

**AMENDED AND RESTATED BYLAWS**  
**OF**  
**MIFFLIN BRONCOS ATHLETIC ASSOCIATION**

(a Pennsylvania nonprofit corporation)

Updated as of 10/11/17

**Article 1 – Name:** This organization shall be known as the Mifflin Broncos Athletic Association, hereinafter referred to as “MBAA”. MBAA is incorporated under the Nonprofit Corporation Law of 1988 of the Commonwealth of Pennsylvania (the “NCL”).

**Article 2 – The Objectives of this organization shall be:**

- A. To promote athletic growth among youth from ages 5-12 via a fundamentally balanced football and cheerleading program.
- B. To maintain high standards in teaching youth the fundamentals of football and cheerleading, and to unify teaching methods that enhance the youth’s growth into Governor Mifflin Athletics Programs.
- C. To foster and maintain a spirit of goodwill and cooperation among players, officials, coaches, school officials and parents.
- D. To protect children by safely promoting football and cheerleading in an organized environment.

**Article 3 – Membership status:**

- A. Any person desiring membership shall:
  - 1. Submit his/her application and fee to the MBAA.
    - a. Applications received between February 1 to May 31 = early bird discount
    - b. June 1 to July 31 = Regular Fee
    - c. August 1 to end of the first week of practice = Late Fee
  - 2. Children of the applicant will be eligible for the current season of play. The level will be determined by the child’s age as of June 30 that same year. Practice may have already begun, but all normal play rules will apply. Mifflin Broncos Athletic Association By-Laws REV. Jan 2004
  - 3. Applications received September 1 through January 31.
    - a. Will not be accepted.
    - b. Monies will be refunded to the applicant.
- 4. A member in good standing shall have voting rights after attending at least half of all meetings held during the same season.
- 5. Meetings: General meeting dates will be communicated at the end of the previous meeting
- 6. Registration Fees shall be set by the Executive Committee each season

#### **Article 4 – Registration of Players:**

A. Registration in the MBAA shall be limited to those who the following apply:

- a. Live within the Governor Mifflin School District or live within a closely related area that has no similar program.
- b. Are willing to accept and abide by the bylaws of this organization and the Berks County Interscholastic Youth Football League, hereinafter referred to as “BCIYFL” or Youth Cheer League (BICYCL).

B. Registration fees:

- a. Registration fees shall be recommended annually by the Executive Board and approved by the membership of the organization.
- b. Registration fees for each year are due and payable by specified dates as determined by the Executive Board each year.
- c. In the event a child is injured or chooses not to participate prior to the first game of the season, all registration fees will be refunded if the player returns all equipment that had been issued to him.
- d. Hardship Scholarship may be awarded to a player who has a financial difficulty at the discretion of the Executive Board. Need will be verified by the school. Parent must participate in the mandatory \$50 fundraiser and must volunteer a minimum of 5 hours for the season (ie: snack wagon, uniform handouts, field chains, etc.)

#### **Article 5 – Officers:**

A. The officers of this organization shall be President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary and Treasurer.

B. The duties of the officers shall be:

- a. President – presides over all meetings, and organizational business, and:
  - Appoints Committees and Defines Committee Responsibilities (subject to the approval of the Executive Board)
  - Calls Special Meetings (as outlined in Article 9 Section (a)).
- b. 1<sup>st</sup> Vice President – takes the place of President in case of absence, and:
  - Presides over Equipment Inventory
  - Responsible for Ordering New Equipment
  - Coordinates & Oversees Uniform Handouts
  - Coordinates & Oversees Field Setup
  - Oversees Replacement of Equipment According to Guidance from Executive Board
- c. 2<sup>nd</sup> Vice President – takes place of 1<sup>st</sup> Vice President in case of absence, and:
  - Handles League Game Scheduling
  - Handles Referee Scheduling
  - Attends League Meetings on behalf of the Organization
  - Communicates the League’s Final Game Schedules to the Organization
  - Assists the 1<sup>st</sup> Vice President with Equipment

- d. Secretary – responsible for communicating with the organization, and:
  - Keeps Minutes of all Meetings
  - Takes Care of Correspondence (Includes Responding to Emails and Social Media Inquires)
  - Presides over all Group Email Communications
  - Presides over the Website
  - Retains any Incident Reports for Three (3) Years
  - Provides Members with a copy of the Approved ByLaws
  - Presides over the Volunteer’s Clearances
- e. Treasurer – handles all collections, prepares reports including:
  - Disbursements, Summary of Account Balances, any other Financial Reporting
  - Reviews accuracy of all Birth Certificate Submissions
  - Collects and Retains Medical Consent Forms
  - Collects and Retains Uniform Deposits
  - Facilitates the Online Registration Process
  - Prepares Reports for all who have Registered for use at:
    - i. Uniform handouts
    - ii. Mini-camp
    - iii. Roster submission to the League

**Article 6 – Committees:**

A. The Executive Committee shall consist of the five (5) elected officers. Once elected, the Executive Committee members must attend all meetings unless previously excused.

