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| LEHIGH TOWNSHIP | | CONSTITUTION |
| ATHLETIC ASSOCIATION | | BY-LAWS |
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LEHIGH TOWNSHIP ATHLETIC ASSOCIATION

CONSTITUTION

BY-LAWS

RE-ISSUED 7, March 2017



REVISED AND ACCEPTED – 7 March 2017

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Article I: Name and Association Colors

- (a) The name of this organization shall be the Lehigh Township Athletic Association, herein referred to as the LTAA
- (b) Official colors of LTAA are Green and Gold.

Article II. Mission Statement

- (a) “LTAA will initiate, stimulate and improve athletic programs for the children of Lehigh Township along with the surrounding community, by developing sportsmanship, leadership and physical fitness through sports participation as a recreational pursuit aimed towards athletic achievement.”
Building Character one child at a time.

Article III. Purpose

- (a) The LTAA is organized exclusively for charitable, recreational, and educational purposes, including but not limited to, the organization of athletic and other programs for children and young adults to combat community deterioration and juvenile delinquency, to teach children and young adults to develop their skills and capabilities through the organization of various athletic programs so that they can become beneficial contributing active members of the community.

Article IV. Active Sport Designation:

- (a) The following sports are officially recognized by LTAA as supported and sanctioned activities:
 - i. Baseball – Basketball – Cheerleading – Soccer – Softball – Wrestling

Article V. Membership

- (a) Membership in the LTAA shall be extended to all men and women of the township of Lehigh and the immediate vicinity who have a genuine interest in a well-rounded sports program for the youth of Lehigh Township.
- (b) An active member is defined as:
 - i. Any individual who attends eight (8) General meetings in any twelve (12) month span or five (5) consecutive General meetings.
 - ii. The attendance sheet must be signed at the close of each General Meeting. The person must be present from the beginning to the end of each General Meeting. Reasonable excuses for late arrivals can be accepted by the secretary at his/her discretion.
 - iii. All other members are social members and have no voice in voting.

Article VI. Fiscal Year

- (a) The fiscal year of the LTAA shall be September 1 to August 31.

Article VII. General Meeting

- (a) The regular meetings of the LTAA shall be held on the first and third Tuesday of each month. These meetings shall be organized using Roberts's Rules of Order. These meetings will include allotted time for all sports referenced in Article IV. Mandatory attendance is required for all teams

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involved in the active sports at the time of the meeting. If the head coach is not available they may send a representative (IE – Assistant Coach – Team Parent). Roll call shall be taken at each meeting. It is vital for the team to be represented in order to receive pertinent information relative to what is happening during the active season.

- (b) The annual meeting for the purpose of installation of officers and receiving annual reports shall be held during the first meeting in September of each year.
- (c) Special meetings may be called by the President at such times and places as he/she may deem necessary and proper. All board members shall be notified of the special meeting. However, a quorum of at least three must be present to render a decision.
- (d) A quorum for the purpose of conducting a General Meeting shall be two (2) officers plus four (4) active members, who are not officers.
- (e) At all regular and special meetings, a simple majority vote shall be required for a valid decision on any matter, unless otherwise specified by Roberts's Rules of Order, the book we will follow for all procedures.
- (f) Active members who are present and in good standing shall be eligible to participate in any official business.

Article VIII. Board of Directors

- (a) The Board of Directors shall be the officers of the LTAA whose duties are defined by the Articles of Incorporation as amended, November 18, 1974 and revised **2008**.

Article IX. Officers

- (a) The officers of the LTAA shall be the President, Vice-President, Secretary, Financial Secretary and Treasurer.
Qualifications of Officers – A nominee must be an active member, as defined in Article V, for a period of one (1) year prior to his/her nomination.
- (b) All past officers shall relinquish to the successor in office any and all LTAA property and records in their possession.
- (c) Any officer of the LTAA, its committees or its subordinates, empowered to disburse LTAA funds, is required to be bonded. The cost of bonding is to be borne by the LTAA.
- (d) If the President resigns or otherwise vacates the position, the Vice President shall assume the position of President for the remainder of the term. The new President shall appoint a Vice President in accordance with Article IX subsection e.
- (e) If any officer(s) resigns from or otherwise vacates their position prior to the completion of their term, the president shall recommend to the board, a replacement. The board, by majority vote, shall appoint a successor for the remainder of the term. Any appointee shall meet the requirements of article V subsection b.
- (f) If any officer misses three (3) consecutive meetings, they will relinquish their standing as officer depending upon validity of excuses which will be determined by the remaining board members.

