

## Spring Grove Youth Athletic Association Constitution and By-Laws

Last Revised 2/12/2026

### ARTICLE I - NAME AND PURPOSE:

- A. The name of the organization shall be the Spring Grove Youth Athletic Association (SGYAA).
- B. The purpose of this organization is:
  - 1. To set up a supervised athletics program for youth living in the Spring Grove Area School District. To operate on a strictly nonsectarian basis without distinction as to race, color, or sex. To promote good character building, good citizenship, and spiritual and physical development.
  - 2. To promote the highest standards of sportsmanship and good team fellowship thereby helping to build a better community in which to live, without financial gain or profit to its members.

### ARTICLE II - MEMBERSHIP:

- A. Parents or legal guardians receive automatic membership when the registration fee is paid for their player to participate in football or cheer.
- B. Any other individual acting with good faith and best interest to the organization shall gain membership, if requested.
- C. Membership can be suspended or revoked permanently due to actions or behavior detrimental to the good of the club. (See Article XVII).
- D. Good standing is indicated by attending the number of meetings required for voting purposes outlined in Article IV, Section A and adhering to all aspects of both the SGYAA and YCYFA Codes of Conduct.
- E. If a member is removed from good standing, they are in "non" good standing for the remainder of that calendar year. If a member is not in good standing, they are unable to attend meetings.

### ARTICLE III - MEMBERSHIP MEETINGS:

- A. Regular meetings are held the 4th Wednesday of each month at 7:00 P.M. If in season practice will end at 7:00 P.M. on evening with a meeting allowing all members the ability to attend the meeting.
- B. During the season (July – November), there will be two meetings held, per month on the 2nd and 4th Wednesday of the month.
- C. Special meetings may be held at the call of the president or upon written request from five (5) members. Such meetings will require a minimum of forty-eight 48 hours' notice, by the president, who will set the time and place of the meeting.

1. There may be times when emergency meetings are called that do not meet the above criteria. These will be on a case by case basis.

D. All Board members are expected to attend all board meetings unless extenuating circumstances exist preventing attendance. Members must notify a member of the executive board if they cannot attend a meeting or event.

1. Any board member missing 2 consecutive meetings or a total of 6 total meetings per year, unless otherwise approved, could be subject to removal from their position on the board.
2. All board members are expected to attend board sponsored events such as Homecoming, Playoffs, Championships, Fundraising, Parades, and Banquets. If unable to attend, 48 hour notice shall be given to ensure sufficient help is available for the event.
3. If a board member must call into a meeting, they must let an executive board member know ahead of the scheduled meeting date.
4. Call-ins for membership are limited to 2 per season and must fall under emergency/illness/injury exceptions.

#### **ARTICLE IV - VOTING:**

A. Each member present has one (1) vote on any motion, presented at any regular or special meeting unless otherwise stated they have provided they have attended two (2) regular or special meetings in the past six (6) months.

B. For specific topics (EG- Board member , voters must have attended six (6) meetings in the calendar year and volunteered at least 3 hours during the season and be considered in good standing to SGYAA and YCYFA Codes of Conduct. These votes must be done in person.

C. In the event of a tie the president's vote shall count as 2 votes.

#### **ARTICLE V - QUORUM**

A. Seven (7) board members in good standing constitutes a quorum for membership meetings. If not present, no voting may occur until the next meeting or the President may call a special meeting where voting will occur.

B. Five (5) officers in good standing constitute a quorum for voting on items pertaining to the Executive Board.

#### **ARTICLE VI - CLEARANCES**

A. A. All volunteers whose roles require background clearances shall obtain and maintain all required clearances in compliance with the policies of the Spring Grove Area School District and any additional clearance requirements established by YCYFA.

