

Mt. Lebanon Football Association
Constitution and By Laws

Article I - Name:

The name of this Association shall be known as the Mt. Lebanon Football Association (hereinafter, the “Association” or the “MLFA”).

Article II - Definition:

The MLFA shall be composed of organized youth football and all associated activities. The MLFA is a non-profit association located in the municipality of Mt. Lebanon, Pennsylvania.

Article III - Objectives:

The goals and objectives of the MLFA are:

- A. To promote good sportsmanship, discipline, honesty, integrity, and teamwork in a safe playing environment.
- B. To teach basic fundamental skills of football.
- C. To encourage scholastic excellence as well as athletic achievement in anticipation of higher education.
- D. To assure that each youth is given the opportunity to develop athletic skills during practices and through game experience without prejudice and to enhance character and sportsmanship with winning and losing.
- E. To provide capable and dedicated coaches and sponsors of sound moral character.

Article IV – Government:

A. The Board of Directors will consist of five (5) elected officers and 8 elected directors. In the event an officer or director resigns or is unable to continue their term, the Board of Directors shall have the right to appoint anybody whom they desire from the Association or the Board may oversee the duties of the vacated position until a suitable replacement is selected.

ELECTED OFFICERS	ELECTED DIRECTORS
President Chip Dalesandro	Dir. Of Football Operations Scott Challburg
1st Vice President Sam Greenwood	Termite Director Nick Palshoff
2nd Vice President Bob Stocker	JV Director Matt Gould
Secretary Chad Dalson	Varsity Director Jerry Patterson
Treasurer Brennen Larkin	Rules Enforcement Director Don DeCaro
	Director of Fields Brian Walters
	Director of Funding Dave Franklin
	Dir. Registration/Recruitment Harry Gaughan

B. Duties of the Board of Directors:

- 1. To carry out the policies of the Association.
- 2. Uphold and enforce the By-Laws of the Association.
- 3. Amend changes to the By-Laws as deemed necessary to enhance the success of the Association.
- 4. Conduct the business of the Association.
- 5. Invite and encourage all eligible persons to attend meetings and apply for membership to the Association.

6. Ensure the integrity of the Association. The Board of Directors is the governing body over its members, Coaches and sponsors.
7. Appoint and oversee all committees.
8. Carry out and enforce the Coaches Code of Conduct and the Sponsor's Code of Conduct.
9. Board of Directors will approve all Head Coaches appointments.
10. Set registration fees.

Article V – Duties of Officers & Directors

A. Duties of the President:

1. Preside over all scheduled meetings.
2. Call and preside over special meetings.
3. Supervise the duties of the elected Officers and Directors.
4. Cast tie-breaking votes or call for ballot votes.
5. Call special elections to fill vacancies that may occur.

C. Duties of the Vice President (s) – 1st, 2nd & 3rd

1. Act as the Assistant to the President and to perform the duties of the President in his / her absence.
2. Perform the duties of the President until the next election of officers if the President is unable to serve a full term.
3. Co-sign all written contracts and obligations of the Association in excess of \$500.00.
4. Perform other appropriate duties assigned by the President.

D. Duties of the Secretary:

1. Record the minutes of all meetings.
2. Attend to all correspondences of the Association.
3. Co-sign all written contracts and obligations of the Association in excess of \$500.00.
4. Read the minutes of the previous meeting.
5. Maintain an up-to-date mailing list of all members and participants of the Association.
6. Perform other appropriate duties assigned by the President.

E. Duties of the Treasurer:

1. Collect and account for all monies of the Association.
2. Keep accurate records of revenues and expenditures of the Association.
3. Co-sign all written contracts and obligations of the Association.
4. Submit up-to-date financial statements as scheduled.
5. Perform other appropriate duties assigned by the President.

F. Terms of Office:

1. All terms of elected offices shall be for two (2) years with no limits of succession by re-election.
2. The terms of offices for President and Secretary will alternate with the terms of offices for Vice President and Treasurer.
3. Nominations and elections of Officers shall be conducted at the January meeting.
4. Members who are nominated for office must be present at the time of nomination and in good standing with the Association.
5. Newly elected officers shall assume the duties of their respective offices immediately election.

