

# **BETHEL PARK JUNIOR FOOTBALL**

## **BYLAWS**

**ADOPTED JANUARY 20, 2004  
REVISED JANUARY 17, 2006  
REVISED FEBRUARY 28, 2009  
REVISED JULY 19, 2012  
LAST REVISED SEPT 20, 2018**

### **ARTICLE I — PURPOSE**

#### **Section 1.1 - Purpose**

The Bethel Park Junior Football Program ("BPJF") is organized exclusively for the purpose of promoting recreation football in the Municipality of Bethel Park. In particular the Board of Directors of BPJF shall:

- (a) Promote the BPJF recreational football program in the Municipality of Bethel Park in ways deemed appropriate by the Board, including without limitation, publicizing the availability of the program, attendance at all South Hills Youth Football league meetings, attendance at all league meetings of other leagues BPJF, or a portion thereof, may join, and, as necessary, meetings of the Bethel Park Recreation Board and the Municipality of Bethel Park;
- (b) Provide every player with the opportunity to learn, develop and play the game of football;
- (c) Publish and update the BPJF handbook annually, which details the expected behavior and conduct of all Coaches, players and parents;
- (d) Interpret league rules and address any concerns over league rules. The Board shall also consider and recommend variations and/or amendments to the league rules;

- (e) Review all head coaching positions on an annual basis and appoint new head coaches as needed;
- (f) Prepare a Coaches handbook which will provide expected and required conduct of Head and Assistant Coaches as well as provide guidelines and criteria for player development at each age level;
- (g) The Board shall elect the Executive Board which shall consist of the President, Vice President, Secretary and Treasurer.

## ARTICLE II — GOVERNING BODY

### Section 2.1 - Governing Body

BPJF shall be governed by a Board of Directors (the “Board”) which shall consist of at least seven (7) but not more than nine (11) members. All matters concerning BPJF shall be decided by a vote of the Board.

## ARTICLE III - MEETINGS

### Section 3.1 - Meetings

Meetings of the Board shall be held at such time and place as the Board shall from time to time determine. The first meeting of each year shall be held on the third Tuesday in January. Regular meetings of the Board shall be held once a month on the third Tuesday of the month or such other date as the Board shall from time to time determine. A special meeting of the Board may be called at any time by the President or any three Directors, to be held at the time and place designated in the call. At least seven days notice, written or oral, of all meetings of the Board shall be given to each Director specifying the place, day and hour thereof. Any business may be transacted at any regular or special meeting of the Board, with or without reference to such business in the notice of such meeting, except as otherwise provided herein or by law. All regular meetings shall be open to all members who have a paid annual registration fee and are members in good standing of BPJF and shall be posted with the Recreation Department Office.

### Section 3.2 – Quorum

The presence at any meeting of a majority of Directors then in office shall constitute a quorum and, unless otherwise required by these Bylaws or by law, the acts of a majority of the Directors at any meeting at which a quorum is present shall be the acts of the Board.

### Section 3.3 - Proxies

At all meetings of Directors, each Director may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary. Every proxy shall be revocable and shall automatically cease on conveyance by the Director of his or her Lot. A Director may not revoke a proxy except by actual notice of revocation to the person presiding over a meeting of BPJF. A proxy is void if it is not dated or purports to be revocable without notice. A proxy terminates one year after its date unless it specifies a shorter term.

### Section 3.4 – Action by Written Consent

Any action required or permitted to be taken at a meeting of the Board, or any committee provided for herein, or created pursuant to authority contained in these Bylaws, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all the members of the Board or such committee, as the case may be.

## ARTICLE IV – DIRECTORS

### Section 4.1 – Requirements of Directors in General

(a) All Directors must be Members in good standing of BPJF as defined in Section 9.1 of these Bylaws and: (i) not be in a position to gain financially as a result of any activity of the Board, or be associated with any company or organization contracting or doing business with the Board. Directors are required to attend at least one game or one practice per week other than those games or practices to which the Director has a family relationship. Directors are required to attend all Board Meetings, unless a valid reason for their absence has been forwarded to the Secretary prior to a scheduled Board Meeting.