Article X. Duties and Powers of the Officers

- (a) The President shall be the executive head of the LTAA. He/she shall preside at all meetings they are in attendance at and have the right to form new committees. He/she shall have the responsibility to execute all decisions of the membership. He/she shall otherwise have the powers usually vested in the office of President of a Corporation. He/she is entitled to vote when the vote is by ballot and in all other cases where his/her vote would change the result. He/she or the treasurer shall sign all orders or vouchers on the treasurer authorized by the members of the LTAA. He/she has the authority to authorize emergency expenditures, not to exceed five hundred dollars (\$500.00) in each monthly period, when delaying the purchase (until the next scheduled meeting) would have an adverse impact of the operation of LTAA of one of its events.

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- (b) The Vice-President shall perform the duties of the President during his/her absence or when called upon and shall succeed the President in office in case of death, disability or resignation. His/her responsibilities include Chairperson of the Ethics-Review committee, establishing and maintaining subcommittees delegated for scheduling and maintenance. The Vice President shall be responsible for the distribution and recovery of all access authorization for the organization. This will include distribution and recovery of all keys for access to the organizations facilities and equipment. The Vice President shall – with the Board’s approval – issue access codes and keys to those folks they deem require said access.
- (c) The Secretary shall keep an official record of all proceedings of the LTAA, receive and respond to all correspondence of the LTAA and make timely reports thereafter. The Secretary shall be responsible to issue, at each general meeting, the current list of active members of the association, in accordance with Article V subsection “b”.
- (d) The Treasurer shall have charge of the funds of the LTAA and shall deposit same in the name of the LTAA in a suitable depository. He/she shall report the financial condition of the LTAA at each General Meeting. His/her accounts and records shall be audited annually by an auditing committee appointed by the President. Either he/she or the President shall sign all orders or vouchers on the treasury authorized by the members of the LTAA. He/she shall work in conjunction with the Financial Secretary.
- (e) The Financial Secretary shall be responsible for all incoming LTAA funds and record keeping using standard accounting practices; agreeable to those used by the Treasurer.

Article XI. Nomination of Officers

- (a) Nomination of Officers shall be taken at two (2) regularly scheduled consecutive meetings starting the first (1st) meeting in July.
- (b) Nominations do not require a second.
- (c) Nomination of officers shall be closed before the adjournment of the first (1st) meeting in August.

Article XII. Election of Officers

- (a) The election of officers shall be conducted at the second meeting in August.
- (b) The election shall be held by ballot or show of hands
- (c) In case of a tie, a second (2nd) vote by ballot for those nominees with the highest vote count will be conducted immediately following the first (1st) vote.

Article XIII. Sport Coordinators

- (a) The Board of Directors, with the approval of the Active General Membership, shall at following dates and yearly, recommend one association member to serve as a Coordinator for each sport that is officially endorsed and sponsored by the Association under Article IV. In the event two or more members are vying for the same coordinators position, all candidates shall submit a resume and cover letter – at least three meetings prior to the appointment date listed below – indicating their interest to the Board. A recommendation shall be presented to the general membership and a majority vote shall decide the appointment.

- i. Coordinators shall be appointed, with the approval of the general membership, by the following dates:

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| Baseball - | November 1st. |
| Softball - | November 1st. |
| Cheerleading - | February 1st. |
| Soccer - | February 1st. |
| Basketball - | June 1st. |

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Wrestling -

June 1st.

