

**BY-LAWS  
Of  
LEHIGHTON ATHLETIC BOOSTER CLUB  
LEHIGHTON, PENNSYLVANIA**

ARTICLE 1

Name;

Section 1 This organization shall be known as the Lehighon Athletic Booster Club of Lehighon, Pennsylvania hereafter referred to in these By-Laws as the Club

ARTICLE 2

Purpose;

Section 1 The purpose of this Club is to encourage and promote athletic programs in the Lehighon Area, and in so doing, indoctrinate the principles of good sportsmanship.

ARTICLE 3

Members ;

Section 1 All men and women 18 years of age, or a high school graduate.

Section 2 A Lehighon student, who is in grades 7 through 12, is eligible to be a junior member of the Club as a Junior Coach.\*

Section 3 To be an active member, you must attend six (6) meetings per year in the previous 12 months. ONLY an active member has the privilege to vote and make motions. ....

Section 4 In the event the opportunity does not exist for any committee to hold a conference on such a appointed day the committee may authorize the use of e-mail or conference call to address any club business whether to discuss or vote providing a majority of members are accounted for to vote.

ARTICLE 4

Officers;

Section 1 The elected officers of this Club shall consist of a President, Vice President, Secretary, Treasurer, and at least (3) Trustees.

Section 2 No member shall be allowed to hold more than one elective office at one time. Any officer who shall neglect or fail to perform his/her duties, his/her office shall be declared vacant by the Presiding Officer.

Section 3 Any officer who shall absent himself/herself from more than three (3) consecutive meetings unless due to illness or some unavoidable cause, his/her office shall be declared vacant by the Presiding Officer.

ARTICLE 5

Nominations and Election of Officers;

Section 1 The nomination of officers of this Club, as listed in Article 4 above, will be held on the last regular stated meeting in April.

Section 2 The election of officers of the Club, to serve for a period of one (1) year, will be held on the first regular stated meeting in May by secret ballot, and must be elected from members being active in the Club. (To be active, a member must attend six (6) regular meetings per year in the previous 12 months.

Section 3 The officers elected at the first regular stated meeting in May will assume their offices at the first regular stated meeting in June.

Section 4 In the event of a vacancy in the office of president for any reason, the Vice President shall automatically succeed to the office for the balance of the term. A vacancy occurring in the office of Vice President for the above or any other reason shall be filled by the President appointing an active club member to serve for the balance of the term.

## ARTICLE 6

### Duties of Officers

Section 1 PRESIDENT. The president shall preside at all meetings of the Club, preserve order thereat, put all motions and questions to be voted upon or for consideration of the Club when properly made and seconded; cast the deciding vote when an equal number has been cast by the Club, and at the request of the six (6) members convene special meetings, with 48 hours due notification. He/She also has the authority to call a special meeting without the request of six (6) members of the Club. He/She shall appoint all committees required by vote of the Club and shall fill all vacancies occurring in any office. He/She shall be required to furnish a surety bond in the sum of \$1,500.00, the Club to pay the premium thereon.

Section 2 VICE PRESIDENT. The Vice President shall preside at all meetings in the absence of the President and perform all of his/her duties. He/She shall, when an appeal is made from the decision of the President, take the chair until the decision of the members shall be ascertained and announce the results. In the absence of the President and the Vice President, the chair shall be filled by a member chosen by a majority of the members present at such meeting.

Section 3 SECRETARY. It shall be the duties of the Secretary to keep the minutes of all meetings of the Club; notify all candidates of their nomination to office; be able to furnish the exact wording of a motion which is pending before the Club; to furnish information from the minutes which may be requested by officers or members; to have available at each meeting a copy of the Constitution and By-Laws, Standing Rules, and Parliamentary authority of the Club, a list of the Club members, and a list of all committees and their members.

Section 4 TREASURER. It shall be the duty of the Treasurer to keep an account of all monies received and expended and make an annual report of same to the Club. He/She is responsible for collecting money due the Club and for its safekeeping. His/Her books and accounts shall be open for inspection at any time. As disbursing officer, he/she is responsible for checking all bills, which are presented for payment, and for issuing checks to cover them. All checks shall be signed by both the Treasurer and (at least) one other Executive Committee member\*. His/Her books shall be audited by auditors selected by the Club. He/She shall receive all monies collected at each meeting and shall deposit the same in the name of the Club. He/She shall be required to furnish a surety bond in the sum of \$1,500, the Club to pay the premium thereon.