## **ARTICLE VII - THE BOARD**

A. The board of the organization shall consist of a President, Vice-President, Secretary, Treasurer, Athletic Director and Cheer Coordinator, making up the Executive Board, and an Assistant Athletic Director, Assistant Cheer Coordinator, Equipment Manager, Concessions Coordinator, and Fundraising/Volunteer Coordinator making up the remainder of the board. The board members of the organization shall be members in good standing prior to their elections. If in good standing, as a board member, the registration fees of that board member's youth athlete will be waived. Note, this only applies to registration fees and does not apply to uniform purchases or any other items requiring purchase. Good standing is indicated by attending the number of meetings required for voting purposes outlined in Article IV, Section A and adhering to all aspects of both the SGYAA and YCYFA Codes of Conduct.

1. If a board member resigns for any reason other than extenuating circumstances, they will be considered out of good standing. Good standing is outlined in Article VIII Letter A, section b. B.

B. The Executive Board shall be responsible for any items that may arise that cannot wait until the next meeting. This will be on a case by case basis and should only apply to emergency items that need to be decided upon in a short amount of time. In the event that something does need to be handled, it will be brought to the attention of the full board as soon as the meeting concludes and the collective membership of the organization at the next meeting. Financial decisions can be made by the Executive Board, if necessary, in between meetings. This will be on a case by case basis. All decisions will be brought to the attention of the full board as soon as the meeting concludes and the collective membership of the organization at the next meeting. Any items that are not emergent and can wait until the next board meeting should be added to the agenda to be discussed with the full board at the next meeting.

## **ARTICLE VIII - POWER OF THE BOARD:**

A. The elected officers shall be responsible for the management of the organization. They shall engage in open conversations regarding policies, membership, and vote on policies presented by the membership.

B. Authority of the Athletic Director- The Athletic Director shall have the primary responsibility for addressing matters of discipline involving any member, volunteer, or coach of the organization. The A.D. may investigate complaints, issue warnings and impose corrective measures as deemed appropriate.

1. Grounds for Dismissal
  - a. Grounds for dismissal may include but not limited to:
  - b. Violation of the organization's by-laws, policies, or code of conduct; Conduct detrimental to the mission, reputation, or welfare of the organization.
  - c. Conduct posing a risk to the safety of the participants.
  - d. Failure to perform assigned duties in a responsible manner.

2. Recommendation for Dismissal

- a. If the Athletic Director determines the dismissal may be warranted, the matter shall be referred to the Executive Board. The Athletic Director shall provide the Board with a summary of the allegations, findings and recommended action.

3. Notice and Opportunity to be Heard

- a. Prior to any vote on dismissal, the individual shall be provided with a written notice of the proposed action and the grounds supporting it. The notice shall specify the date, time and location of the Board meeting at which the matter will be considered. Both the individual and all members of the Board shall receive not less than forty-eight (48) hours' advanced notice of the meeting at which the proposed dismissal will be heard and voted upon. Notice may be delivered by electronic mail to the last known email address on file and shall be deemed effective upon transmission. The individual shall be given an opportunity to respond in person at a specially scheduled board meeting or at the next regularly scheduled board meeting where the matter will be considered. If the individual fails to appear at the scheduled meeting, the Board may proceed with consideration of the matter and vote as though the individual was present.

4. Board Action

- a. Dismissal from the Organization shall require an affirmative vote of a majority of the Board present at a duly called meeting, at which a quorum is present.

5. Interim Suspension

- a. In circumstances involving immediate risk to player safety or significant organizational harm, the Athletic Director may impose an immediate suspension pending Board review. Such suspension shall remain in effect until the Board takes formal action.

6. Finality of the Decision

- a. The decision of the Board shall be final.

7. The board has the ability to replace any board member with a simple majority that may fall out of good standing with the organization. The process outlined in Article VIII Section B shall be followed but will be the responsibility of the Vice President.

8. In the event the President falls out of good standing, the Vice President shall assume the role of the president. Good standing includes, but is not limited to, meeting attendance and adhering to all aspects of both the SGYAA and YCYFA Codes of Conduct.

9. All credentials and/or important digital information should not be held by a single board member at any time.

10. All SGYAA files and electronic communication should be stored within a board approved platform such as goggle suite or Office365.

**Officer Responsibilities:**

A. **President** - The President shall oversee all operations pertaining to Spring Grove Youth Athletic Association (SGYAA). The President shall represent the organization before the public, either personally or through delegates, and shall perform all other functions usually attributed to this office.