B. At the first meeting of the association after the annual election, the President shall appoint the following standing Committee Chairs:

1. Cheer Program Coordinator: Reports to the President and is responsible for presiding over the Cheerleading Program, including:
  - i. Evaluation and Final Squad Placement based on Age and Ability
  - ii. Appointment of Head Coaches and Assistant Coaches (in the event of more than one head coach for any given team, the coaches will be interviewed by the Executive Board and voted upon by the Executive Board)
  - iii. Establishes Practice Schedules and Communicates Game Schedules
  - iv. Attends All League Meetings
  - v. Presides over Cheer Uniform Inventory
  - vi. Responsible for Ordering Cheer Equipment
  - vii. Presides over Cheer Uniform Handouts & Returns
  - viii. Presides over all Cheer-related Community Functions (such as participation in events like Homecoming, Parades, and Competitions)
  - ix. See also Appendix B: Cheer Program Guidelines

2. Field Setup Coordinator: Reports to the First Vice President and is Responsible for Field Setup including:
  - i. Opening and closing the field and bathroom gates before and after each game
  - ii. Painting lines (Kenhorst Fields)
  - iii. Field set up before each Game (includes coordinating volunteers for each game)
  - iv. Trash collection at the end of each game day
  - v. Oversees the Field Setup Assistant who is responsible for all the duties of the Field Setup Coordinator in the event the Coordinator is not available.
3. Equipment Assistant: Responsible for assisting the Vice President with inventory, coordinating volunteers for uniform handouts, washing the uniforms, and making recommendations for ordering any new equipment.
  - i. Equipment is to remain stored under lock and key at the designed equipment area (ie: sheds or official Bronco's truck). No member of the organization shall keep equipment in their personal possession. Keys shall be distributed only to the President, Vice President and 2<sup>nd</sup> Vice President.
  - ii. Uniform deposits shall be collected each season and the amount is at the discretion of the executive board. Deposits shall be collected at the time of uniform handouts and returned to parents at the time the uniform is handed in.
4. Fundraising Coordinator: Responsible for community outreach, coordinating, collecting and communicating fundraising initiatives of the organization. Reports to the Treasurer.
5. Flag Football Coordinator: Responsible for coordinating the Flag program, including communication of the final game schedule to the organization. Reports to the President.
6. Concessions Coordinator: Responsible for all food truck preparation, scheduling and ordering. Reports to the 1<sup>st</sup> Vice President.
7. Clearances Coordinator: Verifies that all volunteers have clearances within 2 years. Notifies any volunteers if they need to renew their clearances. Reports to the Secretary.
8. Website Coordinator: Updates the website according to any communications at the meetings. Reports to the Secretary.
9. Spiritwear Coordinator: Responsible for coordinating and communicating spiritwear sales to the organization. Reports to the Treasurer.

The President shall also be empowered to appoint such other committee chairs from time to time and make emergency decisions as he or she may consider necessary for the proper conduct of the affairs of the association. The Executive Committee shall have general supervision over all committees.

#### **Article 7 – Quorum:**

- A. A quorum shall consist of the active members present at any given meeting.
- B. A majority shall be one vote more than one-half of the number of members present, unless otherwise stated.

### **Article 8 – Election of Officers, Executive Committee and Terms of Office:**

Candidates for any available Executive Office, including Cheer Coordinator shall be nominated and closed by the November meeting and voted upon by email to the board secretary and president by December 1<sup>st</sup> for the new year. Candidates are announced by email or at the next regularly scheduled meeting.

- A. Candidates for the auxiliary board with the exception of Cheer Coordinator shall be nominated by March 30<sup>th</sup> and voted upon by April 30<sup>th</sup>.
- B. Candidates may run for only one position during the election year unless there are no other volunteers nominated for an open position.
- C. Nominations will be open during each meeting but close at the November meeting of each year.
- D. Secretary and Treasurer will count the ballots and announce the results of the elections via email.
- E. It is recommended that there shall be at least two (2) nominees for the office of President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary and Treasurer.
- F. The term of the office for the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary and Treasurer shall each be two (2) years.
- G. The 2<sup>nd</sup> Vice President and Treasurer shall be elected on alternating years from the President, 1<sup>st</sup> Vice President and Secretary.
- H. Nominees must be MBAA members in goodstanding and have attended at least half of all regularly scheduled general meetings in the applicable season.
- I. In case of tied votes, new ballots with the names of the tied nominees shall be cast. In the event of an un-breakable tie, the Executive Board will have final appointment.
- J. Newly elected officers shall assume their post after January 1. Outgoing officers are required to properly arrange for the transfer of all association records by that time.
- K. Any vacancy of officers or Executive Committee members occurring between annual elections shall be filled, when deemed necessary by the Executive Board, by a special election.

