

Southern York County Youth Club

BY-LAWS

Re-established Spring 2020

Article I

NAME

The name of the corporation is Southern York County Youth Club hereafter referred to as "SYC." SYC may also legally be known as Warrior Youth Basketball, Warrior Youth Sports and SYC/WYB. The mailing address is PO Box 173, New Freedom, PA 17349.

Article II

PURPOSE AND OBJECTIVES

The purposes of SYC are as stated in SYC's Articles of Incorporation. In support of such purposes it shall be the objectives of SYC to promote in the youth of the community the ideals of good sportsmanship, loyalty, honesty, teamwork, leadership, fair play, and respect for others by providing a well-supervised program of competitive athletic and associated events without distinction as to religion, race, or gender. All agents, officers, and members of SYC will be expected to emphasize the well-being and instruction of the youth participants as the first and overriding priority.

In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, SYC shall operate exclusively as a non-profit educational organization providing a supervised program of competitive athletics. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

Article III

PARTICIPANTS

Adults registering an eligible child for participation in SYC sponsored activities shall by their application be deemed to have agreed for themselves and their child to comply with SYC's Articles, By-Laws, and Rules in addition to those of any local, national, and/or international organization with which SYC is or becomes affiliated i.e. Little League Baseball or York Adams Elementary Football League.

The Bylaws contained herein shall serve as the organization's Constitution. Robert's Rules of Order, revised, shall be the parliamentary authority for the organization, all questions not covered by the Constitution Bylaws, and such standing rules as the membership may adopt. A copy of Robert's Rules of Order will be kept on file with all SYC documents, such as, Bylaws, and SYC/WYB related policies of the Organization.

Article IV

BOARD OF DIRECTORS

1. Definitions.

- A. Officers – Members of the Board of Directors serving in the role of either President, Vice President, Secretary, Treasurer.
- B. Non-Executive Directors – Members of the Board of Directors serving in the role of either Chair - Fundraising, Chair - Communications/Website, Chair - Equipment/Facilities Committees, Director of Basketball, Baseball, Cheerleading, Competitive Cheerleading, Football, or Softball.
- C. Directors – term used to include both Officers and Non-Executive Directors

2. General Powers. A Board of Directors shall manage the business, property and affairs of SYC.

3. Specific Powers. The Board of Directors shall have power to:

- A. establish, publish, and implement rules and regulations necessary to promote and conduct the activities of SYC;
- B. levy such fees as may be necessary to promote and conduct the activities of SYC;
- C. create subsidiary committees to aid in administering the various activities of SYC;
- D. authorize Director appointments that have been vacated prior to the end of a term;
- E. authorize appointments of Coaches, and Assistant Coaches or other Volunteers; and
- F. exercise for SYC all powers, duties, and authority vested in or delegated to SYC.

4. Duties. It shall be the duty of the Board of Directors to:

- A. cause to be kept a complete record of all its acts and corporate affairs;
- B. supervise all officers, agents and volunteers of SYC, and to see that their duties are properly performed;

- C. to fix the amount of the fees for participation in activities sponsored by SYC;
 - D. cause all officers or volunteers having fiscal responsibility to be bonded, as it may deem appropriate; and
5. Number and Tenure. The number of Directors shall not exceed thirteen (13). They shall be elected by the Board Members then in office at the annual meeting of the Board of Directors as described in Appendix 2.

All Officers shall be elected for a two (2) year term. The office of President and Vice President shall be elected on alternating years. Officers shall be chosen by a majority vote of those Directors entitled to vote at the annual meeting. Whenever possible, at least five (5) Directors should be the parent of a child participating in SYC's activities.

All Non-Executive Directors shall be elected for a two (2) year term. There shall be no limits on the number of terms Non-Executive Directors may serve. The Administrators elected as provided in Article V of these By-Laws shall be ex-officio Directors. In the event an elected Non-Executive Director is also chosen as one of the Officers, his term and position on the Board shall be determined by his being an elected Non-Executive Director concurrent to the term as an Officer. He shall have no additional vote as a Non-Executive Director because of his position as an Officer.

Any vacancy occurring in the initial or subsequent Board of Directors caused by the removal or resignation of a Director prior to the expiration of his normal term shall be filled at the next meeting of the Board of Directors by majority vote of the remaining Directors. Any Director appointed to fill such a vacancy shall serve until the expiration of the term of the Director whose position he was appointed to fill. Two members of the same family or household may not serve on the Board of Directors simultaneously.

6. Absence of Director. A Director who is absent from three (3) consecutive regular meetings of the Board of Directors without valid cause may be removed by a vote of a majority of the membership of the Board of Directors; provided that the Board of Directors shall cause to be transmitted to such Director, upon his being absent from two (2) consecutive such meetings, notice in writing at least five days prior to the third meeting, of the contemplated action of the Board of Directors, should he fail to attend the third such meeting or fail to furnish a sufficient explanation of his absence. The sufficiency of such explanation shall be determined by the Board of Directors and its determination shall be final.
7. Meetings of Directors.