B. **Vice-President** - The Vice-President shall perform all the duties of the President in case of their absence or disability and shall succeed to the President in the event of the President's resignation and /or removal from office. The Vice President will perform other duties as assigned by the President in accordance with the organization's needs and interests in mind.

C. **Secretary** - The Secretary shall maintain files on the members of the organization and participating youth athletes. The Secretary shall assist the President with the communication with the organization. They shall keep accurate minutes of all meetings. They shall be custodian of all records that pertain to the functions of the organization. They shall keep a book containing the Constitution and By-Laws at each meeting. They shall keep a record of attendance of the membership meetings. They shall be an eligible co-signer along with the President and Treasurer of financial accounts. Meeting minutes must be sent to the board for approval 1 week after the meeting takes place. The agenda shall be sent to the board for approval 1 week before the next meeting is to take place.

D. **Treasurer** - The Treasurer shall hold the funds of the organization and disburse them, upon approval of the board, during the fiscal year of January 1st to December 31st. The Treasurer shall keep an account of the receipts and disbursements and provide a printed report for review at each membership meeting. This report should be included in the meeting minutes, prepared by the Secretary, for the following month's review. They will prepare an annual financial statement for publication to members at the February meeting. They shall present the books to a certified public accountant for auditing and tax preparation after March 15th. The Secretary shall keep the President and elected officers informed of the financial condition of the organization. They shall perform duties connected with the organization's insurance program. The Treasurer is responsible for reimbursing Spring Grove Youth Athletic Association (SGYAA) members, only if proper receipts are received, for purchases made to benefit the organization. They will handle any situations with families that may require financial assistance from the organization for registration and/or other fees required for their youth athletes and will discuss with Executive Board members, as needed.

E. **Athletic Director** - The Athletic Director shall coordinate the uniformity of play between all teams and maintain good communication between coaches. They shall be responsible for meeting player eligibility and requirements for all teams set forth by the York County Youth Football Association (YCYFA). They shall act as the spokesperson for the organization. He/she shall be responsible for the scheduling and cancellation of practices and games in cooperation with school authorities. They shall be aware of the safety and well-being of all players. They shall assist to organize and conduct player registration and YCYFA "book checks". The Athletic Director shall conduct a meeting during the season with coaches to review coaching guidelines and conduct and hold weekly meetings during the season with head coaches. They shall promote sportsmanship and develop character among participants. They shall present to the board, for approval, a list of head coaches and interested assistant coaches prior to the season. They shall oversee all practices, home games and away games, as needed. They shall oversee equipment hand-outs and turn-ins. They shall assist in completion of certificates. They shall attend the York County

Youth Football Association (YCYFA) meetings and bring the information back to Spring Grove Youth Athletic Association (SGYAA).

F. **Cheer Coordinator** - To oversee all operations within the cheer program. This individual will be responsible for setting practice times and coordinating game time schedules with the Athletic Director. They will always maintain a safe environment for all cheer participants. They will hold weekly meetings with all coaches to ensure guidelines are being followed. They will work closely with the equipment manager to make sure all uniform needs are being met. H. Equipment Manager – The Equipment Manager shall ensure that all equipment needs are being met. They will work closely with the Treasurer on any current or future costs the club will experience. They will handle all equipment needs that may arise during the season.

G. **Assistant Athletic Director** – The Assistant Athletic Director will support the Athletic Director in their role and fill in at times the Athletic Director may be unavailable.

H. **Concessions Coordinator** – The Concessions Coordinator will maintain health and safety guidelines. They will make sure the concession stand is operational for home game days. They will manage a concessions budget with the Treasurer to ensure proper cash flow. They will count money that is brought in during open concessions times, with another board member, and get any profits to the Treasurer for bank deposit.

I. **Assistant Cheer Coordinator** – The Assistant Cheer Coordinator will support the Cheer Coordinator in their role and fill in at times the Cheer Coordinator may be unavailable.

