

# Charter of Operations

## By-Laws

### Langhorne Athletic Association



March 13, 2017

### **1. Name of Organization**

The name of the organization shall be Langhorne Athletic Association and hereafter referred to within this Charter as the *Association*, a nonprofit Pennsylvania Corporation.

### **2. Purpose**

The Association has been formed by volunteer adults to provide assistance and direction in all aspects of creating and maintaining youth recreational programs for the residents of the northern section of the Township of Middletown and its surrounding communities in Lower Bucks County, Pennsylvania. These programs - including basketball, softball, baseball and soccer - are formed regardless of race, color, creed or national origin. Player ages must be between 4 to 19 years old.

### **3. Members of the Association**

The Association is governed by volunteer board officers (also referred to as board directors). The board officers are selected by a majority vote to represent the association in performing specific responsibilities. Additionally, general board membership is granted to those applicants who receive membership acceptance from existing board officers to be a volunteer – offering his or her services to assist in capacities as needed (listed below). The association reserves the right to limit the number of board member volunteers.

Participation in programs is open to all residents, as defined in the Association's purpose, who fulfill eligibility and registration requirements.

### **4. Philosophy**

The philosophy and mission of the Association is to provide safe and healthy recreational programs tailored to the needs of the community. These services shall be offered to provide leadership, sportsmanship, teamwork, social and athletic skills in all programs offered. Behavioral expectations of all members is defined in the Association Code of Ethics in section 15 of this document.

### **5. Meetings**

The regularly scheduled meetings of the Board shall be conducted on the second Monday of each month. It is suggested that all board members attend scheduled meetings (usually held monthly). Regularly scheduled meetings of the Board will at all times be open to attendance by the General Membership.

Special meetings of the Board may be called at any time by the President or any two Directors, for any reason. Notice of such a meeting shall be given a minimum of two days in advance with a clearly stated purpose. Special meetings may be closed to attendance of General Membership at the discretion of the Board.

## **6. Voting Process**

All voting members (identified below in section 8) shall have one vote.

At any particular time where a vote of the board is required or requested, a minimum of 5 members shall constitute a quorum. In matters, other than those specifically identified throughout this document, a majority vote shall provide the direction on said vote. It is highly recommended that all voting members be available for votes (either in person or prior to the vote, informing the secretary of his/her vote). Voting is allowable by email with approval from President (vote to be submitted to entire board when submitted).

## **7. Regular Election Process**

Elections for the board officer positions are held each year, typically during the first meeting in September. During the August meeting, all board officer should express his or her intention of seeking another one year term or vacating their position. All board officer are 1 year terms that can be extended each succeeding year if voted in during the election process. There is no limit to the number of terms a position may be held by any board officer.

Notification to the public about the association elections is to be posted on the homepage of its website – [langhorneaa.org](http://langhorneaa.org). Additionally, an email message concerning the elections will be sent to the attention of parents of player/members participated in the just completed season.

The election process begins with the President presenting to the membership a list of board officer positions, providing the description of the position, and asking for the list of nominees for said positions.

The person receiving the majority of membership votes for a given position is the new electee. The expression of votes can be made by a “show of hands” for the applicants or, if the voting membership would prefer, voting for each position can be submitted in writing to the secretary, who will determine and then announce the results. Any member who is unable to attend the meeting may cast his or her vote by providing the secretary with his or her vote prior to the meeting. The process to become a head coach within the association will follow the same voting format. Any newly elected person shall take office at the next scheduled meeting.

## **8. Vacating or Removing Executive Members**

Removal of an executive board member (any position) may be performed by a vote. The vote MUST be greater than 75% of ALL the listed voting members of the board of directors.

In the event that the President resigns or has been removed via vote, a/the Vice President shall assume the position of president and have the same authority as president duly elected.

In the event that any other executive member resigns or has been removed from elected position, the President may appoint an EXISTING board member to that position. In NO instance may a person that is not currently serving as a board member be appointed to an executive position.

## **9. Board Decision Making Process**

The association President is empowered to make decisions on behalf of the association in low-profile matters. Low-profile matters include standard operations of the association. A matter become of greater significance when any member of the board requests a vote on a particular matter.

In situations where issues of greater significance need to be addressed, a consensus from the attending members which consist of a quorum of voting member of the association members is sufficient to establish an approved course of action.

In situations where a general consensus is not clear or acceptable to the membership a formal vote will be held to establish a clear majority decision. The position of power within the association comes from the majority voice of its board members. Each board member has an equal vote. In the event of a tie, the president has the authority to break the tie.

Whenever a vote is needed for a major issue, the issue shall be brought up at a meeting, but not voted on until the next meeting to insure that all members have the opportunity to vote on that issue. Items of this nature shall be sent via e-mail by the Secretary to all listed voting members to allow them the opportunity to cast a vote at the subsequent meeting. On votes that require 75% majority, the Secretary shall record the tally of the vote. On votes that require a simple majority of a quorum, the Secretary may or may not identify the specific tally of the vote when recording the results of a vote.

