

**BY-LAWS**

**OF THE**

**MUHLENBERG TOWNSHIP  
ATHLETIC ASSOCIATION**

**Approved** 4/28/08

**MUHLENBERG TOWNSHIP ATHLETIC ASSOCIATION**

## **M.T.A.A. BY-LAWS**

### ARTICLE I-NAME

- Section 1      The name of the Association shall be “MUHLENBERG TOWNSHIP ATHLETIC ASSOCIATION”, also known as the “M.T.A.A.”
- Section 2      This Association shall have a seal upon which shall be inscribed the name of the Association, the year of its creation, and the words “Incorporated Commonwealth of Pennsylvania”.

### ARTICLE II – PURPOSE

- Section 1      The purpose of the organization shall be to bring the youth and adults of our community together to create ideals of good sportsmanship, fair play, honesty, loyalty, entertainment, and social diversion among the youth of Muhlenberg Township. This will be achieved through organized, supervised, competitive events and other various activities that may be offered. The association, and its members, will establish and maintain such facilities as are necessary and proper in order to carry out its purposes. This is a non-discriminatory organization.

### ARTICLE III – MEMBERSHIP

- Section 1      Membership in the Muhlenberg Township Athletic Association shall be limited to adults 18 years of age or older, who are residents of Muhlenberg Township. Membership entitles the family to one vote at the annual election.
- Section 2      Membership in the Association will be given when the applicant pays the required dues during sign-ups for the activities sponsored by the Association. This membership shall be valid for one (1) year from the date of payment of the dues at which time the member will be issued a membership card reflecting their date of membership/payment. If a resident would like to join without a child in the organization, an application will be completed and voted upon by the Board of Directors within 60 days of the date of application. A majority vote of the board members, at the Board of Directors meeting, will award a membership.
- Section 3      Honorary memberships in the Association will be awarded at the discretion of the Board of Directors.
- Section 4      Membership in the Association may be terminated or suspended upon satisfactory evidence of violation of these by-laws, or any other conduct which discredits this Association, provided the member has been given a fair hearing including reasonable opportunity to defend him/herself before the Board of Directors.
- Section 5      In order for a child to participate in any activities sponsored by the Association, they must live at a residence within the Muhlenberg Township boundary and have proof of residency. Any request outside these regulations will need to petition the Board of Directors for the child to be allowed to participate in a sponsored activity.
- Section 6      Any member not in good standing shall not have the right to vote or hold any office.

Section 7 No member of the Association shall contract for, incur any debt or enter into any agreement or otherwise obligate the Association except by authorization of the Board of Directors.

#### ARTICLE IV – MANAGEMENT

Section 1 The management of the Association shall be vested in the Board of Directors.

#### ARTICLE V – EXECUTIVE OFFICERS

Section 1 The Executive Officers of the Association shall be President, Vice President, Treasurer, Corresponding Secretary, Recording Secretary and Sergeant-at-Arms.

Section 2 In order to be elected as an Executive Officer, the nominee must be a member of the Association in good standing for one year and attend three meetings in the year prior to the annual election meeting. During the November general meeting, all Board of Director nominations shall be made, and the election of the Executive Officers will be held on the fourth Monday of December.

Section 3 The Executive Officers shall be elected by the members at the annual election meeting and shall hold office as follows: President position shall be voted on every year for the term of one (1) year from that meeting date or until their successors shall have been elected and qualified. The President shall not serve more than two (2) consecutive terms. The President may serve more than two (2) consecutive terms only if at the end of the second term, no other member accepts appointment and the present President accepts appointment. The Vice President, Treasurer and Corresponding Secretary shall be voted on in odd years and shall hold office for a term of two (2) years. The Recording Secretary and Sergeant-at-Arms shall be voted on in even years and shall hold a term of two (2) years.

Section 4 The Board of Directors of the Association shall remove from office any Executive Officer or Director of the Association who shall fail to attend, without just reason, three consecutive scheduled meetings of the Association.

Section 5 Any Executive Officer may be terminated or suspended upon satisfactory evidence of violation of these by-laws, or any other conduct which discredits this Association, provided the Executive Officer has been given a fair hearing including reasonable opportunity to defend him/herself before the Board of Directors. The Executive Officer shall be removed from office with a two-thirds vote of the Board of Directors.

#### ARTICLE VI – BOARD OF DIRECTORS

Section 1 The Board of Directors shall consist of maximum of fifteen (15) members designated as follows: The Executive Board which consists of, as outlined above, President, Vice President, Recording Secretary, Treasurer, Sergeant-at-Arms and Corresponding Secretary. The remaining nine (9) Board of Director positions shall be elected at large.

