| A. | President | 1 (one) |
| B. | Vice President | 1 (one) |
| C. | Secretary | 1 (one) |
| D. | Treasurer | 1 (one) |
| E. | Vice President of PA | 1 (one) |
| F. | Webmaster | 1 (one) |
| G. | Trustees | 3 (three)* |
| H. | Commissioners | 1 per sport |

** A minimum of 3 trustees are required to be in place, however, up to a maximum of 5 trustees may be appointed at the discretion of the Executive Board.*

Section 2: **Vacancies:** Vacancies among the offices, which occur between election years, shall be filled by appointment by the remaining officers and with an approval of the majority vote by the Active Members until next election for that position.

With the exception of the Commissioners', the officer's positions shall be filled as follows:

- | | |
|----|---|
| A. | President, Secretary, and Webmaster -- ODD YEARS |
| B. | Vice President, VP of PA and Treasurer -- EVEN YEARS |
| C. | Trustees |
| | 1. The three required Trustee positions will be filled on ODD YEARS |
| | 2. Additional Trustee positions will be filled on EVEN YEARS |

Section 3: **Nominations:** At the October and November meetings proceeding the elections for the, afore mentioned positions nominations shall be accepted from the floor. The election for the officers of the appropriate year shall take place at the December meeting. The newly elected person will take their respective chair starting January 1.

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|----|---|
| a. | Commissioners for Winter sports (Basketball & Wrestling) are to be elected at the regularly scheduled meeting in August proceeding the winter sport season. |
|----|---|

- b. Commissioners for fall and spring sports (Football, Cheerleading, Soccer, and Baseball & Softball) shall be elected at the regularly scheduled meeting in December preceding the fall and/or spring sport season.

ARTICLE VII

COMMITTEES

The Executive Board shall appoint and dissolve such standing and special Committees as deemed necessary from time to time to carry out the objectives of the MTAA. The President shall be an official member of all committees.

- Section 1: **Audit Committee:** An Audit Committee consisting of at least two Trustees shall be appointed by the President and/or the Trustees at the MTAA January meeting. Their duties are to audit the Treasurers accounts at the close of the calendar year and when there is a change in the Treasurer's position. Additional audits may be performed at the request of the President and/or the Trustees. The Treasurer's participation in the audit will be determined by the Trustees. The Audit Committee must report their findings to the Executive Board and the membership.
- Section 2: **Project Committee:** A Committee made up of the Executive Board, the Commissioner of the effected sport and any other volunteers willing to work to improve our facilities or programs. This Committee will help with additions or upgrades of existing programs or facilities or equipment that will continue to move the MTAA forward.
- Section 3: **By-law Committee:** A committee chaired by the Secretary that will be made up of members determined by the membership and will get together every January to review the existing By-Laws to determine if any revisions are necessary.
- Section 4: **Special Committee:** It may be necessary to form a committee in order to successfully fulfill the necessary duties of the MTAA or MTPA (examples of this are the baseball, basketball and snack stand committees). When this need arises the head of the committee must submit a list of names of the people on the committee to the Executive Board. The Executive Board will then take a vote to determine if the committee can be formed. If a committee is formed it is the committee heads responsibility to ensure someone is present to represent the committee during the monthly meetings. If the committee consists of more than 3 members the list must also show which 3 members are to be granted meeting credits, mentioned in ARTICLE III, Section 2.

ARTICLE VIII

MEETINGS

- Section 1: Regular monthly meeting shall be held the first Wednesday of each month but can be moved due to holidays and unforeseen circumstances with a majority vote.
- Section 2: The President may call a special meeting when deemed necessary and/or it becomes advisable.
- Section 3: A quorum must be established for a meeting to begin. A quorum shall be declared when at least 6(six) Active Members including 2(two) Executive Board Members are present.
- Section 4: Monthly meetings during winter months will be at Moore Elementary.
- Section 5: The board must be notified two weeks in advance of a meeting in which someone will present a product. An example would be a photographer or an equipment representative.