The annual meetings of the Board of Directors shall be held in December of each year. This meeting will be publicized on the SYC Facebook page and held with the specific agenda of nominating and electing Directors. The Board of Directors may provide by resolution the time and place for the holding of additional regular meetings without any other notice. The President or any three (3) Directors may call special meetings of the

Board of Directors by giving notice thereof as required by Section 7 of the Article IV. The persons calling a special meeting of the Board of Directors may fix any reasonable location as the place for the holding of such special meeting.

Special meetings to vote on urgent matters may be done via electronic mail ("e-mail") but only under the following circumstances: (a). The solicitation of e-mail votes on an urgent matter must be approved by all of the Officers as an "urgent matter" in advance of any solicitation of Directors to vote on the matter; (b). all Directors shall be notified of the electronic vote and if they do not have the capability of receiving e-mail, then a copy of the e-mail shall be hand-delivered to such Director by the proponent seeking the vote on the urgent matter, (c). the voting period during which the Board may record a vote on such urgent matter shall be not less than three (3) business days, and (d). the proponent of the request for the vote on the urgent matter shall receive and keep copies of all e-mail votes, immediately after the voting period notify all Board members of the tally of votes and present them to the Secretary at the next regular or Special Board meeting to be recorded in the minutes of such meeting.

8. Notice. Except as permitted under Section 6 above, for urgent matters, when notice of any meeting of the Board of Directors is required, such notice shall be given at least three (3) days previous to such meeting by written notice delivered to the residence of each Director or sent by regular mail or electronic mail to each Director at his address as shown on the records of SYC. If mailed, such notice shall be deemed delivered when deposited postage prepaid in the United States mail in a sealed envelope properly addressed. Any Director may waive notice of any meeting before or after the time of the meeting stated therein and attendance of a Director at any meeting shall constitute a waiver of notice of such meeting except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law, the Articles of Incorporation or the By-Laws.
9. Quorum. A majority of the Board of Directors attending in person or by proxy shall constitute a quorum for the transaction of business at any meeting of the Board of Directors; but if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting without further notice. A majority vote on an urgent matter submitted to the Board for an e-mail vote, under Section 6 above, shall constitute a quorum for the transaction of any such urgent business.
10. Manner of Acting. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, the Articles of Incorporation, or these By-Laws.
11. Compensation. Directors as such shall not receive any stated salaries for their services, but by resolution of the Board of Directors may be reimbursed for their actual expenses incurred in the performance of their duties as Directors upon approval by the Board.

12. Proxies. Each Director is entitled to vote in person or by proxy at all meetings of the Board of Directors or e-mail votes on urgent matters as provided for in Section 6 above. All proxies shall be executed in writing, including but not limited to an e-mail transmission by the Director and filed with the Secretary. No proxy shall extend beyond the date of the meeting for which it is given.
13. Voting. All matters brought before the Board of Directors shall be voted and passed with a simple majority. In the event of a tie, the President will facilitate a discussion and a re-vote will be conducted. If the Board Members do not obtain a simple majority, a vote will then be conducted amongst the Officers. In the event of a tie, the President's vote will preside.

For votes involving a grievance, suspension, expulsion or other disposition of a member of the Board of Directors, that Director will be recused from the vote.

Article V

OFFICERS AND THEIR DUTIES

1. Officers. The officers of SYC shall be a President, Vice President, Secretary, Treasurer, Chair - Fundraising, Chair - Communications/Website, and Chair - Equipment/Facilities Committees. Additional officers may be established, from time to time, as deemed necessary by the Board of Directors to carry out SYC's objectives.
2. Election of Officers. The election of Officers shall take place at the annual meeting of the Board of Directors following the election of Directors for SYC's new year. Officers, shall also be Directors of SYC. Appendix 2 – Protocol for Election of Officers will be used for all elections. An Administrator's office not filled at such annual meeting due to a lack of candidates deemed qualified by the Board of Directors shall be filled as soon thereafter as a qualified candidate can be found.
3. Term of office and Vacancy. Officers shall be elected for a two (2) year term which shall expire at the annual meeting of the Directors. The President shall serve at the pleasure of the Board. A vacancy in any office arising because of death, resignation, removal, or otherwise, may be filled by the Board of Directors, by majority vote, for the unexpired portion of the term.
4. Removal. Any officer may be removed by a majority vote of the Board of Directors whenever in its sole judgment the best interest of SYC will be served thereby.
5. Resignation. Any officer may resign at any time by giving written notice to the Board of Directors, the President or the Secretary. Such resignation shall take effect on the date of the receipt of such notice or at any time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

6. Meetings of Officers. Monthly meetings shall be held at 8:00 pm on the second Monday of each calendar month at a location determined by the President. Not less than nine meetings must be held annually. All meetings are open to the public and time will be provided on the agenda for comments with preference given to parents of children who participated in the prior twelve months or ensuing twelve months.
7. Duties. In addition to the duties for each office listed below, all Directors are required to maintain Background Checks and Clearances as described in Appendix 5.