- (b) The Coordinators shall report directly to the Board of Directors and are responsible for all operations of their respective sport.
- (c) Each Coordinator shall serve as an active member of the Ethic Review Committee.
- (d) The primary duties of the Coordinator shall be (but not limited to) those listed below
 - i. Arrange, advertise and assist during registration for their respective sport.
 - ii. Recruit and organize coaching staff for all teams participating in their respective sport.
 - iii. Recommend coach's for approval by the Ethic Review Committee for their respective sport.
 - iv. Verify all coach's compliance with completion of the LTAA Volunteer Application Form
 - v. Understand and adhere to policy and procedures as listed in addendum section for their respective sport.
 - vi. Coordinators of each sport should designate at least one assistant coordinator.
 - vii. Organize coach's skills training and distribute to coaching staff
 - viii. Identify gradients for progression of skills.
 - ix. Organize coach's developmental training ***
 - x. Coordinate field maintenance with maintenance coordinator.
 - xi. Coordinate equipment required for sport teams with equipment coordinator
 - xii. Attendance at general meetings – during the active season
 - xiii. Providing and informing new coaches of introduction to sports and facilities

*** The association recognizes the need to provide ongoing education for those members wishing to volunteer as coaches. As a result the association shall promote and assist in the provisioning of coach improvement training. The various sport coordinators, with the assistance of the Board, shall seek out and organize training courses for the volunteer coaching staff. The association understands by improving our coaching ability we will improve our interaction with the children involved in the association.

Article XIV. Support Coordinators

- (a) The Board of Directors, with the approval of the Active General Membership, shall recommend one association member to serve as a Coordinator for each of the areas listed below. In the event two or more members are vying for the same coordinators position, all candidates shall submit a resume and cover letter – at least three meetings prior to the appointment date listed below - indicating their interest to the Board. A recommendation shall be presented to the general membership and a majority vote shall decide the appointment.
 - Maintenance Coordinator – January 1
 - Equipment Coordinator – January 1
 - Stand Coordinator – November 1
 - Marketing Coordinator – November – 1
 - Baseball /Softball Field Schedule -November 1st.
 -
- (i) The Maintenance Coordinator shall be responsible for the upkeep and ongoing maintenance required to keep all facilities utilized by the association, in the best possible condition. The Maintenance Coordinator shall – with the approval of the active members requisition funds as needed to provide the aforementioned support.
- (ii) The Equipment Coordinator shall be responsible – with input from the sport coordinators – for the coordination of all team uniforms and equipment utilized by the association teams. The Equipment Coordinator – with the approval of the active members shall purchase, organize and distribute all equipment required for the association teams to participate in

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their respective sport. The Equipment Coordinator shall have the authority to solicit bids for new equipment, inclusive of team uniforms.

- (iii) The Stand Coordinator shall be responsible for the overall coordination of all stands run by the association. The Stand Coordinator shall solicit and appoint stand captains for each required sport season. The Stand Coordinator - shall oversee the purchasing and operation of each stand during the respective season.
- (iv) The Marketing Coordinator shall be responsible for the various marketing aspects of the association. These areas shall include (but not limited to) as follows:
 - 1. Field Signage
 - 2. Internet Advertising and Web Site Maintenance
 - 3. Apparel for LTAA – not team sport associated.
 - a. Member of the association shall organize all apparel sold through the association. The Marketing Coordinator – with the approval of the members shall oversee the purchasing of all apparel sold through the association.
- (v) The baseball and softball field coordinator shall be responsible for the overall coordination of the baseball/softball fields at the Treichlers (fields 1,2,3,4 and cages) complex, Danielsville (upper and lower filed) and Pennsville field for both the spring and fall seasons. This coordination will include processing requests from coaches for scheduling fields for baseball and softball practices and games. This also includes the assigning of stand duties for the aforementioned games at the Treichlers complex. All baseball and softball field scheduling (including stand duties) at LTAA fields will be scheduled and posted on the LTAA website.

Article XV. Ethics – Review Committee

- (a) The Ethics-Review Committee shall be responsible for (but not limited to) the following areas:
 - i. Review coordinators recommendation for appointment of coaches.
 - ii. Establishing guidelines and procedures for review of coaches’ performance.
 - iii. Assist in the evaluation and recommend developmental training for coaches
 - iv. Review disciplinary issues relative to coaches and recommend appropriate actions.
 - v. Establish and Enforce fine structure and disciplinary process.
- (b) Committee members:
 - 1.V.P. of LTAA – only votes in event of tie – Chairperson
 - 2.Baseball coordinator
 - 3.Basketball coordinator
 - 4.Cheering coordinator
 - 5.Soccer coordinator
 - 6.Softball coordinator
 - 7.Wrestling coordinator
 - 8.General member – appointed by the board
 - 9.General member – appointed by the board
- (c) Each year the Ethics – Review Committee with the assistance of the sports coordinators, will select a slate of coaches and staff members for all teams in said sport. If needed, the Sport Coordinator and the Board will be responsible for placing either voice and or print advertisements COSTS TO

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BE PAID BY LTAA for any and all available positions and sports signups listing all requirements and prerequisites if applicable.