Section 2 In order to be elected to the Board of Directors the nominee must be a member in good standing for one (1) year and must attend at least three (3) general member meetings prior to nomination. The Board of Directors shall hold office for one calendar year. The election of the Board of Directors will be held on the fourth Monday of December.

Section 3 A quorum, for the purpose of holding any meeting (special or regular), shall consist of at least one more than one half (1/2) of the Board of Directors. A majority vote of those present shall be sufficient to carry any order of business. Any ten (10) members plus one more than one half (1/2) of the members of the Board of Directors of the Association constitutes a quorum. Any action taken at

a regular meeting or at a special meeting shall require a majority vote of the Board of Directors present. No action may be taken unless a quorum is present.

Section 4 The Board of Directors shall hold a monthly meeting on the second Monday of each month. The President or fifteen (15) members may call special meetings of the Board of Directors provided that fifteen (15) days notice is given in order for the members to be present.

Section 5 Any member who resigns from the Board of Directors shall be removed from the board immediately upon their date of resignation and lose all rights to vote as a Board member. Vacancies in any elected office may be filled by the Board of Directors at any meeting of the Association at which a quorum is present. The successor so chosen shall serve for the remaining amount of time of the term of their predecessor.

Section 6 The Board of Directors shall determine dues/fees for each member of the Association two months prior to the sign-ups for that particular sport/activity.

#### ARTICLE VII – EXECUTIVE OFFICER DUTIES

Section 1 The duties of the Executive Officers shall be as their title would indicate or as may be assigned to them by the Association.

Section 2 The President shall be the chief executive officer of the Association. The President shall be responsible for the monthly meeting agenda and shall preside at all meetings of the Association and its Board of Directors. The President shall have no vote in matters brought before the Board of Directors unless a tie vote is reached at which time, the President will cast the deciding vote. The President shall be a member *exec-officio* of all committees and shall carry on those other responsibilities assigned to them by these By-laws and by the Board of Directors.

Section 3 The following order of business is to be used by the President to conduct a meeting:

- Opening of the meeting by the President
- Reading of the minutes of the previous meeting
- Approval of the minutes of the previous meeting
- Treasurer's report
- Approval of Treasurer's report
- Reports of Commissioners
- Reading off communications
- Old business
- New business
- Open discussion – no member shall have more than five (5) minutes per topic to talk and must sign in at the beginning of the general meeting
- Adjourn the meeting

Section 4 The Vice President shall act in all cases for and as President in the latter's absence or incapacity. The Vice President shall chair all committees unless otherwise specified by the President.

Section 5 The Treasurer shall have custody of the Association funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association. The monies of the Association shall be kept in separate accounts to the credit of the Association and shall be disbursed as ordered by the Executive Board. There will be two (2) signers for all payments whom will be decided on by the Board of Directors. The Treasurer shall take proper vouchers for such disbursements and render an account of all transactions and the financial condition of the Association, at the regular meeting of the Association, or whenever required. The Treasurer is responsible for obtaining any insurance required for the operation of the Association. The

Treasurer will be responsible for advising the Board of Directors through means of written report on all financial matters of the Association. The books, accounts and records of the Association shall be open for inspection to any member of the Board of Directors at any time. Members of the Association may, at the discretion of the Board of Directors, inspect such books, accounts and record of this Association at such time as the Board of Directors may designate.

Section 6 The Recording Secretary shall keep an accurate account of all of the meetings of the Association. It shall be the duty of the Recording Secretary to see that the minutes are kept in a book owned by the Association. The Recording Secretary shall also keep an accurate account of all the meetings of the Board of Directors in a minute book owned by the Association. Both minute books shall be at each and every meeting of the Association and the Board of Directors.

Section 7 The Corresponding Secretary shall have the duty of posting proper notices of all called meetings of the Association in the Township newsletter and/or website at least once per year. The Corresponding Secretary shall also keep an accurate roll of membership of the Association.

Section 8 The Sergeant-at-Arms plays an integral role in maintaining order and decorum during any and all meetings of the Association and Board of Directors. The Sergeant-at-Arms shall also ensure that Robert's Rules of Order (latest edition) be followed as well as monitoring that open discussion time limits of five (5) minutes per topic/per person are adhered to during meetings.

#### ARTICLE VIII – FISCAL YEAR

Section 1 The fiscal year of the Association shall commence on the first day of January and end on the thirty-first day of December.

#### ARTICLE IX – SPORTS COMMISSIONERS

Section 1 The Association shall appoint two (2) active Association members to serve as Commissioner and Co-Commissioner for each sport that is offered and sponsored by the Association. These positions will be reviewed by the Board of Directors every other year.