President

- A. Act as the Executive Officer of the Organization and preside over all general and executive meetings as required.
- B. Sign all documents to bind or obligate SYC.
- C. Act as a co-signature all checks for expenditures of SYC that are drawn by the Treasurer in excess of \$1000.00.
- D. Oversee preparation of agendas for general meetings.
- E. Review and call for a vote (as necessary) on matters brought to the Board of Directors requiring ruling or approval such as but not limited to sports league affiliation, by-law changes, annual operating budgets, and long term plans.
- F. Appoint the Chairperson and members of special committees, as those committees are approved and created by either the President and/or the Board of Directors.
- G. Receive nominations for Sports Directors and submit nominee to the Board for approval to be placed on the ballot, shall conduct interviews with potential nominees, with the Executive Committee, prior to approval by the Board of Directors.
- H. Act as final authority on interpretation of rules, protests, and disputes.
- I. Coordinate all operations of SYC. Ensure orders and resolutions of the Board are carried out, and other Officers and Agents perform their duties and responsibilities.
- J. Serve as an ex-officio member of all committees and thereby assumes the same rights as committee members.
- K. Represent SYC to the public or through a delegate.

Vice President

- A. Conduct SYC's affairs in the absence of the President.

- B. Succeed the presidency in the event of the President's resignation and/or removal from office or shall call for a Special election and take nominations for the President's office.
- C. Facilitate the creation and maintenance of a three-year plan for SYC to include capital investment plan, sports portfolio, participation projections.
- D. Represent SYC at Borough and Township events and meetings as necessary.
- E. Assist President as directed in conducting the affairs of SYC.
- F. Act as a co-signature all checks for expenditures of SYC that are drawn by the Treasurer in excess of \$1000.00.
- G. Act as parliamentarian of the organization at meetings using the Robert's Rules of Order.
- H. Serve as coordinator/liaison of committees appointed by the President.
- I. Administers standards and coordination for scholarship programs with Southern York County School District and SYC.

Secretary

- A. Maintain in full the minutes of all meetings of SYC's Board of Directors. Ensure minutes to all meetings are provided the Chairperson of the Communications/Web Committee for publication to the SYC website.
- B. Maintain a complete record of all activities and corporate affairs, including permanent and legal papers.
- C. Maintain a book containing the Constitution, Bylaws, SYC/WYB related policies and Robert's Rules of Order for reference at any meeting.
- D. Maintain a record of all associated documentation, charters, or constitutions including policies provided by affiliated leagues that are used to cover SYC participants.
- E. Act as a co-signature all checks for expenditures of SYC that are drawn by the Treasurer in excess of \$1000.00.
- F. Maintain all SYC insurance policies and renewals as required.
- G. In coordination with the Treasurer, maintain all Tax ID and Tax Exempt status and documentation as required for the organization.
- H. Maintain rosters for all teams and coaches from participating sports for purposes of trending and analysis of participation.

- I. Prepare and distribute necessary written correspondence as directed by the President or the Board of Directors. Also includes other duties relative to the office.
- J. Perform other duties relative to the Office as may be authorized by the President and/or Board.
- K. Transfer to successor all records, etc., belonging to SYC.

Treasurer

- A. Receive and deposit in appropriate bank accounts, as directed by the Board, all monies of SYC.
- B. Disburse such funds for expenditures of SYC that are \$1,000.00 or less.
- C. Co-sign all checks with President, Vice President or Secretary for expenditures of SYC that exceed \$1,000.00. Payments to the Treasurer require a secondary signature regardless of amount.
- D. Maintain proper account of all funds received and disbursed by SYC.
- E. Provide financial statements to the Board at each regularly scheduled meeting.
- F. In coordination with the Secretary, maintain all Tax ID and Tax Exempt status and documentation as required for the organization.
- G. Assist each sport's director with the creation of an annualized operating budget and facilitate presentation and approval by the Board of Directors.
- H. Make available all books and financial records for audit.
- I. Recommend to the Board of Directors appropriate financial instruments to secure SYC monies.
- J. Ensure all bills approved by President and Board are paid in a timely manner.
- K. Perform other duties relative to the office as may be authorized by the President and/or Board.
- L. Transfer to successor all records, funds, etc., belonging to SYC.

Chair of Equipment/Facilities

- A. Act as Chairman of Equipment/Facilities Committee to assist in their function.
- B. Coordinate all maintenance and improvement activities to facilities and fields.

- C. Coordinate the renting of facilities by non-SYC organizations to include the verification of insurance, standards for use, and scheduling. Preference to schedule should always be given to SYC teams.
- D. Submit to Board at annual meeting report on activities conducted during the year.
- E. Coordinate with various sports directors to assure equipment needed for sports are purchased prior to start of season.
- F. Perform other duties relative to the office as may be authorized by the President and/or Board.
- G. Transfer to successor all records, etc., belonging to SYC.