(b) In addition to the requirements listed in Section 4.1(a), spouses may not concurrently serve as Directors of the Board. Any individual that wishes to become a Director of the Board will be ineligible for consideration as a Director if their spouse is currently a Director of the Board.

### Section 4.2 – Election of Directors; Term of Office

The Board shall consist of an Executive Board of Officers and a Board of Directors. The Executive Board or Officers of BPJF shall be elected by the Board as a whole. Those board members elected as Officers shall perform the functions of their respective office as

defined in Article V below. The Directors who are not Officers of BPJF shall be elected in an open election, as described in Article IX below, and shall serve for a term of three (3) years. Terms of all Directors shall be staggered so that a minimum of three (3) Director positions will be open for election in any given year. The Board shall consist of nine (9) Directors, three (3) of which will be elected by the members of BPJF each year at the annual Election Meeting, as described in Article IX below. The original Directors, Director positions 1, 2 and 3, elected to the Board under these revised Bylaws, were elected for a three (3) year term beginning on January 1, 2019 and expiring on December 31, 2021. Director Positions 4, 5 and 6 will be open for election in 2019 and Director positions 7, 8 and 9 will be open for election in 2021. Director positions 1, 2 and 3 will again be open for election in 2011, and so on. Directors shall be entitled to vote on all matters considered by the Board.

#### Section 4.3 – Attendance at Board Meetings

In accordance with these Bylaws, all Directors are required to attend all Board Meetings, unless such Director has a valid excuse for not attending a Board Meeting. If any Director fails to attend two (2) or more consecutive meetings, for which no valid excuse for his or her absence has been offered or forwarded to the Secretary, the Board may vote to have the Director removed in accordance with Section 4.4 of this Article IV. Valid excuses for absence from a Board Meeting shall include, but are not limited to the following: sickness, travel (business or pleasure), vacation, other family commitment, and conflict with another sporting event.

#### Section 4.4 – Board of Director's Responsibility

Each member of the BPJF Board of Director is responsible for overseeing designated activities agreed upon at the annual Executive Officer selection meeting in order to deliver a positive experience to all of our participants. At the first meeting of the newly elected Board, the following responsibilities/activities should be assigned to the individual Board member most qualified to perform, monitor and complete the event/project. Every effort should be taken to distribute the work load evenly across the Board of Directors. The following shall be appointed, as well as future endeavors as identified by the Board of Directors:

- Bylaws
- Elections
- Combine
- Business Managers
- Head of Committees
- Operating Budget
- Fundraising
- Equipment and Fields
- Communications and Web Page
- Registration
- Concessions
- Coaches

- Collection of Monitor Sheets

#### Section 4.5 – Resignation and Removal of Directors

Any Director of BPJF may (a) resign at any time by giving notice to such effect to the Board and (b) may be removed at any time when it is determined by two-thirds of the individual Directors present at any meeting at which a quorum is present that it would be in the best interests of BPJF to remove such Director.

#### Section 4.6 – Vacancies

Any vacancies occurring on the Board between regular elections will be filled by the candidate who received the next highest votes from the previous election and a majority of the vote of remaining Directors, even if less than a quorum, for the remainder of the term of the vacant position.

#### ARTICLE V – OFFICERS Section 5.1 – Designation of Officers

The Officers of BPJF shall be a President, a Vice President, a Secretary and a Treasurer. All Officers of the Board shall have served as a Director before being considered for election as an Officer. All such Officers shall be elected by the Board and shall serve for a term of one (1) year. All such officers shall be elected by the Board at its January meeting, or at a special meeting immediately following the election of Directors in accordance with Article IX below. The Board shall have the right at any time to remove any one or more Officers when it is determined by two-thirds of the individual Directors present at any meeting at which a quorum is present that it would be in the best interests of BPJF to do so. Any vacancy in any of such Officer position shall be filled by the Board.