ARTICLE IX

RULES OF ORDER

Roberts Rules of Order, latest edition shall be recognized as the authority Governing any and all meetings conducted by the MTAA and its Committees.

ARTICLE X

FINANCES

- Section 1: As a minimum the Audit Committee shall perform the duties mentioned in ARTICLE VII, Section 1.
- Section 2: No one person shall purchase equipment and/or supplies for any reason without the approval of the Treasurer. There are no exceptions to this policy.
- Section 3: Each sport shall have one mandatory fundraising project per season for the benefit of the MTAA.
- Section 4: The following items are to be paid by the MTAA and are not to be included in the individual budgets:
- a. Sign-up sheet
 - b. ice packs
 - c. dirt for fields
 - d. lime and/or paint
 - e. first aid kits
 - f. any equipment related to field maintenance

Section 5: If a sport has a surplus of funds at the end of the season, that money goes into the general fund.

Section 6: A scholarship has been set up in the name of Herm Gestl's granddaughter Abby Gestl and Sterling Laubach. Scholarship amounts will be determined by the Executive Board and voted on during the monthly meetings. These scholarships are run through Northampton High School with coordination through the Secretary.

ARTICLE XI

FEES, WAIVERS, EXEMPTIONS, BONDS, PENALTIES AND FINES

Section 1: **Fees:** All fees for sign ups and mandatory fundraisers are due when a sign-up form is completed and handed in. No child will be permitted to practice and/or participate in a sport in which any form of outstanding funds are due to the MTAA.

- A. Sign up fees for all sports shall be at the current price which is to be determined by Executive Board Members. Sign-up refunds will be handled on an individual basis by the Board and the Commissioners.
- B. A mandatory fundraiser fee of a currently agreed amount is required for every child signing up for each sport for up to the first 2 children per family. The total of all fees (sign up and fundraising) are due at the time of sign ups.
- C. Any child playing multiple sports in the same season will only be required to pay the sign-up fee. The buy-out fee or the fundraiser will be waived.
- D. The commissioner of each sport has sole discretion to charge a fee for late sign-ups.
- E. The MTAA will pay a portion of the fee to have coaches certified in their sport.
- F. A minimal fee of \$10 is recommended for clinics.

Section 2: **Waivers:** Any waived sign up fees for families whom may need a little help will be handled as follows:

The said family(s) will be required to sell at least two fundraisers that are required as part of a normal sign up. No money will have to be paid for these fundraisers up front but the family must return the money to the MTAA to cover their participation for that season. If selling the fundraiser is not a logical option for the family, the commissioner may approach the board with alternative options. The Commissioner needs to provide the Executive Board with a list of requested family waivers at the time they are requested. Only the Executive Board can make the determination on waving fees. The Executive Board or commissioner will contact the family and

discuss their request for receiving a waiver approval. The commissioner will then send a list of all waived signups shown on the budget to the treasurer.

Section 3: **Exemptions:** Anyone serving on the Executive Board or as a Commissioner of any MTAA sport shall be exempt from paying any of the fees associated with their children's participation in MTAA programs.

Section 4: **Bonds:**

A. Upon signing a MTAA form a parent or guardian is required to work in the snack stand at the discretion and direction of the MTAA Parents Auxiliary. The number of shifts, hours or games that need to be worked will be determined by the commissioner and the Parents Auxiliary.

1. When signing up for each sport the parent or guardian will be made aware of their responsibility for fulfilling their required snack stand work duty. Each parent or guardian is required to submit a **SNACK STAND BOND** made payable to MTAA, **PRIOR TO THE START OF THE SEASON**. The amount of the bond will be determined by the Executive Board. In the event that they do not fulfill their duty they forfeit the **SNACK STAND BOND**. When the MTPA notifies the commissioner that the parent/guardian has not fulfilled their duty the commissioner must turn the bond over to the treasurer immediately. If the bond fee is not satisfied prior to the next season sports sign up the child may be denied the opportunity to participate.