10. **Board Officer Titles and Responsibilities** – Any one person, may hold more than one position. In such cases, that member shall have only one vote.

Below is a listing of the board positions:

President - Executive  
Vice President(s) - Executive  
Treasurer – Executive  
Secretary  
Director of Registrations (Registrar)  
Director(s) of Baseball (in-house and Travel)  
Director(s) of Softball (in-house and Travel)  
Director(s) of Basketball (in-house and Travel)  
Director(s) of Soccer (in-house and Travel as managed by the LNUSC)  
Director of Sponsorships  
Director of Marketing  
Director of Communication (Webmaster)

#### Summary Descriptions of Board Members

a. President

- Spokesperson for the association and at all Board meetings
- Liaison with the Township and between the association and the youth programs.
- Responsible for the general direction of the association
- Directs the secretary to schedule meetings and formulates agenda for focused meetings
- Responsible for securing insurance, the submission of field permit requests to the Township  
Mediates disputes or issues only when attempts to resolve these disputes or issues via the pre-defined “chain of command process” has been exhausted.
- Assign duties as required to board members or volunteers.

b. Vice President

- Provides direction and makes decisions on issues requiring immediate attention in the absence of the president if the situation is within the framework of the president’s authority.
- Responsible for creating and agenda and conducting meetings in the absence of the president.
- Provides insight to the president and ensures that all pertinent issues are addressed.

c. Secretary

- Documents what transpires during association meetings (i.e. meeting minutes) and provides detailed record for board members to review prior to the next scheduled meeting.
- Schedules the date and meeting place of association meetings, contacting members and requesting notification if they cannot attend or will be late to the meeting.
- Helps keep the focus of the meeting directed to addressing previous and new business.
- Maintains a current revision of the association charter.
- Maintains a record of changes to the association charter.
- Maintains a list of current board officers and board members.

d. Treasurer

- Responsible for making bank deposits and the payment of player expenses and provides a financial accounting of income and expenses to the association membership at their monthly meetings.
- Reconcile the registration information with the registration deposits.
- Projects a budget to assess the associations ability to implement projected goals and remain financially secure.
- Makes available a copy of the Treasurers report to anyone requesting it.
- Process refunds and Association payments as necessary.
- Prepare and distribute to the Board an Annual Operating Expense Budget
- Maintain all bank accounts

i. Director of Registrations (Registrar)

- Coordinate with the director of communications about registration dates.
- Mange and report registration information to the board
- Creates a registration list of those who sign up to play, grouping players by ages and including additional information such as name of parents, e-mail address, method of payment, etc.
- Identify each player by team which player participates. (Get player lists from coaches). Reconcile the total players to the total of the team members.

e. Director(s) of Baseball, Softball, Basketball and Soccer

- Prepare and submit an annual budget
- LAA purchases over \$2,500 (outside of annual budget) to be submitted for approval by Executive Board
- Enforce Association by-laws

- Oversee program operations including coordination of equipment, securing and maintenance of safe player facilities, player recruitment, parent communication, scheduling, sponsor requirements and registration
- Ensure equitable placement of all registered players within their program
- Manage recruitment, credentialing (background check enforcement) and assignment of all coaches and assistant coaches. The committee/Director shall also provide skills and behavior training, as appropriate, to all coaches prior to the start of each season.
- Evaluate program grievances issues by players, parents or coaches. Should grievances not be resolved at the team level, as defined in Section 14 below, committee leads shall submit them in writing to the Board for resolution.
- Work with Registrar to manage registration dates, numbers, communication and final enrollment
- Work with Director of Sponsorships on sponsor opportunities

f. Director of Sponsorships

- Actively pursues local community businesses to become association sponsors, either as a sign sponsor or a project sponsor.
- Schedules yearly follow ups with existing sponsors to maintain support with their annual contribution.
- Organizes and provides direction in joint efforts among the associations volunteers to assist in fund raising endeavors.
- Maintain a Board accessible listing of all current, past and prospective sponsors including sponsor contact information.

g. Director of Marketing/Social Media

- Manages communication through Association social media channels
- Other marketing tasks as discussed at monthly Board meetings

h. Webmaster

- Maintains current information updates to the associations website in areas such as registration, information, team contacts and schedules, scores and photos, game postponements and reschedule dates, sponsor listings and links
- Posts registration forms, coaches evaluations forms and other forms or postings as needed.

## **11. Insurance Coverage**

An insurance policy is to be secured and put into force that would protect the association board officers and board members from potential legal action arising from player injuries or decisions made by board membership. In addition, each sport to purchase insurance policies to provide protection for all associated Directors, Coaches and Players.

## **12. Background Checks**

All board officers, board members, and all team coaches are required to have background checks processed prior to the start of each season and during each year of their involvement with the Association.