Chair of Fundraising Committee

- A. Act as Chairman of Fundraising Committee and provide oversight in all fundraising programs.
- B. Establish and maintain standards, to be approved by the Board of Directors, for Fundraising activities and events.
- C. Coordinate and direct all fund raising activities of SYC.
- D. Obtain sponsors and advertisers.
- E. Maintain accurate records of all committee activities including dates and financial statements.
- F. Perform other duties relative to the office as may be authorized by the President and/or Board.
- G. Transfer to successor all records, etc., belonging to SYC.

Chair of Communications/Website

- A. Act as Chairman of the Communications Committee.
- B. Collect all information pertaining to the activities of SYC for the promotion of SYC; and provide such information to press, radio, TV, and/or any other sources of public information.
- C. Establish and update as needed SYC's Website(s).
- D. Establish and distribute publicity for each sport, including announcements of registration for each sport.
- E. Administers on-line registration systems for each sport.

- F. Perform other duties relative to the office as may be authorized by the President and/or Board.
- G. Transfer to successor all records, etc., belonging to SYC.

Directors of Baseball, Basketball, Cheerleading, Competitive Cheerleading,
Football and Girls' Softball

- A. Directs the sport for which each is designated with the help of assistants as approved by the Board of Directors.
- B. Act as voting representative to the affiliated local organizations or SYC, and report to the Board of Directors of actions taken. If the office of Director of a particular activity is vacant for any reason the voting representative of SYC to the affiliated local organization shall be the President or his designee.
- C. Advise and keep Board aware of all activities associated with sport.
- D. Prepare proposed budget for sport, direct registration, attend league meetings, and coordinate activities with Equipment/Facilities and Communications/Website Chairperson(s).
- E. Organize teams upon completion of registration.
- F. Act as head of the Coaching Committee for their sport and present names of coaches to the Board of Directors for approval.
- G. Handling complaints (made in writing and signed by the complainant) against coaches, managers, sponsors, assistant coaches or participants (children or parents) with recommendations for a solution forwarded to the Board of Directors for proper disposition.
- H. Sports Directors have the authority of the Board of Directors to suspend or reprimand personnel within the sport. Notification of a reprimand or suspension should be provided to the President within three days of action. Recommendation for expulsion will be placed in front of the Board of Directors for a review and vote.
- I. Ensure coaches are aware that they have full charge of and responsibility for the operation of their teams for compliance with SYC and affiliated organization's Articles, By-Laws, Rules, Coaches Codes of Conduct (Appendix 3) and Regulations.
- J. Sports Directors are responsible for ensuring all their applicable volunteers have current required background clearances as defined by Appendix 5. The SYC Youth Club will maintain a clearances file for which volunteer clearances can be cross-referenced for all sports within the organization. Sports Directors will provide a list of coaches for the upcoming season to the executive board for cross-referencing

in advance of the start of their sports season. Volunteers who do not have clearances on file (Appendix 5) must submit them to the SYC Youth Club Executive board within two weeks of the first practice for which those volunteers will be participating to ensure compliance with Pennsylvania State Law. Windy Hill Building access codes will not be supplied to any volunteer who does not have all required, current, and valid clearances on file with the SYC Youth Club.

- K. Ensure that all parents or guardians of registered athletes sign a Code of Conduct (Appendix 4).
- L. Collect and account for all receipts related to that sport.
- M. Ensure that all equipment used in the sport is in good working and safe order, distributed, collected, stored appropriately. Enforce and collect any assessments against participants for loss or damage to SYC equipment used in the sport.
- N. Order, distribute, store, return, and inventory all equipment owned by SYC.
- O. Prepare a report to be presented to the Board at the regularly scheduled meeting after the season has concluded that contains the following information:
 - 1. Inventory of all equipment, including but not limited to, uniforms, playing equipment and training/practice equipment that was purchased by SYC;
 - 2. Report on registration for the season with reference to prior two years;
 - 3. Opinion on the ongoing association with participating leagues such as Little League, YAEFL, etc.;
 - 4. Result of an opinion survey administered to participating families, if completed;
 - 5. Report on Coaches and Assistant Coaches performance by exception;
 - 6. Accounting of all receipts, refunds, expenditures and other financial data covering the period after the last report through the immediate past season as requested by the Board.

Article VI

COACHES

- 1. Coaches for each of the sports, including cheerleading, will be selected in the following manner:
 - A. All persons who wish to be considered as a coach (head or assistant) shall have received prior approval from the SYC Board of Directors. Proper certification and clearance (Appendix 5) must be obtained prior to being assigned a team or the first practice but no later than two weeks after the first practice. Any person not approved by SYC shall not be eligible to coach and be immediately removed if allowed to coach pending review of the request for certification. The Sport's Director may require additional certifications to comply with the sport or league standard.