### **Article 9 – Attendance**

- A. The President and Executive Board shall be responsible for establishment and publication of meeting dates for the association. The President with the approval of the Executive Board can call a special meeting of the Executive Board to consider issues of urgency and importance that fall between regular scheduled association meetings. Every effort shall be made to give every member of Executive Board at least five (5) days notice of the meeting date, time and place.
- B. Eligibility for maintaining voting rights in the MBAA shall depend upon an actual attendance at association meetings. Attendance at a minimum of half of the meetings is required of all voting members.
- C. No meeting credit will be given to any member who enters a business meeting ten (10) minutes after the meeting is called to order.
- D. The Executive Board has final decision as to eligibility for any membership in question.

## **Article 10 - Coaching**

- A. Head Coaches must be nominated by the conclusion of the March meeting.
- B. Anyone wishing to be a Head Coach or Assistant Coach for Tackle Football must attend at least half of all general meetings in a given year.
- C. Head Football Coaches will be selected by the Executive Board based on qualifications. Head Cheerleading Coaches will be selected by the Cheer Program Coordinator based on qualifications. In the event that more than one qualified applicant is interested in a Head Coach Position, the Executive Board (along with input from the Cheer Program Coordinator if applicable) will interview the candidates and make the final selection.
- D. Head Football and Head Cheer Coaches must attend at least 1 league rules interpretation meeting and 1 coaches clinic during the year (if held).
- E. Head Football Coaches may select up to 3 Assistant Coaches prior to the draft.
- F. The draft shall be attended only by the Head Coach and one assistant.
- G. Head Coaches must attend a minimum of half of all business meetings each year (typically at least 6 meetings per year). Assistant Football Coaches and Assistant Cheer Coaches must attend a minimum of two (2) business meetings per year.
- H. Head coaches must understand and abide by the "Fair Play Rule" (see Article 11, Section c). Playing time will be fair but it may not be equal.
- I. Head Coaches and Assistant Coaches must be willing to submit to a background check for criminal history and child abuse.
- J. All Coaches agree that they will abide by the Coaches Manual and Code of Ethics provided by the league as well as the MBAA Code of Ethics/Conduct.

## **Article 11 – Conduct of Members:**

- A. Conduct: All members shall conduct themselves at all times in a courteous and professional manner at any association function. Members must abide by the MBAA Code of Ethics/Conduct (See Appendix A).
- B. Members in Good Standing – A MBAA member to be qualified as a member in good standing shall include but not be limited to the following:
  - 1. Pay all dues as outlined in Article 3 Section 6
  - 2. Attend the requisite meeting(s) required by the MBAA.
  - 3. Conduct themselves in accordance with the guidelines outlined in our Code of Ethics.
    - a. Fair Play Rule: It is the intent of our organization to train as many participants as possible in the fundamentals of football.
    - b. It is clear that the more playing time a child receives the better chance of learning the fundamentals being taught.
    - c. It is the policy of the MBAA that each child will have the opportunity to play a fair amount of time. Play will always be fair but it may not be equal. We accomplish this

through the use of the Varsity and Junior Varsity system of team allocation.

d. The MBAA will insure participation in a league where there is a complete Junior Varsity Schedule available.

e. Applicable to both football and cheerleading: It is understood that due to growth at different ages, size and ability by a player may be a limiting factor. It is through thorough coach evaluation that we determine whether or not it would be best suited for a child to play either Varsity or Junior Varsity. No matter what team the child is placed on we insure the child will receive equal playing time with the other children on the team if such child attends minimum practices.

f. There are instances when a child refuses to play, these instances will be noted to the parents by the Head Coach while the child is present.

g. There are instances where a member may disagree with a Head Coach as to placement of the child, this disagreement may be brought to the Executive Committee and the Executive Committee will issue a recommendation. The Executive Committee's recommendation will be final.

## **Article 12 – Discipline of Members:**

### **A. Grounds for discipline:**

- a. For failure to comply with established authority or regulation of the MBAA Code of Ethics, or delinquency in payment of authorized charges, or for any other conduct conclusively established to be contrary to the best interest of football or cheerleading, a member may be placed on probation or suspended from the MBAA for a period as outlined in the Code of Ethics.