G. Directors & Duties:

Each Director is responsible for, but not limited to, the following:

1. Termite Director – oversee all facets of the Termite league (draft, banquet, operations etc)
2. JV Director – oversee all facets of the JV League (draft, banquet, operations etc.)
3. Varsity Director – oversee all facets of the Varsity League (draft, banquet, operations etc)
4. Director of Fields – assign, manage, and schedule practice and game fields
5. Funding Director – sponsorships, fundraising and overall funding of league.
6. Rules Enforcement – liaison between membership and league regarding all rules interpretations
7. Registration & Recruitment – notify and advertise registrations for camps, clinics & leagues
8. Director of Football Operations – oversee all of the directors named as well as coaches

Article VI - Meetings:

- A. Roberts Rules of Order shall govern the proceedings of all meetings.
- B. General membership meetings will be held no less than six (6) times during a calendar year.
- C. The general membership meeting shall be scheduled on the second (2nd) Tuesday of the month, unless otherwise posted.

- D. A majority of Board of Directors, defined as greater than $\frac{1}{2}$ of the Board of Directors, shall comprise the Required Members for voting purposes.
- E. All incumbent Head Coaches must attend no fewer than half of the General Membership meetings held by the Association from the date of their appointment.
- F. During the season all Assistant Coaches will be expected to attend all meetings.
- G. Any disciplinary action will be reviewed and carried out by the Board of Directors.

Article VII - Membership Requirements:

- A. Any person eighteen (18) years of age or older who has an interest in the purposes and objectives of the Association can become an Associate Member by applying for membership at a monthly membership meeting.
- B. Parents or legal guardians of participants become Associate Members upon payment of a registration fee for any program or activity sponsored by the Association.
- C. Associate Members shall not have voting privileges. Voting privileges may be extended to Associate Members by a $\frac{2}{3}$ vote of the Board of Directors (see Article IX). In addition, Associate Members must meet the following requirements:
 - 1. To be nominated for and elected to an office within the Association, an Associate Member must have attended half of the general membership meetings during the current calendar year.
 - 2. A member in good standing is a person who adheres to the purposes and objectives of the Association and who does not have registration fees or other debts owed to the Association.
- D. All Officers, Directors, Coaches, Sponsors, Committee Members or candidates for these purposes must be members of the Association. Sponsors are defined as a person or persons approved by the Board of Directors.

Article VIII - Financial Policy:

- A. No Officer, Coach, Sponsor, or Member shall gain any profit whatsoever from their affiliation with the Association.
- B. All funds will be deposited in a checking account with a banking institution named by the Board of Directors.
- C. The checking account will be designated according to the name of the Association as officially registered on Form SS-4 with the Department of Treasury, Internal Revenue Service.
- D. The Treasurer must sign all checks and disbursements of the Association. The Treasurer and another Officer must sign all checks and disbursements in excess of \$500.00. A second Officer who has approval by the Association and registers a signature card with the Banking Institution may sign checks and disbursements if the Treasurer is not available.
- E. All revenue collected for any reason will be given to the Treasurer on a designated date determined by the Treasurer. Failure to surrender money belonging to the Association by anyone associated with the Association will result in expulsion from the Association with the possibility of the Association taking legal action against the accused.
- F. The President or Treasurer of the Association or in the event of a special fundraiser, the appointed Chairperson of that fundraiser, will collect all revenue. A written receipt will be issued upon request.
- G. Upon dissolution of the Association, any and all assets of the Association will be distributed to one or more charitable non-profit Associations as defined by Section 501c(3) of the Internal Revenue Code. Said distributions are to be made only after all liabilities of the Association have been satisfied.
- H. No one other than those approved by the Association will make purchases.
- I. Request for purchase in excess of \$500.00 must be submitted to and approved by the Board of Directors before disbursements will be made.
- J. Any person making purchases under the official name of the Association without prior approval of the Association shall be personally liable for such purchases.

Article IX - By Law Changes:

- A. Proposals to change the By Laws shall be read at two (2) general membership meetings not within four days of one another. A vote to accept the proposal shall be taken during the second (2nd) consecutive meeting. Proposal will be deemed approved if greater than $\frac{1}{2}$ of the Required Board of Directors approve the proposal. A majority of the Board of Directors is required for the change to take effect.
- B. The Board of Directors, by super majority ($\frac{2}{3}$) approval of the Required members may extend voting privileges to Associate Members. These voting privileges apply only to the proposal being considered by the Board of Directors. Approval to allow voting privileges of Associate Members is required by the Required Board of Directors for each Proposal.
- C. In the event a majority vote is not reached, the By Laws in effect will read as stands.

Article X - Committees:

- A. The Board of Directors will be responsible for appointing all committees and chairpersons.
- B. A committee shall be appointed for any activity the Board of Directors deems necessary.
- C. Duties of a committee chairperson:

1. Assist in formulating the committee
2. Direct activities to meet the challenge of the committee.
3. Report all activities to the Board of Directors.
4. In the event of a special fundraiser, the chairperson will collect revenues and be responsible for said revenue until it is given to the Treasurer.