- B. Subject to the approval of the Board, Head Coaches are selected as follows:
(a) a returning head coach will generally be given the same team in the same age group as he or she coached in the previous season if the number of teams are reduced from the prior year, then seniority will be the determining factor; (b) If there is a vacancy in any Head coach position, then it will generally be filled as follows: (i) by another Head Coach in the same sport in SYC based on seniority; then (ii) by assistant coaches, within SYC, with the most seniority in the age and/or division where the vacancy occurs; then (iii) by assistant coaches based on seniority from other age/divisions within SYC; then (iv) applications by persons who have not previously coached for SYC as recommended by the Director of that sport.
 - C. Persons determined to be affiliated with competing leagues within the Sothern York County School District may be deemed ineligible to coach at the discretion of the Board of Directors.
 - D. Assistant coaches and managers for each team shall be selected by, and report to, the Head Coach.
- 2. The Board of Directors may remove a Head Coach or any assistant coach or manager as it deems in the best interest of SYC with a majority vote of the Board.
 - 3. Any complaint or other issue regarding a Head Coach, an assistant coach or a player on a team shall first be brought to the Head Coach of that team. If the complaint is not satisfactorily resolved by the Head Coach, then the matter shall be referred to the Director of the Sport, who shall thoroughly investigate the matter. If the complaint is not satisfactorily resolved by the Director of the Sport, then the Director of the Sport or the complainant may bring the matter to the attention of the Board of Directors for resolution. A written explanation of the complaint must be submitted in writing to the Secretary of the Board of Directors fifteen days prior to a regularly scheduled meeting. The Board may resolve the matter as it deems advisable, including (but not limited to) not taking any action, issuing a reprimand (with or without terms), suspension or expulsion. The decision of the Board shall be final and non-appealable to any other forum.

Article VII

BUDGET

SYC will operate a conservative financial posture and therefore will not utilize debt instruments.

The Board of Directors shall vote on a proposed annual operating budget from each participating sport two months prior to the open registration for the ensuing season. The Board of Directors will maintain an overarching SYC Annual Budget including all participating sports organizations and all other financial matters pertaining to SYC to coincide with the fiscal year. The SYC Annual Budget will be submitted and approved by vote at the November meeting. Copies of the budget should be made available to Board members 15 days prior to meeting and following approval be posted in summary on the SYC website for public view.

The Board of Directors shall decide all matters pertaining to the finances of SYC and it shall place all in a common treasury, directing the expenditure of funds in such manner 1.) as it was obtained by the contributing sport 2.) directed as part of a donation to SYC or 3.) allocated at the discretion of the Board of Directors.

1. Contributions. The Board shall obtain funds primarily through the registration fees collected by participating sports or through donations.
2. Solicitations. The Board shall require approval for commercial solicitations for funds in the name of SYC or its participating sports organizations.
3. Administrative Fees. The Board is entitled to collect an Administrative fee from each participating sport in an amount set at the beginning of the fiscal year for purposes of Insurance payments, Banking fees, Facilities, and Communications/Website.
4. Disbursement of Funds. The Board shall disburse funds to participating sports organization within the confines of the submitted annual budget. Expenditures greater than \$1,000.00 shall require multiple bids or reference to ensure the most economic options is selected. All disbursements over \$500 shall be made by check. The Treasurer and either the President, Vice President or Secretary shall sign all checks.
5. Deposits. All moneys received shall be deposited to the credit of SYC accounts. Organization monies shall not be managed through personal accounts.
6. Distribution of Property upon Dissolution. Upon dissolution of SYC and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property to the Southern York County School District or to another Federally Incorporated entity within York County, PA which maintains the same objectives as set forth in Article II of this Constitution, which are or may be entitled to exemption under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provision.

Article VIII

CODE OF CONDUCT

All coaches, parents of a participant and the participants in all activities of SYC shall conduct themselves at all times in conformance with the By-Laws, rules and regulations of SYC and those promulgated by any affiliated or sanctioning organization. Coaches shall at all times refrain from cursing and unsportsmanlike conduct. Parents shall respect the authority of the coaching staff and shall conduct themselves and be responsible that their child(ren) conduct themselves appropriately; refrain from cursing and unsportsmanlike conduct. The best interests of all of the children participating in SYC's activities shall always be paramount.

Article IX

PROTESTS and GRIEVANCES

The By-Laws, Codes of Conduct, and League Rules are intended to guide the image and reputation of a quality sports organization that exemplifies community, integrity and the development of youth. Complaints or issues regarding coaches, officials, players, parents or associated officials will follow a protocol with the ultimate objective to bring resolution quickly and at all times in the best interest of the children.

