

Fayetteville Browns Midget Football, Incorporated

By-Laws

Updated as of June 2024

Table of Contents

CONSTITUTION

Article I Title

Article II Objectives

Article III Location and Funds

Article IV Government of the Association

Article V Board of Directors Membership

Article VI Voting Rights

Article VII Meeting

Article VIII Communication Guidelines

Article IX Committees

Article X Conformance with Laws, Ordinances, Rules, and Regulations

Article XI Non-Discrimination and Sexual Harassment

Article XII Grievances

Article XIII Grievance Appeal Process

Article XIV Constitutional Amendments and Waivers

CONSTITUTION

Article I TITLE

1.01 This organization shall be known as the "Fayetteville Midget Football, Incorporated", hereinafter referred to as the FMFI is incorporated under the Non-Profit Corporation Laws of the Commonwealth of Pennsylvania and is formed to promote strength of character and the spirit of fairness among youth in the community, exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. (Refer to Articles of Incorporation on file with the Commonwealth of Pennsylvania for information regarding Incorporation Articles.)

1.02 FMFI is to be operated as a public understanding for the benefit of the residents of the community. The assets of FMFI will be used exclusively for the training of the youth for the purpose of improving and developing their capabilities in amateur athletics.

1.03 In the event of dissolution, the assets of the FMFI will be turned over to a 501(c)(3) decided by majority vote.

Article II OBJECTIVES

2.01 The objective of the FMFI shall be the instruction of basic football and cheerleading fundamentals, the teaching of high standards of sportsmanship and conduct in a wholesome organized fellowship, so that leadership, teamwork, and responsibility may be added to the character of the youth in the area.

Article III LOCATION AND FUNDS

3.01 The FMFI mailing address is P.O. Box 304, Fayetteville, PA 17222

3.02 All payments made to the FMFI in the way of checks or money orders, will be made payable to "Fayetteville Browns". Under no circumstances will checks or money orders be made out to members of the coaching staff or Board members of the FMFI.

3.03 All cash, checks, and money orders collected by any coaches or Board members with the FMFI will be passed to the FMFI Treasurer as soon as possible.

Article IV GOVERNMENT OF THE ASSOCIATION

- 4.01 The FMFI shall be governed by a Board of Directors: hereinafter, referred to as the "Board". The Board serves as a forum for members to discuss new ideas, policies, and procedures.
- 4.02 The FMFI shall elect an Executive board consisting of the President, Vice President, Business Manager, Secretary, and Treasurer,
- 4.03 The Board of Directors shall include the above members and an Equipment Manager, Member(s) at Large, a Field Manager, a Football Representative and a Cheerleading Representative. These representatives must attend all board meetings if the president is not able to do. No person shall hold more than one Board position at a time unless approved by the current Board.
- 4.04 All matters concerning the policy of the FMFI shall be decided by a vote of the Board of Directors and no motion shall be carried without a favorable vote of the majority of those present at a constituted meeting.
- 4.05 Two thirds of activevoting members constitute a quorum at any regular or special meeting.
- 4.06 The President or Vice President has the authority to telephone all Executive Board members to resolve matters, which need immediate attention; four (4) votes are required to make any decision.

Article V BOARD OF DIRECTORS

- 5.01 Membership on the Board shall be open to any adult eighteen (18) years of age or older, who have a qualified interest in FMFI, regardless of being a parent or legal guardian of a child eligible to participate.
- 5.02 Board nominations will be accepted by members of the FMFI at the end of season banquet for Board members whose terms currently expire. The members of the FMFI will then vote on new members at the election to be held during the next regularly scheduled board meeting in January. Members may also vote electronically. Electronic vote will be sent via email to all current members of FMFI. One voted per household to include board members. Members of FMFI are those adults 18 years of age or older who are the parents or legal guardian of a child eligible to participate, current board members and FMFI coaches. Board members elected by a majority vote will assume the position following this meeting. Existing board members will be expected to share information on their position with the person replacing them.

5.03 Board members serve a two (2) year term, which shall conclude during the January Board Meeting, at which time new members are selected unless they are re-elected for another term. The President, Business Manager, Secretary, Vice President of Cheer, Field Manager and Football Representative are on an opposite term than the Vice President of football, Treasurer, Equipment Manager, Member(s) at large, and Cheer Representative.

5.04 All persons appointed shall serve their full term unless they voluntarily resign or are removed by the Board for disqualification or malfeasance of duty

5.05 The Board may dismiss any member by a 2/3-majority vote, if their actions are not within the boundaries of the Code of Conduct or By-Laws of the FMFI and Keystone Youth Football and Cheerleading League (KYFCL) and are deemed detrimental to FMFI.