*\*Two family members cannot sign checks if they hold two positions on the Executive Board that are required to sign checks. One must relinquish their rights to sign checks and another person on the Executive Board will be appointed.*

Section 5 TRUSTEES. Trustees are eligible to chair and serve on all appointed and special committees. Trustees are encouraged to make known their specific interests and ideas for how to best serve the Club and its' interests. Trustees are also responsible for monitoring executive performance in carrying out Club policies as dictated by the bylaws. Trustees are expected to act in the best interest of the club in all matters and to promote the club in a positive manner in all forums, and be good stewards of the community.

## ARTICLE 7

### Standing Committees

Section 1 EXECUTIVE COMMITTEE. This committee shall consist of the President, Vice President, Secretary, Treasurer, Trustees and Sports Directors. It shall be their duty to meet from time to time and discuss matters pertaining to the business, finances, and general welfare of the Club and to make any recommendations they may deem necessary to the Club. All Executive Board meetings shall be closed to the public.

Section 2 COACHES COMMITTEE. This committee shall consist of the Executive Committee. The President shall be the Chairman of this committee. This committee shall recommend, for approval by the Club, the necessary head coaches and their assistant coaches necessary for any supervised program endorsed by the Club. The Coaches Committee shall meet in advance of each sport's season.

Section 3 FOOD STAND COMMITTEE. The Food Stand Committee shall be responsible for:

- A. Keeping inventory of the food stand supplies.
- B. Purchasing supplies as needed.

C. Communicating with subcommittee members in regards to needs for that sport's food stand. Each sport will have its own subcommittee which will be responsible for:

A. Scheduling workers

B. Transporting supplies to & from events.

C. Storing supplies between events.

D. Reporting to the main committee members any low inventory so that it can be replenished.

E. Oversee food stand monies until it can be returned to the Treasurer.

Each sport's subcommittee should be comprised of that sports Director and/or a few people involved in that sport.

## ARTICLE 8

SECTION 1 Coaches / Team Moms / Trainers / requirements. All individuals who are volunteering to become a LABC Coach, Team Mom, or Trainer must submit at time of application a LABC coaches application along with Pa state mandated clearances. Those being the Act 34 Background check (once every 12 months) and the Child Abuse Check ( once every 60 months). All fee's are subject to the applicant.

SECTION 2 For those applicants who have the sole intention on becoming a coach /team mom/trainer all applications for any LABC sponsored activity shall be filed at a minimum of 1 month before any said sport begins its season. All applicants must make a club meeting at time of application, followed by 1 meeting during the current sport season which the applicant has applied for. In the event a volunteer is needed or interested during the start of the season, they will need to address the mandated LABC application form, and the PA state mandated Act 34 Criminal background check & Child Abuse Clearance before they can join in on the said teams activities. **THE APPLICANT MUST STILL ATTEND 1 MEETING WITHIN THAT SPORTS SEASON.** Hence, the applicant acknowledges that their position is temporary pending the Coaches Committee's decision. In the event a said applicant is not approved for whatever reason, they must resign their position immediately upon proper notification from the Executive committee.

SECTION 3 Directors requirements All individuals who are volunteering to become a LABC Director must be a active member at time of application (6 meetings attended in the last 12 months) must submit at time of application a LABC coaches application along with Pa state mandated clearances. Those being the Act 34 Background check (once every 12 months) and the Child Abuse Check ( once every 60 months). Director for any sport should be applied for 6 months in advance of any season . All fee's are subject to the applicant.

SECTION 4 All active members have precedence over non active members in coaching positions. Active status requires 6 attended meetings within the last 12 months. In the event there is no active member interested in a coaching or director position, a decision on a applicant will be made by the Coaches Committee followed by majority vote.

SECTION 5 Any Coach who does not Honor the LABC Coaches Code of Conduct will face penalties including suspension and/or expulsion. Any conduct deemed "Detrimental to the Club" will be automatic dismissal.

SECTION 6 All Head Coaches must make a total of 2 meetings during their present season one meeting at time of application and one meeting during their respective coaching season. Assistants are required to make only one meeting and that will be at time of application. Due to the 1 month season for the LABC Track Program all Head and Assistant track coaches must be present at a club meeting at time of application. This will suffice the obligatory 1 meeting standard for the track program.