J. **Fundraising/Volunteer Coordinator** - This person shall be in charge of all fundraising for the organization. The Fundraising Coordinator will be the main contact in regards to fundraising and represent the organization to potential partners. This individual will work closely with the board to help generate revenue ideas. This person will also be in charge of fulfilling any volunteer opportunities for the organization. Any ideas for gaining volunteers should be presented at a board meeting, and voted upon, if there will be any fees/consequences for not fulfilling volunteer opportunities. They will assist in creating a volunteer schedule that will be followed throughout the season for concessions and other game day needs. In the event that this position is vacant, all board members will work together to ensure that concessions and volunteers are covered.

#### **ARTICLE IX - OFFICERS TERMS AND SUCCESSION:**

A. The office of President, Treasurer and Cheer Coordinator shall be elected for a two ( 2 ) year term being elected on even numbered years.

B. The office of Vice-President, Secretary & Athletic Director shall be elected to a two (2) year term being elected on odd numbered years.

C. All other board positions shall be elected to a one (1) year term. Whenever the offices of both the President and Vice-President become vacant between elections, the executive board succession order Article VIII section A shall be effective.

- D. Whenever offices become vacant, other than the President, the board shall choose a board member to fill the vacancy until the membership can elect a replacement.
- E. If a position becomes available during a non-election year, the elected replacement will fulfill the remainder of the current term and the subsequent two (2) year term.
- F. If a board member is fulfilling someone else's role, they are only obligated to finish the term and then the position will be up for re-election at the election following the end of the term.
- G. Outgoing board members must meet with their successors to facilitate a transition path.

#### **ARTICLE X - ELECTIONS**

A. Nominations will take place during the month of November, the membership will nominate candidates for all available board positions. All nominees shall have attended either of the following 2 options. Two (2) meetings between January and June and four (4) meetings between July and November OR six (6) meetings between July and November. Good standing is indicated by attending the number of meetings required for voting purposes outlined in Article IV, Section A, successful completion of three (3) individual volunteer hours, and adhering to all aspects of both the SGYAA and YCYFA Codes of Conduct. Nominees will be presented and voted upon at the December meeting. The date of the December meeting will be determined at the November meeting based on the holidays.

1. To be eligible to special vote and meeting, a person must be a member in good standing as per Article IV Section B. All nominations and voting must be done in person, no one will be permitted to leave before the results are announced.
2. At the special December meeting, the members shall vote for board members by secret ballot, if more than one (1) nominee is nominated. If unopposed, a voice vote will be satisfactory. New board members shall assume duties beginning January 1st.
3. Write-ins cannot take place the day of voting. In order to be a write in, within 7 days of the nominee meeting (1st meeting in November), you must present interest in a position, and it must be sent to the membership.
4. Spouses are not permitted to run for board positions if their spouse is in a current elected position that is not ending on that voting year. If the current spouse's position is ending on that voting year, the other spouse may run, but the one holding the current position may not run for any position at the end of their term.
5. Candidates will be presented to the membership within 5 days of the deadline for write-ins.
6. In the event of a tie the president's vote shall count as 2 votes.

## **ARTICLE XI - SPORTS PRACTICES**

- A. Football practices should be limited to three (3) or four (4) days a week, with no more than six (6) hours of contact practice per week, as outlined by USA Football. A walk-thru practice may be held on Fridays, at the discretion of the coach.
- B. The Athletic Director, due to weather conditions or other field issues, can change start times and end times of practice and will notify the Secretary so that adequate communication can go to parents regarding the change.
- C. Cheerleading practices shall be organized by the Cheer Director and shall not exceed six (6) hours of practice per week.
- D. Players/Cheerleaders should not be dropped off more than 15 minutes before the start of practice and left unattended with no supervision before coaches arrive to practice. Likewise, all players/cheerleaders should be picked up promptly at the end of practice.
1. Warnings will be issued to parents if the above occurs.
  2. After the 3rd offense, the player may not receive playing time at the next game.
  3. If the offense occurs more than 3 times, the player may be removed from their team at the Athletic Director's discretion.