### **B. Notification of Charges:**

- a. A member charged with any violation shall receive written notice by email, of the charges against him, indicating the alleged violation with specific reference to the Code of Ethics, rule or regulation he allegedly violated, the specific alleged violative conduct, where and when the alleged violative conduct occurred, and the person or entity who filed the charge. Such member shall also be provided at the time with copies of all documents related to the charges that may be used in prosecuting the charges. The charged member shall also be referred to these By-Laws with respect to his procedural rights.
- b. Right of Hearing: A member charged with any violation shall have the right to be heard in person or by written statement made by him in his or her own defense before the Executive Board. Such right shall be afforded prior to the imposition of any penalty or any other disciplinary action and a member may seek a personal hearing if this is requested by member within fourteen (14) days of the date of written notification to him of the violation and if the request is made in writing to the member who sent the notification. At the hearing, the person or entity bringing the charges shall be present and both sides may present any information or documents. Each party may ask questions of the other party and the other party's witnesses. Legal counsel may be present and fully participate if the MBAA is notified at least three (3) days prior to the date of the hearing so that it can have its legal counsel present. The hearing may be recorded and all documents retained. A written decision shall be made and sent to both parties by certified mail or email, within thirty (30) days of the hearing date. A majority vote of the members of the Executive Board shall determine its decision.

C. Appeal:

a. Any member disciplined by the Executive Committee shall have the right of appeal to Executive Board by giving the Association's President written notice within seven (7) days of the receipt of the decision. The Executive Board shall decide the appeal on the record before and on its review of any further written agreement to be submitted by both parties. Notice of the date for appeal will be set by the President. Legal counsel may participate. A written decision shall then be made by majority vote of the Executive Board and sent by certified mail, return receipt requested, within thirty (30) days of the date on which the appeal was heard.

D. Discipline Notice:

a. When a member is suspended or expelled from the MBAA, the Executive Board shall notify all concerned parties that such member is no longer able to attend any association function. No member shall attend a function knowingly with a suspended or expelled member.

E. Record Keeping:

a. The Executive Committees shall retain all records and proceedings concerning the disciplining of members. This is to ensure that a complete record will be available if questions or legal proceedings arise. These records should be retained by the MBAA and passed on when there is a change of administration.

**Article 13 – Bills Against the Organization:**

a. All checks for payment of bills in the amount of five hundred dollars (\$500.00) or less must be signed by either the Treasurer, Secretary, 1st Vice President, 2nd Vice President or President.

b. All Checks for payment of bills in an amount in excess of five hundred dollars (\$500.00) must be signed by the Treasurer and either the President, 1st Vice President, 2nd Vice President or the Secretary.

c. All receipts for payments issued using the MBAA Credit Card must be provided to the Treasurer at the time the product or service is charged.

**Article 14 – Power to Loan Money:**

a. The association shall not have the power to lend its funds to any of its members.

b. The association may advance money to committees if approved by the Executive Board.

**Article 15 – Rules of the Association:**

Meetings shall be conducted according to parliamentary procedure according to Roberts Rules of Order Revised.

a. The final interpretation of any article or section of the By-Laws of the association shall rest with the Executive Board.



**Article 16 – Amendments:**

a. Revisions or amendments to the By-Laws may be made by the Executive Committee or five (5) or more members of the MBAA in writing. The proposed amendments shall then be read at the next scheduled regular meeting of the MBAA. Final action shall follow at the subsequent meeting, and at least two-thirds (2/3) of the members present, in good standing, may vote upon the revision.

b. All amendments to the By-Laws that are in conflict with the PIAA shall be void.

**Article 17 – Status of Members:**

a. All members of the MBAA are volunteers and are in no way employees of the MBAA. MBAA nor its officers are employers, and therefore the members may not collect worker's compensation from the MBAA or any other person or entity for injuries sustained while participating.

**Article 18 – Association Dissolution:**

a. In the event that the MBAA should cease to exist for any reason other than that of name change, all equipment belonging to the association shall be sold and the proceeds added to the MBAA account.

b. All funds belonging to the association, after all obligations have been met, shall be donated to a local charity. The exact allocation and distribution of Mifflin Broncos Athletic Association By-Laws REV. Jan 2004 9 these funds shall be the responsibility of the MBAA officers and Executive Committee at the time of the dissolution.

**Article 19 – Non-Discrimination:**

a. It is the policy of the MBAA not to discriminate against any association member on the basis of gender as outlined in the bylaws of the PIAA.