#### Section 5.2 – President

The President shall (a) preside at all meetings of the Board of BPJF and the Executive Board, (b) appoint chairmen of the standing committees necessary to conduct the activities of BPJF, (c) be an ex-officio member of all committees, (d) act as liaison between BPJF and the Bethel Park Recreation Board, (e) exercise general supervision and control over the affairs of BPJF subject to the authority of the Board and (f) perform such other powers and duties as may from time to time be prescribed by the Board.

#### Section 5.3 – Vice President

The Vice President shall assist the President and, in the President's absence, assume the duties of the President, and shall have and perform such other powers and duties as may from time to time be prescribed by the Board or the President. In particular, the Vice President shall (a) coordinate the draft process with the Commissioner, (b) oversee the duties of the Commissioner and League Representatives, (c) investigate all complaints received by the Board and (d) shall have the final say in all draft issues and Head Coach appointments.

#### Section 5.4 — Secretary

The Secretary shall (a) keep a record of proceedings at meetings of the Board of BPJF, (b) arrange for issuance of meeting notices, (c) provide written monthly minutes of all regular and special meetings to all the members of the Board, and (d) perform such other powers and duties as may from time to time be prescribed by the Board or the President.

#### Section 5.5 — Treasurer

The Treasurer shall (a) have custody of all the moneys and securities of BPJF, (b) keep regular books of account, (c) prepare a monthly report for presentation at each regular meeting, detailing revenue and expenses of BPJF, (d) prepare an annual operating budget, which shall be approved by the Board at its regularly scheduled March meeting, detailing anticipated expenditures for the fiscal year and (e) perform such other powers and duties as may from time to time be prescribed by the Board or the President to ensure the sound financial operation of BPJF. All moneys shall be deposited to the credit of and in the name of BPJF in a depository designated by the Board. All expenditures of BPJF shall be made by the Treasurer, or in the Treasurer's absence, the President on the authorization of the Board. All extraordinary expenditures in excess of \$500.00 must have prior approval of the Board.

### ARTICLE VI – OTHER MEMBERS OF THE BOARD

#### Section 6.1 – League Representatives

There shall be two (2) League Representatives that shall be selected by the Board. The League Representatives shall attend and represent BPJF at all meetings of the South Hills Youth Football Organization and any other youth football league as the Board deems appropriate. The League Representatives shall regularly report to the Board at the regularly scheduled monthly Board meetings, the content and issue(s) addressed at the South Hills League meetings and other youth football league meetings. Each League Representative shall serve at the discretion of the Board. The Board shall have the right at any time to remove any one or more League Representatives when it is determined by two-thirds of the individual Directors present at any meeting at which a quorum is present that it would be in the best interests of BPJF to do so. Any vacancy in any of such League Representative position shall be filled by the Board. The League Representative positions shall be non-voting positions.

#### Section 6.2 – Commissioner

The Commissioner will serve as liaison between the League Representatives and the Head Coaches. The Commissioner shall also be responsible for scheduling games and fields, scheduling paramedics and, and communicate with cheerleader sponsors

regarding said activities. The Director of Fields will oversee the preparation of the fields including, set-up, tear-down and lining of the fields. The Commissioner shall oversee the activities of the Manager of Equipment and Fields. The Commissioner shall serve at the discretion of the Board. The Board shall have the right at any time to remove the Commissioner when it is determined by two-thirds of the individual Directors present at any meeting at which a quorum is present that it would be in the best interests of BPJF to do so. Any vacancy in the Commissioner position shall be filled by the Board. This is a non-voting position.