Section 2 The Commissioner shall report directly to the Board of Directors during monthly Association meetings as to the current status of the sport they represent.

Section 3 Each Commissioner shall submit a proposed budget covering the total anticipated expenses for their sport to the Board of Directors no later than two months prior to the commencement of the sport or activity.

Section 4 Any Sport Commissioner shall not hold more than one Commissioner position during any given season unless approved by the Board of Directors.

Section 5 The Commissioner shall be responsible for distributing registration papers at their specific sport's sign-ups. The Commissioner shall then meet with the coaches for their specific sport within a reasonable time frame and determine how the team selection process shall take place.

Section 6 Once fields have been secured through the Township and the Board of Directors, the Commissioner shall inform all coaches of their practice and game times and locations.

Section 7 No fundraising activities shall be determined by the Commissioner of the sport/activity. Fundraising decisions will be decided upon only by the Board of Directors.

## ARTICLE X – COACHES

- Section 1 All individuals interested in becoming a Head Coach shall be required to complete the Child Abuse and Criminal Background Check clearance forms which are available through the Association. Any fees associated with these required documents will be the responsibility of the applicant, not the Association. All completed background checks shall be submitted to the Vice President and be kept on file.
- Section 2 A Head Coach has the responsibility to maintain a safe environment for their team, Assistant Coaches and other individuals present at both practices and games.
- Section 3 Coaches must recognize and satisfy off field obligations including, but not limited to:
- Timely communication with their Commissioner, players and parents
  - Attendance at meetings as scheduled by the Commissioner or Association
  - Completion of all related paperwork on schedules
  - Participation in support tasks, such as field maintenance, equipment issuance and evaluations.
  - Attend all practices and games or appoint a designee
  - Select Assistant Coaches who have also satisfied the Child Abuse and Criminal Background Checks as outlined in Section 1
  - Enforce the Code of Conduct for players and parents

## ARTICLE XI – ASSISTANT COACHES

- Section 1 All individuals interested in becoming an Assistant Coach shall be required to complete the Child Abuse and Criminal Background Check clearance forms which are available through the Association. Any fees associated with these required documents will be the responsibility of the applicant, not the Association. All completed background checks shall be submitted to the Vice President and be kept on file.
- Section 2 Assistant Coaches as selected by the Head Coach shall follow duties as assigned to them by the Head Coach.

## ARTICLE XI – RULES OF ORDER

- Section 1 The Association shall refer to Robert's Rules of Order (latest edition) regarding any rules not covered in these By-laws.

## ARTICLE XII – CODE OF CONDUCT

- Section 1 The Association has adopted a Coach Code of Conduct, Parent Code of Conduct and Player Code of Conduct which shall be enforced for each specific sport/activity. The completed Code of Conduct forms for coaches, parents and players shall be submitted to the Corresponding Secretary for recording.
- Section 2 Code of Conduct forms must be completed by each coach, parent and player and submitted to the Corresponding Secretary prior to the first game in each sport. Failure to do so will prevent the child from participating in future games or practices until such time as the form is completed and returned to the head coach.
- Section 3 The Board of Directors has the right to enforce any disciplinary action against a coach, player or parent for violations to the Code of Conduct.

ARTICLE XIII – BY-LAWS

- Section 1      These by-laws shall be adopted by a majority vote of the members present and voting at the time of its proposal for ratification.
- Section 2      These by-laws shall be in full force and effective immediately upon their adoption as set forth in Section 1.
- Section 3      These by-laws may be amended at any meeting of the Association by a majority of members attending such meeting. The members calling for such amendments shall provide notice of the call for amendment one (1) month prior to the vote on said amendment. The vote shall take place at the next general meeting provided at least one (1) month has past.

ARTICLE XIV – DISOLUTION OF THE ASSOCIATION

- Section 1      Upon the dissolution of the Association, the Board of Directors shall, after paying or making provisions for the payment of the liabilities of the Association, dispose of all the assets of the Association in such manner, or to such organizations organized and operated exclusively for charitable educational religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501c (3) or the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law as they may be amended) or to a local governmental body as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of through the Court of Common Pleas of the County in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, or governmental body as said Court shall determine, which are organized and operated for such purposes.

ARTICLE XV – ACCEPTANCE OF BY-LAWS

- Section 1      These by-laws shall be effective immediately upon enactment. Enacted and ordained this   28th   day of   April  , 20  08  .

MUHLENBERG TOWNSHIP ATHLETIC ASSOCIATION

Signature on File \_\_\_\_\_ President

Signature on File \_\_\_\_\_ Vice-President

Signature on File \_\_\_\_\_ Treasurer

Attested to:

Signature on File \_\_\_\_\_  
Recording Secretary