The Association and the State of Pennsylvania requires that all youth association volunteer coaches and managers obtain:

- a) State Police Criminal Record Check
- b) PA Child Abuse History Clearance
- c) Residency or FBI Background Check Instructions\*

## **13. Registration**

Notice of registration dates, fees and age related team information will be posted at the appropriate time on the Association's website. E-mails or letters of registration notice are to be sent to each eligible player from the previous season and to potential incoming players from 'feeder youth organizations' if that information is available. Registration must be completed online at the Association's website – [langhorneaa.org](http://langhorneaa.org). Participation for all programs is on a first come, first serve basis. Those wishing to register after the registration deadline can contact the program committee and will be placed if there is space available. If there is no room, their name will be placed on a waiting list and added at a later date if possible.

## **14. Association Code of Ethics**

It is the goal of the Association to provide the highest quality of athletic programs to ensure that a child's experience with sports is a positive one. The Association has established the following responsibilities for players/participants to adhere to:

- Listen and be respectful of all players, coaches, parents, referees and spectators
- Take care of the facilities and equipment used for practices/games
- Practice good sportsmanship on and off the field
- Attend every practice and game and will notify the coach/players/facility if they cannot
- Never physically or verbally abuse, harass, taunt or threaten a player, coach or other bystander/participant



## 15. Grievances

The Association firmly believes that for the sports experience to be a positive, safe, learning experience for youth, volunteer coaches must be trained and held accountable for their behavior when working with and around children. Players and parents will also be held accountable for their behavior in accordance to the Association's code of Ethics.

It is the duty of the Association to respond to concerns/complaints lodged against a coach, player, parent or other Association member that has allegedly violated the Code of Ethics.

### I. Procedure for Filing a Grievance

Below is the procedure for filing a concern or complaint. The purpose of this procedure is to hear the concerns and to determine what, if any, action should be taken.

- When situations arise involving player or parent/guardian issues with a team, the player or parent/guardian will be directed to address their situation with the head coach of that player's team.
- The coach is responsible for gathering information and eye witness accounts of the incident then meeting with the responsible parties to discuss and resolve the issue in person. If the issue is resolved each coach is responsible for submitting documentation of the incident to the Director, via email.
- If the situation cannot be resolved by this process, the player, parent/guardian or head coach is to make the association president aware of what transpired via written communication.
- The matter will then be addressed by the Board by scheduling a special meeting that may, on a case-by-case basis, includes the player, parent/guardian and/or head team coach.
- When situations arise related to the coach, players and parents will be directed to address the situation with the Director of each program via email. Steps outline above will then be followed to resolve the issue directly with the coach or submitted to the Board for review.

### II. Definition of Possible Disciplinary Actions

1. Verbal Warning: Program Director and/or coaches will verbally discuss undesirable conduct with the individual(s). This meeting will outline the expectations of the program and reinforce to the individual(s) that conduct detrimental to the program will not be tolerated and could result in further disciplinary action. Verbal warning will be documented and filed with the Board.
2. Written Warning: Program Director and/or coach will send a formal letter of reprimand to the individual(s) stating that the undesirable conduct will not be tolerated and the next offense will lead

to probation, game or season suspension. Written warning will be documented and filed with the Board.

3. One or Multiple Game Suspension: The program Director will suspend individual(s) one or multiple games. Any individual(s) that has been suspended will lose the privilege of attending or participating in any practices or games during this time period. Suspension will be documented and filed with the Board.
4. Season Suspension: Program Director will suspend individual(s) for the remainder of that sports season. Any individual(s) suspended for the season will be banned from Association sponsored activities, game or practices for the remainder of the season. Suspension will be document and filed with the Board. Player registration fees will not be refunded.
5. Indefinite Suspension: Program Director will suspend individual(s) indefinitely. After one calendar year, the individual(s) will then have to make a formal request to the Association to be re-instated into the program. The individual(s) will then have to meet with the program Director to determine if the individual(s) is capable of behaving within the spirit and letter of the guidelines of the program. Suspension will be documented and filed with the Board.

If grievances filed are related to the coach then similar actions, as outlined above, will be issued by the board in the same order – verbal warning, written warning, temporary suspension or permanent suspension.

### III. Factors Considered in Disciplinary Actions

When reviewing a complaint/concern and deciding what action is most appropriate in a given situation, the Assistant Director or Director must take into consideration a variety of circumstances including, but not limited to, the following factors (in no particular order):

- Behavior as it relates to violation or disregard of Association Code of Ethics
- Number of offenses on file
- Remorse or lack thereof
- Apparent desire to reform or lack thereof
- Player/Child endangerment
- Violation of the law
- Prior complaints/review action

## 16. Changes to Association By Laws

The process of making revisions to the Association's By-Laws may intimate from a members proposal during a Langhorne Athletic Association.

board meeting to make an amendment to the charter. This proposal requires at least a 50% consensus from voting board membership to warrant proceeding further. A discussion on the merits of the proposal must take place prior to voting on the proposed amendment. All members not in attendance at the meeting must be given the opportunity to voice their vote prior to an amendments acceptance. Votes from these members must be submitted by the secretary prior to the next scheduled meeting if they cannot attend the meeting. A 75% majority vote is required for an amendment to be accepted in the charter. Also, at least 75% of the membership is required to submit their vote for a proposed revision to become officially written into the associations charter.