### Section 6.3 – Director of Equipment and Fields

The Board shall appoint a Director of Equipment and Fields. The DEF shall be responsible for the coordination of Equipment distribution and collection with all Head Coaches. The DEF shall be responsible for the set up and tear down of all fields on game days. The Director of Equipment and Fields shall track all Equipment belonging to BPJF. The DEF will provide an annual inventory of BPJF equipment to the Board no later than at the Board’s regularly scheduled February meeting. The DEF shall list all equipment currently owned by BPJF and shall make recommendations to the Board concerning equipment to be purchased. This is a non-voting position.

### Section 6.4 – Authority

The Commissioner, League Representatives and Manager of Equipment and Fields shall have the authority delegated to them by the Board. The Commissioner, League Representatives and Manager of Equipment and Fields shall not have the authority to bind BPJF or submit to the Board any action requiring their approval, to adopt, amend, or repeal these Bylaws, fill vacancies in the Board, amend or repeal any resolution of the Board or take any action with respect to matters committed by these Bylaws or a resolution of the Board.

## ARTICLE VII – COMMITTEES

### Section 7.1 – Creation; Members

There shall be such standing or temporary committees as the Board may from time to time create. Each committee shall consist of at least three persons of whom at least one may be a Director. Committee chairpersons shall be selected by the Board. Each committee member shall hold office at the pleasure of the Board. The standing committees shall include, but are not limited to, Fundraising, Concessions, Team Parties, Yearbook, Adult Parties (Social), Team Pictures, Family Tailgate, Youth Night at BPHS, Player’s Gifts and After Practice Parties. All committee member positions shall be nonvoting positions.

## Section 7.2 – Authority

Each committee created by the Board shall have the authority delegated to it by the Board provided that no committee shall have the authority to bind BPJF or submit to the Board any action requiring their approval, to adopt, amend, or repeal these Bylaws, fill vacancies in the Board, amend or repeal any resolution of the Board or take any action with respect to matters committed by these Bylaws or a resolution of the Board to another committee.

## Section 7.3 – Meetings

Regular meetings of any committee may be held at such times and places as such committee may from time to time fix by resolution. Special meetings of any committee may be called by any member thereof upon not less than one day's notice stating the place, date and hour of the meeting.

## Section 7.4 – Quorum

A majority of the members of a committee shall constitute a quorum for the transaction of the business of such committee, and the acts of majority of the members present at any meeting at which a quorum is present shall be the acts of such committee.

# ARTICLE VIII – ZERO TOLERANCE POLICY

## Section 8.1 – Zero Tolerance Policy

The Board has adopted a Zero Tolerance Policy. The ultimate purpose of the Zero Tolerance Policy is to create a pleasant atmosphere in the BPJF organization. The Board has adopted this policy in an attempt to eliminate all unacceptable behavior of Coaches, players and parents in order to make the game more enjoyable for all. The Board will hold accountable any individual who fails to adhere to the Zero Tolerance Policy.

## Section 8.2 – Examples of Unacceptable Behavior

(a) Examples of unacceptable behavior of Coaches includes, but shall not be limited to the following: Badgering, threats, aggressive touching, grabbing or contact with players, use of foul language, consuming alcohol or tobacco at any practices or games, use of the social media network in a manner which is detrimental to the organization, coaches, and/or players or displaying unsportsmanlike conduct. Unsportsmanlike conduct on the part of Coaches includes but shall not be limited to the following: illegal defenses, alignments or blitzing (9-year-old and under divisions), utilizing dirty tactics, badgering referees or opponents coaches and players, and any other conduct detrimental to BPJF.



(b) Examples of unacceptable behavior of players includes but shall not be limited to the following: Badgering, threats, fighting, use of the social media network in a manner which is detrimental to the organization, coaches, and/or players or displaying unsportsmanlike conduct outside of the aggressiveness of contact football.

(c) Examples of unacceptable behavior of parents include but shall not be limited to the following: Badgering, threats, use of foul language, consuming alcohol or tobacco at any practices or games, use of the social media network in a manner which is detrimental to the organization, coaches, and/or players or displaying unsportsmanlike conduct. Unsportsmanlike conduct on the part of parents includes, but shall not be limited to the following: badgering referees or coaches and players, and any other conduct detrimental to BPJF.