Article XI - Insurance:

- A. All participating personnel will be covered by insurance.

Article XII - Penalties:

- A. The Board of Directors shall have the right to assess any penalty it deems necessary to protect and preserve the Association other than the penalties that have already been written into the By Laws.
- B. In the event an Officer, Coach, Sponsor, or Game Official is attacked by a spectator or family member of a participating youth, the following penalty will apply: That person or persons will be immediately expelled from that activity and if that person is a family member of a participating youth, that person and the participant will also be expelled from the Association.

Article XIII - Football Divisions:

- A. The Association will sponsor a football program for youths in the Mt. Lebanon Township.
 1. Termite Division consisting of youths in 1st and 2nd grade.
 2. Junior Varsity Division consisting of youths in 3rd and 4th grade.
 3. Varsity Division consisting off youths in 5th and 6th grade.

Article XIV - Association Authority:

- A. The Mt. Lebanon Football Association has authority over all members as well as all adults and youths having an official connection therewith when said group(s) or individual(s) are in violation of published rule or regulation.
- B. The Mt. Lebanon Football Association has authority over any group(s), individual(s), and member(s) under this Section where said group(s), individual(s), and member(s) are pursuing a course of conduct that is detrimental to the integrity and reputation of the Association.

Article XV - Equipment:

- A. All equipment and uniforms issued by the Mt. Lebanon Football Association are the property of the Association and are subject to be returned at any time deemed necessary by the Board of Directors.
- B. Issuance of equipment and/or uniforms to a participant at no time implies ownership by the participant.
- C. Turning in equipment and uniforms will be the responsibility of the participant and parent or legal guardian. Failure to return all issued equipment and uniforms will result in a dollar cost assessment along with legal action deemed necessary by the Board of Directors.
- D. In the event the equipment, uniform, or money for them is not returned by the January meeting, the member and participant will not be permitted to participate in the Association henceforth.
- E. The Mt. Lebanon Football Association is not responsible for equipment purchased by the player or parent and such equipment is the property of the player or parent.

Article XVI - Responsibilities and Duties of Head Coaches:

- A. Head Coaches must: (1) adhere fully to the mission of the Association; (2) not violate the "Code of Conduct" as written by the Association; and (3) attend no less than half of the General Membership meetings a year.
- B. Any Head Coach or Sponsor who wishes to resign must notify the Board of Directors within a reasonable period of time.
- C. The Board of Directors shall terminate Head Coaches who violate the "Code of Conduct," fail to perform all required duties stated herein, and pursue a course of action that is detrimental to the integrity and reputation of the Association.
- D. Head Coaches are responsible for:
 1. Formulating and updating their respective rosters.
 2. Having their current rosters available on game day.
 3. Enforcing the "Code of Conduct" on all assistants and players.
- E. Any Head Coach or who does not attend at least half of the Membership meetings of the Association during a Calendar year from the date of their appointment is not considered a member in good standing and could be asked to step down by the governing body.
- F. *Communications with Players* - Coaches shall not contact any players in the MLFA directly either by telephone or text messaging; *provided, however*, coaches may issue a text message to all the players on their team, as approved by the Head Coach, if, and only if, the coach also sends the parents and/or authorized guardians of each player on the team the identical message, at the same time, through the same method of communication. Further, coaches may communicate to a player on

their team through e-mail if and only if the parents and/or authorized guardians of that player are copied on the same message from the coach.

G. Head Coaches shall not depart a practice and/or game if a player from their team remains at the site unattended without a parent or authorized guardian present to transport the player.

Article XVII - General:

A. Responsibilities of all members of the Association are field preparation on game-day, Banquet, gate activities, clean up on game-day, and fund raisers. It will be the responsibility of a member, who is assigned to a specific duty, to find a replacement.

B. Only Officers and Directors of the Mt. Lebanon Football Association are authorized to communicate with the administration of the Mt. Lebanon School District relative to needs of the Association. If a coach, sponsor, or member needs to address any questions or concerns on its behalf that requires direct implementation from the Mt. Lebanon School District, those requests must be brought directly to the governing body. The MLFA will designate a spokesperson to speak directly to the administration on their behalf. Other than the Governing body, no coach or sponsor has the authority to represent the interests and concerns of the MLFA to the administration of the Mt. Lebanon School District. The school district will be notified accordingly.

C. Any situation not addressed by these by-laws will be interpreted and or resolved according to the Pennsylvania Business Corporation Law.