- (d) The list of all coaches and staff members will be brought before the Board of Directors AND general membership for approval.
- (e) A Coordinator and the Ethics - Review committee may seek not to reappoint a Coach or staff member to their respective position. Any individual who wishes to appeal said decision may present their case before the Board of Directors at scheduled special meeting to include the Ethics Review Committee.
- (f) Procedures for all disciplinary action are outlined under Article XVI Ethical Standards.

Article XVI. Ethical Standards

- (a) Each Coordinator, by their status, will serve on the Ethics Review Committee. The Vice President of the association shall serve as the chairperson of the Ethics Review Committee.
- (b) EACH Coordinator with the assistance of the Ethics Review Committee will be responsible for investigating any and all behavior and/or actions that are considered unethical, unsportsmanlike, and illegal or incomplete contempt for this Association, its Constitution and by-laws by any active, associate, coach/staff member or parent associated with the organization.
- (c) EACH Coordinator with the approval of the Board may immediately suspend a coach or staff member if said Coordinator and the Board find warranted circumstances justify said action. The Coordinator will seek an interim replacement for the suspended coach or staff member. The Coordinator and Ethics Review Committee may levy and uphold a suspension or censor for not more than 15 calendar days from the initial date of the disciplinary action. If additional disciplinary action is contemplated after the 15 calendar day period such as continued suspension or expulsion from said position, the President will convene the Association's officers with the Coordinator and Ethics Review Committee in attendance, in an executive session, and said Association officers will determine, direct and implement any and all disciplinary action deemed appropriate. The President may order and direct the necessary testimony needed for said proceedings. The Board may also act immediately or within the 15 calendar day period for determining any and all disciplinary action.
- (d) The President, BOARD and Ethics Review Committee will then meet with said coach or staff member in person if possible to discuss said disciplinary action. If coach or staff member has been expelled, he/she will turn over to the Association all property, equipment, supplies and keys belonging to the Association
- (e) Appeals for any and all disciplinary action may be made before the Board of Directors at a special meeting in accordance with these by-laws.

Article XVII. Amendments

- (a) Amendments, alterations, suspensions or annulments to this constitution shall require passage by a majority vote, at three (3) consecutive regular meetings, per Robert's Rules of Order.
- (b) A copy of the constitution as well as the Robert's Rules of Order shall be available at all LTAA meetings.

Article XVIII. Polices

- (a) It shall be the policy of the LTAA to contribute money, to any charities formally requesting said monies in writing, at the discretion of the body only by majority vote.
- (b) The LTAA may adopt additional policies as appear prudent and necessary for the betterment of the organization. Policies shall be approved based on majority vote at a general meeting
- (c) All revenue generated will be strictly used to support charitable functions of the organization
- (d) A registration fee is required to participate in all sports offered by the organization unless the Officers are presented with sufficient information to support the financial hardship of a family.

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Article XIX. Agenda – Order of Business General Meeting

- (a) All general meetings of the organization shall adhere to the following Order of Business:
 - i. Start time - to be determined by Board - based on the season:
 - ii. Presiding Board Member opens meeting
 - iii. Reading of Minutes Previous Meeting
 - iv. Treasurers Report
 - v. Standing Committee Reports
 - vi. Sport’s Coordinator reports:
 - vii. Unfinished Business
 - viii. New Business
 - ix. Adjournment
- (b) No Rule Changes or Expenditures may be executed at any Special Meeting called by the Board. Exceptions as noted under Article VII subsection c.
- (c) Exceptions to this Article shall be at the discretion of the Board.