SECTION 7 All Directors must keep their active member status (6 meetings within the past year) in order to hold their position of Team Director.

Section 8 Head coaches will choose his/her own staff and shall be responsible for all actions and behaviors of assistant coaches.

Section 9 The head coach shall dictate playing time based upon attendance, conduct and health of players with an emphasis toward the safety and ability of the athlete.

Section 10 A current Lehigh student, who is in grades 7 through 12, is eligible to become a Junior Coach and shall not be held to the same standards as an Assistant Coach. A Junior Coach will not need to complete a background check unless he/she is age 18+. A junior coach will complete all other Coaching forms.\*

#### ARTICLE 9

##### Sports Directors

Section 1; To be a Sports Director, you must be an active member. (The Executive board can waive this under special circumstances.)

Section 2; The responsibilities of a Sports Director shall include:

- A. Obtain club approval for and oversee fundraising activities for that sport.
- B. Set registration fee to cover costs incurred to administer that sports program. The fee shall be approved by the club.
- C. Be responsible for arranging appropriate practice and game locations and fields for their respective sport.
- D. Keep accurate inventory of equipment for that sport. Provide names of participants with unreturned equipment to the club following the sport.

E. Provide written policies for their sport at the beginning of the sport season stating what is expected of each participant in terms of practice and playing terms.

F. Provide a list of expenses and equipment needs (a proposed itemized budget) prior to the beginning of each season. Performance against this budget will be measured at the end of each season. This budget will be voted on prior to the start of the respective sport.

G. Shall meet with Head Coaches and Assistant Coaches on a regular basis to discuss any problems and upcoming events.

H. Differences among Head Coaches and Assistant Coaches MUST be mediated by the Director.

I. Directors shall have great latitude in decisions regarding playing time, position assignment, frequency of practices and other areas of general team management.

Section 3 A Sports Director may appoint a co-director at his/her discretion - provided that the prospective co-director completes a background check as per the coaching requirements.

Section 4 In the event a Director resigns or cannot fulfill their necessary duties, he/she shall be responsible for assisting in the selection of a replacement Director to be voted upon by the club.

Section 5 End of season parties/banquets will be held at the discretion of the Director based upon the financial standing of the sport.

Section 6 Each Director may hold fundraisers for their sport as needed.

## ARTICLE 10

### Expenditure of Funds

Section 1 Each sport shall submit a budget prior to the start of that sport's season. Each budget shall be presented to the club for approval. No expenditures of funds outside of that budget shall be made by any Officer or Committee, from any of the funds of the Club for any purpose whatsoever, without first having obtained the permission of the Club by vote at a regular stated meeting prior thereto.

Section 2 The Refreshment Stand shall maintain its' own budget and shall be allowed to restock without requiring prior approval.

Section 3 All donations shall be limited to any local regular annual appeal or to any special appeal by a local group to be determined by vote of the Club and no organization shall be given more than one donation in any one year. No donation shall be given to any appeal which does not have a local connection. Be it provided, however, that these restrictions shall not apply to any project which this Club shall undertake to sponsor.

Section 4 Any purchase outside of a budget, and over \$500 must be presented to the club in writing for approval before the purchase may be made. An exception to this shall be made for emergency purchases at the discretion of the Executive Board.

## ARTICLE 11

### Charges, Trials and Penalties

Section 1 All charges proffered against a member or members must be presented in writing to the Club, by any one member in good standing, at a regular stated meeting, when a committee of five (5) members shall be appointed by the President to investigate the charges proffered and report to the Club as soon thereafter as possible their findings.

Section 2 Any member found guilty of any violation of the rules of the Club or any improper conduct at meetings or violations of orders or improper conduct in any office or special appointment shall be subject to the following penalties: first offense, loss of voting privileges and participation in Club activities for three (3) months; second offense, expulsion from the Club; provided, however, that in the case of a first offense, if in the judgment of the trial committee the offense is of a minor nature and they deem the stipulated penalty too severe, they may recommend a lighter penalty be imposed.



Section 3 In addition to the penalties provided above for misconduct, violations of the rules and regulations and By-laws of the Club, it is further provided that any member who is found guilty after due trial and hearing as herein provided, of larceny or misappropriation of funds or of any property or other valuable equipment of the Club, shall be expelled from membership in this Club.