### Section 8.3 – Violation of the Zero Tolerance Policy

If any Coach, player, parent or other member of BPJF exhibits unacceptable behavior and violates the Zero Tolerance Policy, while at any league sanctioned event (practice or game), the member's unacceptable behavior shall be reported to the Sportsman's Committee in the form of a Written Letter of Complaint within a 48-hour time period after the incident occurred. Violations of the Zero Tolerance Policy shall not expire on a calendar year basis and shall be cumulative during any individual's involvement with BPJF.

### Section 8.4 — Procedures to address violations of the Zero Tolerance Policy

The Sportsman's Committee will review the written Complaint and make the proper arrangements to hear from all parties. All parties shall include, but shall not be limited to the following: Head Coach, Assistant Coaches, Witness(es), Player(s), and Parent(s)/Guardian(s). A discussion of the incident in full detail will take place with the Sportsman's Committee. Based upon the discussion, the Sportsman's Committee shall make a final ruling and determine if the behavior is found to be unacceptable. If the Sportsman's Committee's ruling determines that the individual(s) behavior was unacceptable, the individual(s) will be deemed to have violated the Zero Tolerance Policy and **WILL BE REPRIMANDED. ALL DECISIONS OF THE SPORTSMAN'S COMMITTEE ARE FINAL.**

### Section 8.5 — Reprimands for Violation of the Zero Tolerance Policy

The Sportsman's Committee realizes that each incident could and will vary depending upon the severity and the frequency with which it occur(s), as a result punishment and/or reprimand could and will range from the following:

Violation by Coaches

1<sup>st</sup> Offense – Warning (Written)

2<sup>nd</sup> Offense – Suspension from Practice or Game (number depends on severity of incident) (individual may watch game from stands or work concession)

3<sup>rd</sup> Offense – Expulsion from BPJF (or Suspension for Season (no participation of any kind in any practice or game))

Violation by Players

1<sup>st</sup> Offense – Apologizing to other player(s)

2<sup>nd</sup> Offense – Suspension from practice and or Game, reduction in playing time

3<sup>rd</sup> Offense – Expulsion from BPJF (or Suspension for Season)

Violation by Parents

1<sup>st</sup> Offense – Warning (Written)

2<sup>nd</sup> Offense – Suspension from Game (individual not allowed to attend game)

3<sup>rd</sup> Offense – Expulsion from BPJF (or Suspension for Season (no participation of any kind in any practice or game))

Section 8.6 — Payment of Fines

Should any individual member of BPJF (Coach, Parent or Player (including that players Parent(s)/Guardian(s)) engage in any conduct which is detrimental to BPJF such that a fine is imposed for such conduct, payment of the fine shall be the sole and absolute responsibility of such individual. BPJF shall in no way be responsible for the payment of any fines levied against individual members of BPJF by the South Hills Youth Football league or any other youth football leagues of which BPJF may be a member. Should any individual subject to a fine, fail to pay such fine in a timely fashion, such individual will be subject to further sanctions by BPJF. If the BPJF Sportsman's Committee has not assembled and have considered the situation with regard to the sanctioned fine, upon request of the alleged offender, he may request a meeting with the BPJF SC to appeal his case. **ALL DECISIONS OF THE SPORTSMAN'S COMMITTEE ARE FINAL.**

Section 8.7 - Composition of the Sportsman's Committee

The Sportsman's Committee shall be comprised of the Executive Board, which includes the President, Vice President, Secretary and Treasurer. The Sportsman's Committee shall regularly report to the Board any actions taken by the Sportsman's Committee regarding violations of the Zero Tolerance Policy. In addition, violations of a severe nature, and the appropriate reprimand or punishment, shall be considered by the Board as a whole.