Article XX. Boundaries and Releases

- (a) Effective July 1, 1987 no releases will be granted for residents of the confines of Lehigh Township.
- (b) If a player is cut from his or her traveling team and asks to go to another organization, LTAA will grant a one (1) year release. The following season the player must return to Lehigh Township. This will be the only reason that a one (1) year release is granted.

Article XXI. Grievances

- (a) A formal grievance shall be initiated via the following steps:
- (b) Formal Complaint (grievance) must be submitted in writing. Any grievances not submitted in writing shall be considered invalid by the Board and will not be acted on. Grievances shall be submitted according to the following chain of command:
 - i. Coach
 - ii. Sport Coordinator
 - iii. Ethics Review Committee
 - iv. Board
- (c) Grievance may be filed for the following:
 - i. Rule violations
 - ii. Major disagreement
 - iii. Unsportsmanlike conduct
 - iv. Foul language complaint
 - v. Concerns for Player or Public Safety
 - vi. Any issue in violation of these by laws.
 - vii. Resolution of all grievances shall be at the discretion of the board and in the best interest of the association.

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Article XXII. Meeting Attendance Requirements

- (a) During their respective season all teams must be represented at all LTAA general meetings. The team representative may be the Head or Assistant Coach, or the Team Parent. If a team is not represented at two or more general meetings, disciplinary action (determined by the Board) may be taken by the board.
- (b) Exceptions apply for excused absences at the discretion of the Board Secretary.
- (c) Attendance at meetings during the current season will reflect on the following year's selection of coaches.

Article XXIII. Equipment

- (a) Equipment shall be kept in good order, used for the purpose intended and shall be returned upon request of the sport coordinator.
- (b) Team Coaches with the assistance of the Team PARENT shall be responsible for the collection and return of all uniforms issued to the members of his/her team at the end of the season. All uniforms and the equipment must be returned within thirty (30) days at the end of the season. Before end of season COACHES IN COORDINATION WITH THE TEAM PARENT will give dates and times for the return of uniforms and equipment. COACHES IN COORDINATION WITH THE TEAM PARENT will be responsible to collect all uniforms and return them to the COACH ON given dates. If parents refuse to return uniforms at the end of sixty (60) days, parents will be billed for uniforms and equipment not returned. The coach will submit a list to the sport Coordinator of all players who are not in compliance. A player whose name appears on the list shall not participate in the next sport until the uniform is returned or paid for.
- (c) Any equipment or maintenance purchases required to facilitate ongoing operations, by a coordinator shall require approval of the executive board up to five thousand (\$ 5,000) maximum.
- (d) Any general equipment purchases in excess of five-hundred (\$500) required for normal operation of a sport must be submitted by the coordinator and be approved by the general assembly at a legal meeting.

Article XXIV. Donations and Solicitation

- (a) Donations to the organization – monetary and non-monetary – shall be approved by the body of the organization at a general meeting.
- (b) No individual shall solicit funds of any kind unless authorized by the LTAA.

Article XXV. Awards

- (a) LTAA will not sponsor banquets, individual or group.
- (b) Awards to be given are as follows:
 - i. Participation certificates shall be given to all In-House program participants.
 - ii. A trophy of \$15 or less shall be awarded to all players of a traveling team that wins the league title or a traveling or in-house team that wins the post season league tournament. Only one prize shall be awarded even if the team wins both the league title and the tournament.
 - 1. In lieu of a trophy, the \$15 can be used to purchase a larger award that is subsidized by the coaches and /or parents.

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- (c) There will be no award for participation on a team.
- (d) Tournaments
 - i. No awards shall be distributed by LTAA other than those provided by the tournament sponsor.

Article XXVI. Borrowing Funds

- (a) LTAA through its officers is hereby authorized to borrow money from any governmental organization or financial institution in order to acquire land, buildings, or equipment, to improve land or buildings, to erect buildings, all or any of which are in conjunction with the purposes of the Lehigh Township Athletic Association.
- (b) Borrowing shall be authorized at a regular meeting of the Active Members approved by two thirds of the members of the Active Body.
- (c) LTAA is authorized to pledge its assets as collateral for any borrowing by the LTAA.
- (d) LTAA is authorized to utilize all powers conferred upon nonprofit corporations in accordance with 15 Pa C.S.A. 5502.