5.06 Vacancies shall be filled by a majority vote of the remaining Board except the term of membership is restricted to the unexpired term of the member being replaced.

5.07 All Board members are required to submit a completed form SP4-164 PA State Police Criminal Record. All Board members must also complete the Act 151, Pennsylvania Child Abuse History Clearance (Department of Welfare form CY 113). Process used for these checks will be the Act 34 Criminal

Record Check thru the Pennsylvania State Police, Act 151 Child Abuse History Clearance thru the Department of Public Welfare and fingerprint based FBI Criminal Background Check thru Department of Human Services or approved alternate(s). Any new member of the organization must submit the above clearances at the beginning of their term and will stay in effect during the duration of time with FMFI. The Executive Board has the right to request any member to resubmit clearance shall they deem necessary.

5.08 Board members are volunteers who serve without monetary compensation.

Article VI VOTING RIGHTS

6.01 The Board consists of thirteen (13) voting members who shall be qualified electors. Each member shall have one vote on any issue at the board meetings except the President, who will cast a deciding vote on issues, when the Board is deadlocked. If this occurs, a revote will occur with the President's vote included.

6.02 All matters concerning the FMFI policy shall be decided by a vote of the Board of Directors. All amendments must pass by a 2/3-majority vote of all attending board members.

Article VII MEETINGS

7.01 Regular meetings are held the fourth (4th) Monday of each month, unless otherwise agreed upon by the board. The board will agree upon the location and time during the previous meeting. Meeting dates can, and will be changed due to unforeseen circumstances or other FMFI activities that may necessitate the alteration of meeting dates.

7.02 Board members and other attendees are expected to attend and take an active role in all meetings.

A. Board members who have more than 2 unexcused absences per year from regularly scheduled Board meetings without a reasonable excuse may be replaced by a majority vote of the remaining Board members.

B. Board members shall always contact another Board member if they will not be able to attend a meeting or other event if they are expected.

7.03 In January of each year an organizational meeting should be scheduled before the regular Board meeting in order for incoming board members to learn about their roles and obtain any “property” pertaining to their position. The purpose of this meeting is to introduce the new officers and the entire Board shall be in attendance.

7.04 Special meetings may be called by the Board President or Vice President, and/or on the written request of at least five (5) Board members. The President will provide a minimum of one (1) day (twenty-four hours) notice to the Board members. The purpose of such a meeting must be stated in the notification. The business conducted at the special meeting may only be the business for which said meeting was called.

7.05 Board action requires the concurrence of a majority of voting members presented at a properly convened meeting with a quorum in attendance. The Board is not required to take actions on any matter that was not specifically listed on the agenda.

7.06 All regularly scheduled Board meetings are open to the public and shall be held and conducted in accordance with the procedures published in this guide. Special meetings may be open to the public or closed to include only the Board Members. It will be the President’s responsibility to determine whether or not a special meeting will be closed.

7.07 The following shall be the order of business of the Board meetings. These rules of order (Robert's Rules of Order) may be suspended and any matters considered or postponed by Board action.

1. Call to Order
2. Acknowledgement of guests
3. Approval of Minutes (from previous meeting)
4. Public Comment
5. Treasurer's Report (money spent and for what, approval to pay new bills)
6. Committee Reports
7. Unfinished Business
8. New Business
9. Review of agreed upon actions and who will take responsibility for them
10. Adjournment

• Brief written reports should be submitted for the record for items 5 & 6. •

Place special guests or presentations at the beginning of the meeting and set a time limit prior to the meeting.

7.08 The Secretary shall prepare and distribute an agenda for all meetings. Any member or other person may request that the Secretary include an item on the agenda. Requests shall be submitted to the President or Secretary at least fourteen (14) calendar days prior to the meeting date.

Article VIII COMMUNICATION GUIDELINES

8.01 Listed below are the guidelines to help Board members interact with each other. These guidelines are important to make the most out of our Board relationship. The guidelines are intended to create a professional atmosphere of mutual respect and cooperation.

A. Be open and honest while always remembering to respect other members' points of view even though it may be different than your own.

B. Actively support the FMFI's programs and initiatives whenever possible.

C. Board members are volunteers who accepted an appointment to assist the FMFI. This assistance is provided by the Board at its meetings, through Board committees or by individual members helping with defined tasks.

D. No one should ever knowingly embarrass any board member nor put them "on the spot". The Board should be protective of the FMFI, while remembering that they have an obligation to serve the public.

E. Members must act in an ethical manner in their dealings with each other. Avoid gossiping, asking for special favors or consideration, sexual harassment, discrimination, etc.