Section 4 All penalties provided in this Article shall be mandatory and the action of the trial committee shall be final and the sentence, as provided in cases of all violation, shall be pronounced by the President at the meeting at which the report of the trial committee is made and accepted by the Club. The Secretary shall keep a separate record of all charges and trials and the disposition of same.

Section 5 Any member found guilty of any offense after trial and who feels he/she has been done an injustice or failed to receive a proper hearing may request a new trial after stating his/her reasons and if two-thirds (2/3) of the members present vote to grant a new trial the President shall appoint another committee, none of whom shall have served on the previous trial committee and the findings of the second committee shall be final, there shall be no further appeal.

Section 6 The chain of command for any conflicts arising between parents and coaches shall be: (1) Head Coach: If the Head Coach cannot resolve the issue it shall be presented to the (2) Sports Director: If the Sports Director cannot resolve the issue it shall be presented to the (3) President. If at that time the issue cannot be resolved to a mutual satisfaction – the President may call a Committee to investigate the issue and come to a resolution. The committee shall be appointed by the President.

## ARTICLE 12

### Registration

Section 1 REGISTRATION AND FEES: Registration fees are due payable in full at registration.

### Section 2 REFUND DISCLAIMER:

The Lehigh Athletic Booster Club (LABC) is a non-profit organization. Registration fees are required to cover expenses, many of which are incurred immediately upon registration. While it is not our intent to create any hardships for anyone, we cannot routinely offer full and complete refunds regardless of the situation.

1. If a refund is requested within one week of registering, all fees paid will be refunded should a player decide not to participate during the upcoming season.
2. If a refund is requested prior to the start of the 1st practice, a 50% refund of registration fees *minus any late fee* will be refunded should a player decide not to participate during the upcoming season.
3. No refund will be considered if the player quits on or after the first day of practice. (Medical situations/family relocations are exempt from this rule).
4. No refund will be considered at any time during the pre-season or current season because of differences between players, coaches, parents, team moms or travel conflicts.
5. All refunds are contingent upon the satisfactory return of all LABC issued equipment from the current or prior season/sport.

Refund requests outside of the above stated policy may be considered at the discretion of the LABC Executive Board.

Section 3 Any returned checks are subject to a thirty-five dollar (\$35.00) fee.

### ARTICLE 13

#### Equipment

Section 1 Upon signing the Equipment form, the parent or guardian is responsible to return all LABC-issued equipment on the dates provided by each sport.

Section 2 Equipment must be returned in the condition originally received-minus acceptable normal wear and tear. Any equipment received that exceeds acceptable wear and tear – such as: rips, holes, burns, excessive stains, etc. that deems the equipment unusable shall be replaced by the parent or guardian at the cost per item as provided by the Sports Director.

Section 3 Any equipment that is lost or stolen shall be replaced by the parent or guardian at the cost per item as provided by the Sports Director.

Section 4 A Compensatory Fee may be assessed to parents/guardians for lost/damaged equipment to cover any incidental costs incurred ordering replacement equipment – such as shipping costs.

Section 5 All equipment shall be returned to the Director or coach within two (2) weeks of the completion of the sport.

Section 6 No child shall be permitted to participate in or register for any LABC sports/activities until all outstanding equipment/fees/penalties, etc. have been satisfied in full. This shall apply to all siblings of the same family as well.

Section 7 Registration fees paid for any member of a family owing equipment or monies to LABC may be held forfeit in order to be applied to the cost of the monies owed, or equipment replacement.

Section 8 The Sports Director will maintain a list of players owing equipment or monies as outlined above. This list will be given to the Executive board and letters will be sent out outlining the complaint and amount of monies due to LABC.

Section 9 The club may take legal measures to recover any unreturned equipment or compensation for damaged/lost/stolen equipment. The parent/guardian's signature on the equipment form shall serve as acceptance of this clause.

Section 10 The club may impose a monetary deposit equal to the cost of the equipment for use of said equipment for those who continue to lose or damage equipment above normal wear and tear in order to recover the expense to replace damaged equipment.

#### Article 14

##### Codes of Conduct

##### Section 1 PLAYER'S & PARENT'S CODE OF CONDUCT:

\*Players and Parents will inform the Director, Board or Coaches of any physical disability or ailment that may affect the safety of a child or of the safety of others.

\*Players, Parents and Guests will be positive role models by encouraging respect, courtesy and by demonstrating positive support for all players, managers, coaches, team moms, referees, cheerleaders and other spectators at every game and practice.