## ARTICLE IX — ELECTIONS

### Section 9.1 – Election to Board

Potential candidates for election to the Board must be Members in good standing of BPJF. Members in good standing shall: (a) have paid the annual registration fee, (b) be in good standing with BPJF and (c) be willing to adhere to the duties and responsibilities of a Director as outlined in these Bylaws.

### Section 9.2 – Election Meeting

The Board shall send a Nominations Letter each year, but no later than October, notifying all Members in good standing of open positions on the Board. Interested Members in good standing must complete the nomination form included in the Nominations Letter for consideration to be elected to the Board at BPJF's regularly scheduled election meeting held in November, or a later date as determined by the Board of any given year (the "Annual Election Meeting").

### Section 9.3 – Election Process

BPJF shall hold an annual open election meeting in November, or a later date as determined by the Board, of any given year. At the Election Meeting each family that has paid the annual registration fee, will be given a ballot with all eligible candidates listed for open positions on the board. Each family shall be entitled to one vote for each open board position. For example, each year there will be 3 open board positions and any number of eligible candidates, therefore each family will be entitled to vote for 3 candidates to fill the open board positions.

### Section 9.4 – Election Results

Following the Annual Election Meeting, current members of the Board shall count all votes cast. Those candidates with the most votes, shall fill the open board positions. Following the tabulation of the votes, the new board members will be notified of their election to the Board and the results posted on the BPJF website. The new board members along with the current board members, shall at the January meeting, or at a special meeting immediately following the election, elect the Executive Board positions.

## ARTICLE X - MISCELLANEOUS

### Section 10.1 — Signature and Endorsement of Checks

Checks, drafts and other negotiable instruments shall be signed or endorsed on behalf of BPJF by the President and/or the Treasurer or, in lieu of the absence of the President or Treasurer any Director that the Board may from time to time authorize and empower to exercise such authority.

### Section 10.2 — Execution of Contracts

Contracts and other agreements shall be executed on behalf of BPJF by the President or the Vice President. In addition, the Board may from time to time authorize other officers or agents to execute any contract or agreement on behalf of BPJF and such authorization may be general or confined to specific instances.

### Section 10.3 – Fiscal Year

The fiscal year of BPJF shall be on a calendar year basis from January 1 to December 31, or such other twelve-month period as the Board of Directors may designate.

### Section 10.4 – Eligible Participants in BPJF

Only those children that reside in the community of Bethel Park may participate in BPJF. Any request for an exception of this rule must be submitted in writing to the Executive Board, for their review and decision. All decisions of the Executive Board regarding requests for exception from this rule are final.

### Section 10.5 – Liability

Individual Directors, Officers, League Representatives, the Commissioner, committee members, or any other members of the Board shall not have any personal liability for any actions, non-actions, votes or any other activity taken by the Board in its capacity as the governing body of BPJF.

### Section 10.6 – Clearances

All Coaches and Assistant Coaches must obtain both an Act 34 Criminal Record and an Act 151 Child Abuse Clearance from the appropriate Pennsylvania authorities. All Coaches must submit both Clearances to the Board prior to the first practice of any given year. It is BPJF's policy that all clearances will be updated every two (2) years. Should any Coach fail to submit to the Board the required Clearances prior to the first practice of any given year, such Coach will not be allowed to Coach until their clearances are submitted.

### Section 10.7 – Assets of BPJF

All assets of BPJF are dedicated to the express purposes within the guidelines of the Municipality of Bethel Park and the Bethel Park Board of Parks, Recreation and Leisure Services. In the event BPJF is dissolved, the Board shall pay, satisfy and discharge any and all approved and authorized liabilities of BPJF and make adequate provision for any outstanding liabilities. After such payments of and provision for BPJF liabilities, all remaining assets of BPJF shall be distributed to the Board of Parks, Recreation and Leisure Services.

#### Section 10.8 - Amendments

Thirty days advance notice shall be given to all Directors on any proposed change in these Bylaws. These Bylaws may then be amended, revised, repealed or altered, in whole or in part, by a majority vote of the individual Directors present at the meeting next following such notice.

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