1. Notification to Head Coach at the conclusion of the sporting event.
2. If not satisfactorily resolved by Head Coach, refer to the Sport's Director.
3. If not satisfactorily resolved by Sport's Director, submit to Board of Directors.
 - a. Written explanation of the complaint or issue should be sent to the Secretary of the Board of Directors 15 days prior to regularly scheduled board meeting.
 - b. Time will be allotted on the monthly meeting agenda to discuss the complaint or issue.
 - c. Resolution to issue may include (i) not taking any action, (ii) issuing a reprimand (with or without terms), (iii) suspension or (iv) expulsion.
 - d. In conjunction with the Athletic Director, the President will propose a remedy and place in front of the entire Board of Directors for a vote.
 - e. The decision of the Board shall be final and non-appealable to any other forum.

Article X

AMENDMENTS

These By-Laws, or any portions thereof, may be amended or repealed by two-thirds vote of the Board of Directors at any duly constituted meeting provided that written notice of such proposed changes be mailed to each member of the Board of Directors at least seven (7) days prior to the meeting at which such proposed changes shall be submitted to vote.

In the case of any conflict between the Articles of Incorporation and the By-Laws, the Articles shall control.

Article XI

MISCELLANEOUS

1. Fiscal year. The fiscal year of SYC shall begin on the first day of January and end on the last day of December in each year.
2. Financial Statement. The Board of Directors shall cause to be prepared, at least fifteen (15) days prior to the annual meeting of the Board of Directors, a statement of the financial condition of SYC covering the previous fiscal year, and a consolidated balance sheet showing the assets and liabilities of SYC.

Adopted by unanimous vote of the Board of Directors on 1/13/2020

Steve Lanigan

President
SYC Youth Club

Board Members Present on January 13, 2020:

Steve Lanigan: President

Michelle Chopper: Vice President

Chris Copenhaver: Treasurer

Andrea Jamison: Secretary

Rachael Dorn: Chair – Communications/Website, Competitive Cheerleading Director

Anthony Bullano: Baseball Director

Ed Chandler (proxy for Mike Gemmill: Softball Director)

Christine Grim: Cheer Director

Jill Kirchoffner (proxy for Erin Holloway: Basketball Director)

Appendix 1

INSURANCE

SYC will at all times carry insurance for the participating sports organizations and the Board of Directors.

Accident Insurance - This pays for medical bills on behalf of injured participants. This policy assures that participants and volunteers will receive the type of medical treatment that they deserve. The threat of a lawsuit being filed by an injured athlete is minimized if his/her medical bills are taken care of by the accident insurance.

General Liability Insurance - This covers certain types of lawsuits alleging that a spectator or player has suffered bodily or property damage due to the negligence of the youth sports organization. This policy provides an attorney for the defense and pays for costs of settlement or adverse jury verdict. Covered persons should include the youth sports organization and respective directors, officers, employees and volunteers. Lawsuits are filed every day for injuries that occur at games and practices and during off premises non-sport activities, such as end of season parties.

Directors & Officers Liability (D&O) - This covers certain types of lawsuits (not covered by the General Liability Policy) alleging that the youth sports organization's mismanagement has resulted in economic injury to another party or that another party's rights under state, federal or constitutional law have been violated. Examples of types of lawsuits commonly covered include discrimination, violation of the Americans With Disabilities Act, wrongful termination or suspension of your league personnel or players, or failure to follow your own rules or bylaws. This policy also provides an attorney for the defense and pays for costs of settlement or adverse jury verdict. Covered persons should include the youth sports organization and respective directors, officers, employees and volunteers. Again, the high attorney's fees must be paid despite the outcome of the case.

Crime Insurance - This covers a financial loss suffered by the youth sports organization as a result of embezzlement of money (or other property) by employees or volunteers. Also, this policy should cover theft of money by outsiders.

Other Insurance Policies - Some organizations may need to purchase additional insurance policies depending on their exposures. Examples of other policies to be considered include Workers' Compensation if required by state law; Property insurance to cover buildings and contents against loss due to fire, wind, theft, vandalism, etc.; Equipment insurance to cover equipment that may move from location to location; and Auto insurance if vehicles are owned. Also, some Accident and General Liability policies have dangerous exclusions which eliminate essential coverage.

Appendix 2**PROTOCOL FOR ELECTION OF DIRECTORS**

1. Nominations are submitted in writing by October 30th of the election year to the President of SYC. The nomination must include the individual's affiliation with SYC, prior contributions to the organization, objective in obtaining a seat on the Board of Directors, and the office being sought.
2. The President will present the nominations at the November Board Meeting and qualify them to be in good standing with the organization.
3. Election of Officers will be conducted at the December meeting:
 - a. Eligibility to Vote – All members of the Board of Directors.
 - b. Voting Process
 - i. Each Board Member will register with the Secretary at the beginning of the meeting.
 - ii. Vote will be conducted by ballot.
 - iii. Simple majority wins the office.
 - iv. In the event simple majority is not obtained, the individual with the least number of votes is disqualified and a second ballot is cast.
 - v. In the event of a tie, the candidates will have an opportunity to address the voting population for five minutes to speak to their intentions. Opposing candidate should be excused from the room for the address. At the conclusion, a ballot is cast.
 - vi. If a tie remains after a second round of voting, the Officers of the Board of Directors will vote to select the candidate for office.
 - vii. If a tie remains after a vote by the Officers, the President's vote will preside.