2. When the snack stand obligation has been fulfilled, the MTPA will notify the commissioner and the bond check will be destroyed.

B. It will be up to each Commissioner as to whether or not to charge a **UNIFORM BOND**. The amount of this bond will differ between sports due to the different equipment needed for each sport. This bond will be payable to the MTAA. In the event that the parent/guardian does not hand in all or some of the uniform that was distributed to them they will forfeit the **UNIFORM BOND** to cover the cost of replacement equipment.

Section 2: **Penalties:** All checks and other promissory notes that are returned to the MTAA for any reason are subject to a \$20.00 fee **in addition to any and all charges levied to the MTAA by the bank**. No child shall be permitted to participate and/ or practice in any sport in which outstanding funds are due the MTAA.

Section 3: **Fines:** The MTAA will not be responsible for any fines or penalties levied on or against any player, coach, parent, team or Commissioner of any sport for any type of inappropriate conduct or behavior at any time. **The Commissioners are not permitted to build or include fines into their budgets in any way shape or form.**

- A. If a commissioner, coach or any other MTAA representative misses a league meeting the fine shall not come out of the sports fund or the MTAA general fund. That individual shall pay the fine.

ARTICLE XII

CHAMPIONSHIP TEAMS

MTAA will donate \$15 per child and the MTPA will donate \$25 per child for a total of \$40 to end of season Championship Winning Team to put towards gifts.

If a team wins a championship the commissioner must make it known at a monthly meeting that a team has won the championship and approval from the Executive Board must be granted prior to purchasing any gifts.

The voting membership of the MTAA has the right to define the champion (division winner, place in competition, etc.)

After board approval the coach, or team representative, will purchase gifts for the players. MTAA will then write a check to the coach/team representative for the full \$40 per child and the MTPA will then pay the MTAA their portion.

ARTICLE XIII

SNACK STAND AND FIELD USE

1. No alcohol or tobacco use is allowed on fields.
2. Parking:
 - a. There will be absolutely no parking around the baseball snack stand, except for equipment drop off.
 - b. Parking on the grass in the area of the baseball snack stand is not permitted at any time.
 - c. Parking along the baseball snack stand access road or on the grass on either side of the access road is not permitted at any time.
3. Non-affiliated teams must pay a fee to use the fields at the Rec. Center and must request permission from the Rec. Commission.
4. At the end of each spring and fall season a minimum for \$5000 will be kept in the Parents Auxiliary account. The remaining balance over the \$5000 will be split 50/50 between the MTAA and the Rec. Commission.

5. A meeting must be set up with the MTAA, Rec. Commission and the Township to discuss any tournament hosted by MTAA. The meeting must be set up well in advance of the tournament date by the Commissioner.

ARTICLE XIV

CORPORATE DISSOLUTION

- A second provision requires for Section 501(c)(3) eligibility relates to corporate dissolution:

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(7) of the Internal Revenue Code, as amended or supplemented, or shall be distributed to the federal government or to the state or local government for public purpose. Any such assets not so disposed of shall be disposed of by the District Court of the county in which the principal office of the corporation 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 purpose.

ARTICLE XV

AMENDMENTS OF THE MTAA BY-LAWS

1. These By-Laws may be amended by a majority vote of all Active members in good standing.
2. Members must be present at the meeting to request By-Laws amendments.
3. All requests must be in writing.

Revisions to MTAA Bylaws

Revised 8-7-13 by Joe Gmitter, Secretary MTAA

Revised 11-26-13 by Sherri Rohl, Secretary MTAA/MTPA

Revised 9-10-17 by Fritz Miller, Secretary MTAA

Revised 6-6-18 by Fritz Miller, Secretary MTAA

Revised 8-7-19 by Fritz Miller, Secretary MTAA