\*Players, Parents and Guests will not engage or encourage un-sportsman like conduct (booing, taunting, refusing to shake hands or using profanity) towards opposing team, referees, coaches, players or spectators.

\*Players, Parents and Guests will not encourage any behaviors or practices that would endanger the health or well-being of the athletes.

\*Players, Parents and Guests will encourage to always do ones best and emphasize skill development over winning. We will never yell or ridicule players or participants for making a mistake or losing a competition.

\*Players, Parents and Guests will respect referees and coaches during games. We will never question or confront coaches at the game and will take time to speak with coaches at an agreed upon time and place.

\*Parents and Guests will refrain from coaching players from the sidelines during practices and games. We will teach the youth to play by the rules and to resolve conflicts without resorting to hostility and violence.

##### Section 2 COACH'S CODE OF CONDUCT:

\*I acknowledge and believe in the goal of L.A.B.C. to strengthen the physical and mental well-being of the youth involved in our programs through the teaching and exhibition of good sportsmanship.

\*I will do my best to provide safe playing situations for my players during practice and for games.

\*I will place the emotional and physical well-being of my players ahead of a personal desire to win.

\*I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.

\*I will promise to review and practice the basic first aid and principals needed to treat injuries to my players.

\*I will do my best to organize practices that are fun, safe and challenging for all of my players.

\*I will greet opposing coaches and teams with fairness and never take advantage of opportunities to "run up scores" or otherwise belittle anyone.

\*I will treat officials with the utmost respect and look at the officiating as objectively as I can.

\*I will lead by example in demonstrating fair play and sportsmanship to all my players.

\*I will provide a sports environment for my team that is free of drugs, tobacco and alcohol, and will refrain from their use at all youth sports events.

\*I will do my best to insure that all players receive a fair amount of playing time.

Section 3 Consumption of alcoholic beverages is prohibited at all LABC practices, games and social events such as team banquets, etc., where youth are present. An exception may be made for adult only social functions where all attendees must be at least twenty-one (21) years of age.

Section 4 The use of tobacco in any manner at practices or games is prohibited. In accordance with the Lehighton Borough, there is no smoking at Baer Memorial Park.

Section 5 Fighting and other dangerous behavior will not be tolerated. Any player, coach, or parent may be suspended for actions deemed detrimental to other LABC participants or the respective sports team.

Section 6 Violation to any of the above policies may result in (1) immediate suspension from LABC activities, including attendance at events; (2) expulsion from further participation or involvement with LABC programs – the length of which shall be at the discretion of the Executive Board. If this occurs during a sports season, no registration fees paid for that sport shall be refunded.

#### ARTICLE 15

##### Residency

Section 1 Participants in LABC sports must reside within or attend school within the Lehighton Area School District.

Section 2 If needed, proof of residency may be requested.

#### ARTICLE 16

##### Amendments

Section 1 Any amendments to the Constitution and By-Laws, or Standing Rules of this Club must be proposed in writing at a regular stated meeting and shall be read aloud at two (2) successive regular meetings prior to which the question of adoption is put to a vote. Two-thirds (2/3) of the members present may adopt the same but under no circumstances can the By-Laws be suspended.

#### ARTICLE 17

##### Meetings

Section 1 Regularly monthly meetings shall be held on the second Thursday of every month. All meetings will start at 7pm. Only the Executive board can change the monthly dates and times.

Section 2 Eight (8) active members, including officers, present at a regular or special meeting shall constitute a quorum.

#### ARTICLE 18

##### Rules of Order

Section 1 At all meetings of this Club, Robert's Rules of Order Revised shall govern all questions on which this Constitution and By-Laws has no rule to cover.

## ARTICLE 19

### Dissolution

Section 1 In the event the organization would dissolve, cease to exist, or disband, a special meeting of all current officers will be called. The officers will decide at that time where the funds will be disbursed.  
Funds will be

completely disbursed. All funds will be donated to organizations who helped or provided service to the Lehighton Athletic Booster Club (i.e.: fire department, ambulance, high school, or other youth organization)

Section 2 No funds may be used for private benefit to any person in the event of dissolution of the organization.

Section 3 All records will be turned over to the current secretary, who will retain these records for a period of five years.

Revised 12/12/13

\*Revised 6/13/18