Appendix 3**COACHES CODE OF CONDUCT**

The Coaches Code of Conduct can be modified but should contain the spirit of the attached document to ensure the high standard of sportsmanship, integrity, and development of the youth in our community as reflected in the Purpose of the SYC By-Laws.



Coach Code of Conduct

I will place the emotional and physical well-being of my players ahead of a personal desire to win.

Expected Behavior:

- Using appropriate language in appropriate tones when interacting with players, league officials, game officials, parents and spectators.
- Accept any eligible participant, regardless of race, color, creed, sex, national origin, or physical capability.
- Treat all players, league officials, game officials, parents and spectators with dignity and respect.
- Play all players according to the participation rules established by the league.
- Encourage youth to participate in other sports and activities to promote all aspects of their development.
- Allow reasonable absences from practices without unreasonable recourse.

I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.

Expected Behavior:

- Recognize the differences of each child and treat each player as an individual while demonstrating concern for their individual needs and well-being.
- Encourage all players, regardless of skill level, to be included as a member of the team and to remain involved in sports.
- Recognize that some physical tasks, drills and demands are not appropriate for all youth.
- Recognize that youth may vary greatly in physical, social and emotional maturation and consider these factors when setting up competitions and when interacting with youth.

I will do my best to provide a safe playing situation for my players.

Expected Behavior:

- Maintain a high level of awareness of potentially unsafe conditions.
- Protect players from sexual molestation, assault, physical or emotional abuse.
- Use appropriate safety equipment necessary to protect all players.
- See that the players are provided with adequate adult supervision while under the care of the coach.
- Keep basic first aid supplies available in all practice and game situations.
- Demonstrate concern for an injured player, notify parents and cooperate with medical authorities.
- Protect the players' well-being by removing them from activity when injured and not returning them to activity if they are compromised by injury.

I will do my best to organize practices that are fun and challenging for all my players.

Expected Behavior:

- Establish practice plans that are interesting, varied, productive, and aimed at improving all players' skills and individual abilities.
- Devote appropriate time to the individual improvement of each player.
- Conduct practices of reasonable length and intensity appropriate for the age and condition of the players.

I will lead by example in demonstrating fair play and sportsmanship to all my players.

Expected Behavior:

- Adopt the position, teach and demonstrate that it is our basic moral code to treat others as we would like to be treated.
- Abide by and support the rules of the game as well as the spirit of the rules.
- Provide an environment conducive to fair and equitable competition.
- Use the influential position of youth coach as an opportunity to promote, teach and expect sportsmanship and fair play.

I will provide a sports environment for my team that is free of drugs, tobacco, alcohol and will refrain from their use at all youth sports events.

Expected Behavior:

- Be alcohol, tobacco, and drug free at all team activities and in the presence of players.
- Refrain from providing any type of alcohol, drug or tobacco products to any of your players.
- Encourage parents to refrain from the public use of tobacco products or alcohol at team activities.

I will be knowledgeable in the rules of each sport that I coach and I will teach these rules to my players.

Expected Behavior:

- Become knowledgeable, understanding and supportive of all applicable game rules, league rules, regulation and policies.
- Teach and require compliance of these rules among players.

I will use those coaching techniques appropriate for each of the skills that I teach.

Expected Behavior:

- Teach techniques that reduce the risk of injury to both the coach's own players and their opponents.
- Discourage illegal contact or intentional dangerous play and administer swift and equitable discipline to players involved in such activity.

I will remember that I am a youth sports coach, and that the game is for children and not adults.

Expected Behavior:

- Maintain a positive, helpful and supportive attitude.
- Exercise your authority/influence to control the behavior of the fans and spectators.
- Exhibit gracious acceptance of defeat or victory and use the opportunity to teach character.
- Fulfill the expected role of a youth coach to adopt a "children first" philosophy.
- Allow and encourage the players to listen, learn and play hard within the rules.

Coach Name (Printed)

Coach Signature

Date

Appendix 4

PARENTS CODE OF CONDUCT

The Parent Code of Conduct can be modified but should contain the spirit of the attached document to ensure the high standard of sportsmanship, integrity, and development of the youth in our community as reflected in the Purpose of the SYC By-Laws.



Parent Code of Conduct

1. I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this code of ethics.
2. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports events.
3. I will place the emotional and physical well-being of my child ahead of any personal desire to win.
4. I will insist that my child play in a safe and healthy environment.
5. I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.
6. I will accept the decisions of game officials as being fair and final.
7. I will follow all facility regulations and policies and maintain the prescribed team barriers during practices and games.
8. I will remember that the game is for children and not for adults.
9. I will do my very best to make youth sports fun for my child.
10. I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
11. I will always address any issues with my child's coach in private.
12. I will promise to help my child enjoy the youth sports experience within my personal constraints by assisting with coaching, being a respectful fan, providing transportation or whatever I am capable of doing.