## **ARTICLE XII - MISCELLANEOUS**

- A. The Land, Building and Emergency fund can be used at the discretion of The Board with a majority approval. This is only to be used if the club is in detriment.
1. Detriment is defined as an absolute emergency. Ex. The funds were put in place to cover costs if regularly used fields were no longer available for use.
- B. SGYAA Scholarships for Graduating Seniors - SGYAA will work in conjunction with the Spring Grove Area Scholarship Foundation to make sure that the proper funds are given to SGASF by the deadline. SGYAA currently awards two (2) \$12000 scholarships to two (2) graduating seniors of the Spring Grove Area School District, one previous Jet football player and one previous Jet cheerleader as well as sponsors a table at the event.
- C. Refunds may be given for first year rinks playing football, only, if requested by the parent/guardian to the Athletic Director before the first week of mandatory practice is over. Other refunds shall not be given after mandatory practices have started, for football or cheerleading, for any reason.

## **ARTICLE XIII - DISPOSAL OF PROPERTY**

- A. In the event of the demise of this organization, all property shall be given to such organizations whose objectives closely parallel this organization, provided such organizations have a legal non-profit status according to Pennsylvania State law.

#### **ARTICLE XIV - AMENDMENTS**

- A. The Constitution and By-Laws will be reviewed once per year, in February, by a small committee of volunteers. This committee shall be made up of four (4) board members and one (1) non board member.
- B. Any modifications requested shall be presented to the board at the following board meeting. Members will then have until the next board meeting to review the requested modifications.
  - 1. This is considered a special topic and requires the special vote eligibility criteria. See Article 4.B
  - 2. Modifications will then be voted upon and subject to a 2/3 vote.
- C. All approved amendments shall be published and written into the Constitution and By-Laws.
- D. The Constitution and By-Laws shall be available for review, anytime, upon request and shall be posted to the SGYAA website.

#### **ARTICLE XV - COACHING GUIDELINES**

- A. All head coaches shall be approved by the board before the start of practices. Once appointed, the head coach will then be responsible for appointing their assistant coaches, pending the receipt of all clearances and completion of any training. If a coach (head or assistant) is removed from coaching, by the board, return to coaching (head or assistant) will be at the discretion of the board. If a head coach chooses an assistant that has previously been removed by the board, the board must approve the return to coaching prior to the assistant being appointed. If an assistant coach comes in mid- season, there will be a week long probationary period to determine the fit for the program.
- B. All football coaches need to become USA Football Heads Up certified before the first day of mandatory practice in order to coach. No exceptions.
- C. All coaches will sign and abide by the both the Spring Grove Youth Athletic Association (SGYAA) and the York County Youth Football Association (YCYFA) Codes of Conduct.
  - 1. If a contract is not signed then they will not be allowed coach in the season
- D. ALL Coaches for football and cheer must sign a coaches contract.
- E. If someone is interested in coaching, a Coaching Interest Form must be completed and they must attend the meeting before voting on coaching occurs.

#### **ARTICLE XVI - SGYAA AWARDS**

- A. Award of participation will be given each year for fall seasons.
- B. Jacket will be awarded after participation in three (3) fall seasons for participation seasons for any player or cheerleader.

C. Individual player/cheerleader recognition will be given by each coach for special achievements throughout the season or at year end. No physical individual, other than the certificate and award, will be purchased or given by the organization.

#### **ARTICLE XVII - CONDUCT**

A. In order to participate in a sport, all players, coaches, and parents or guardians must sign a written code of conduct presented by both Spring Grove Youth Athletic Association (SGYAA) and York County Youth Football Association (YCYFA) and will not be allowed to participate in any capacity until that form has been properly signed and returned.

B. All parents/guardians will confine discussions with coaches to the times set forth in the documentation received, and agreed to, prior to the season.

C. Any violation of the SGYAA or YCYFA codes of conduct or any other behavior, not set forth in the codes of conduct, that is deemed to be detrimental to the organization, can result in a warning or further action, including suspension or removal. Please refer to these documents for expectations and possible courses of action.