Article IX COMMITTEES

9.01 Membership in all committees is open to any interested individual; they do not have to be a Board member. Committee Directors/Managers are members of the Board and are responsible to recruit committee members. Committee Directors / Managers are encouraged to include as many people as needed on their committees.

9.02 Committee Reports will be present at each Board meeting. Reports will summarize all action by the committee since the last meeting and will be presented by the Committee Director / Manager.

9.04 Special Committees may also be appointed at any time that the Board deems necessary to address a specific subject.

Article X CONFORMANCE WITH LAWS, ORDINANCES, RULES AND REGULATIONS

10.01 The Board shall at any time comply with all laws, ordinances, rules, policies, and regulations as may be adopted from time to time that govern the FMFI.

10.02 The FMFI will not be held responsible for individual contracts, oral agreements, or written agreements for the purchase of merchandise, equipment, uniforms facilities, and services provided, which were not approved by the majority of the Board during any official recorded proceeding. Reimbursement of any and all such contracts and agreements will be the sole responsibility of the individual who requested such services or merchandise.

10.03 The Board shall secure the necessary property, medical and liability insurance as deemed adequate for the FMFI's protection.

10.04 The Board shall refund any and all expenditures for purchase of items less than fifty dollars (\$50.00) made by Board members, which directly relate to the FMFI's functions of operating expenses.

Article XI NON-DISCRIMINATION AND SEXUAL HARASSMENT

11.01 In accordance with Federal and Commonwealth of Pennsylvania Laws, The FMFI in its entirety is prohibited from discriminating on the basis of race, color, national origin, religious creed, ancestry, age, sex, handicap, political beliefs, or disability.

11.02 Sexual Harassment against Board members or individuals receiving services from the FMFI violates the FMFI policy and will not be tolerated. Members have the right to work and live in an environment free from personal harassment and discrimination. Members are to refrain from behavior that might offend their dignity and violate the personal and legal rights of others.

Article XII GRIEVANCES

12.01 Protests and/or grievances are brought to the attention of the FMFI Board via written testimony (email or letter) within (48 HOURS) of the incident. If the incident cannot be immediately resolved without the possibility of issuing discipline, the FMFI Board will then call a Grievance Committee Meeting.

12.02 The Grievance Committee is made up of the FMFI Executive Board, the President reserves the right to appoint Board members to or remove Board members from the Grievance committee as the situations deem necessary. Executive Board members involved in a reported grievance are automatically removed from the Grievance Committee

12.03 Grievance Committee Meetings are separate from regularly scheduled FMFI board meetings and can be conducted electronically or by conference call.

12.04 The Grievance Committee will be given all the reported information and evidence for review prior to the scheduled Grievance Committee Meeting

12.05 All those directly involved in the grievance will be invited to the Grievance Committee Meeting for the opportunity to present their case, evidence or “their side of the story” to the Grievance Committee.

12.06 After both affected parties have had the opportunity to present their case to the Grievance Committee, the Grievance Committee members will then review all evidence presented and give a ruling on the grievance as a committee.

Article XIII GRIEVANCES APPEAL PROCESS

13.01 The affected party/parties can appeal the Grievance Committee ruling to the full FMFI Board for review. The Appeal must be submitted to the FMFI Board via written testimony (email or letter) within (48 HOURS) of the Grievance Committee Meeting.

13.02 The FMFI Board will be notified of the appeal and a special Board meeting will be scheduled as soon as possible. During this time, the Grievance Committee ruling will remain in effect until the FMFI Board can meet, review and rule on the case.

13.03 All those directly involved in the grievance appeal will be invited to the Appeal Meeting for the opportunity to present their case, evidence or “their side of the story” to the FMFI Board.

13.04 The FMFI Board can choose to either uphold the Grievance Committee ruling or change the Grievance Committee ruling. The FMFI Board appeal ruling is final and cannot be appealed or protested further.

Article XIV CONSTITUTIONAL AMENDMENTS AND WAIVERS

14.01 Additions or changes to the Constitution or By-Laws may be made by a majority vote of the Board every two years only. Exceptions would be only if the changes are necessary to comply with KYFCL By-Laws. Updates must be available to parents and the public for a minimum of 30 days prior to being voted on. Notification of 30 days is based upon the publications on the FMFI web site. The Board is the only one available to vote on the By-Laws, after all issues are discussed and reviewed by the public, participants and parents.

14.02 FMFI will abide by the rules and By-Laws of the KYFCL, of which it is a member. The FMFI Constitution and By-Laws are in addition to KYFCL’s By-Laws.

14.03 Please refer to the KYFCL website for their By Laws as well as Policy and Procedures.

END