Printed Name _____ Sport _____

Signature _____ Date _____

Appendix 5

Background Clearance & Child Safety

In order to meet the purpose and objectives of SYC and to comply with statutory requirements, background clearances must be obtained and maintained for adult volunteers with regular and repeated contact with children.

SYC has also adopted a standard of "Two Deep Leadership". The objective of two deep leadership is that no child is left alone with only one adult at any time. The standard requires that at no time will a single adult and single athlete be alone and out of sight of a second adult. Parents and legal guardians are exempt.

Required Certifications

Pennsylvania law requires volunteers to obtain Pennsylvania Child Abuse History Clearance and Pennsylvania State Police Criminal Record Check. Volunteers who have not resided in Pennsylvania for at least ten (10) consecutive years are required to obtain Federal Bureau of Investigation Criminal Background Check. Volunteers who have resided in Pennsylvania for the last ten (10) consecutive years must submit a Signed disclaimer affirming no charges in other states that would prohibit selection as a volunteer.

<http://www.pastatell.org/Background%20Check%20Signature%20Form.pdf>

It is advised that each Sports Director review the <http://keepkidssafe.pa.gov/> website prior to the start of the season to ensure the most current requirements are realized.

Clearances must be valid for the entire sports season or term that the volunteer serves. The volunteer must renew clearances before the start of the season if the clearance will expire prior to the conclusion of the season. Clearances will expire five (5) years from the date shown on the clearance document when the clearance was processed.

Who Needs Certification

All Officers, Directors, Coaches, and Assistant Coaches must have completed background checks prior to being named or elected to their role. Other volunteers for SYC may also require clearances if their contact with children is regular and repeated contact that is integral to their volunteer responsibilities.

Examples of Volunteers Requiring Background Check include:

- Officers and Directors
- Coaches and Assistant Coaches
- Umpires and Referees
- Team First Responders
- Any Parent who will assist with practices or games in a role that comes in direct contact with a child routinely. Routinely is defined as more than 20% of scheduled practices and games.

Examples of Volunteers **NOT** Requiring Background Check include:

- Team Moms
- Scorekeepers and Announcers
- Field Maintenance Volunteers

- Concession Workers

Other Requirements

- If a volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer must notify the Sports Director as soon as possible and prior to any interaction with children at an SYC practice or game.
- Any and all costs associated with obtaining the Background Checks will be funded at the discretion of the Sports Director or the President of SYC.
- Sports Directors may require additional clearances to comply with participating leagues.

Addendum 1
Sport's Board of Directors
October 11, 2018

Objective

To provide a more durable operating model for each sport, the Board has adopted a minimum structure to supplement the sports' Director role. The intent for this addendum is to establish the ideal construct for each sport to be governed. A Sport's Board of Directors will not exceed the authority of the SYC YC.

Roles and Definitions

To support each sport's direction, the SYC YC BOD requires a Sport's Board of Directors (body). The minimum roles for each body include:

- President – the role of President is occupied by the Director of the sport. The person occupying this role is recommended by the sport body and approved by the SYC YC BOD following the rules outlined in Article 5 of the by-laws.
- Vice President – the Vice President of a sport is ideally occupied by the person most likely to succeed the President. This role is designed to assist the President in any of the duties listed in Article 6 of the by-laws. The person occupying this role is recommended by the sport body and put forth by the President for approval by the SYC YC BOD.
- Treasurer – the Treasurer of a sport is responsible for coordination and tracking of all inflows and outflows of monies during a sport's season except for registration fees. Registration fees will be administered by the Treasurer of SYC YC BOD. The treasurer will be responsible for 1.) creation of annual budgets 2.) monthly reporting of income and expenditures in comparison to the budgets 3.) oversight of cash handling 4.) coordination with the SYC YC Treasurer. The person occupying this role is recommended by the sport body and put forth by the President for approval by the SYC YC BOD.
- Secretary – the Secretary of a sport is responsible for coordination the Sport's BOD meeting agenda and minutes. The Secretary may also be asked to collect and record communications from league officials and parents from the respective sport.
- Information Officer – The Information officer of a sport is responsible for updating the information on the SYC Website at www.sycwarriors.org and/or the sport's Facebook and Twitter accounts as necessary. The Information Officer will also be responsible for running reports, creating and maintaining registrations, creating teams, and sending email from the SYC website. The Information Officer for each sport will report to the Director of Sport's BOD and the Chair of Communications/Website of the SYC YC Board. Other duties may be assigned by the Chair of Communications/Website in regards to managing the website and communications functions.

Additional roles may be added at the discretion of the Sport's Director and following the approval by the SYC YC BOD but should not exceed twelve in total.

Structure

The roles of President, Vice President, and Treasurer are minimally required and must be submitted coincident the annual operating budget for each sport. In the event a sport does not have individuals identified in each of these roles the sport's direction should escalate to the SYC YC President.