



**FCYFP Bylaws**

Adopted: May 29, 2024, Revised July 1, 2024

**ARTICLE I - NAME**

**Section 1:** The organization shall be known as the **Fort Cherry Youth Fast Pitch (FCYFP)**, hereinafter referred to as "the Association."

**ARTICLE II – OBJECTIVES/MISSION**

**Section 1:** The objectives and purposes of the Association shall be as follows:

- A)** To provide opportunities for any girl residing in the Fort Cherry School District or surrounding areas to play softball.
- B)** To encourage development of good qualities in the girls such as hard work, discipline, good sportsmanship, honesty, and courage, so that they may be better, stronger, and happier in doing so, it is hoped that they will grow to be good, healthy, confident adults.
- C)** It should be understood that the attainment of exceptional skills is secondary, and that character development, and well-being of the girls, must always take precedence. These objectives will be achieved by providing supervised and competitive softball opportunities.

**Section 2:** Girls in the FCYFP softball program will be provided responsible adult leadership; participate at a level commensurate with their maturity and ability; be treated with dignity, respect, and understanding.

**ARTICLE III - MEMBERSHIP**

**Section 1:** Eligibility.

Any person sincerely interested in active participation in pursuit of the objectives of the Association may become a member.

**Section 2:** Classes of members.

- A)** **Player Members:** Any player candidate meeting the requirements of the FCYFP rules, shall be eligible to compete, but shall have no rights, duties, or obligations in the management or the property of the Association.

- B) Regular Members:** Any person above the age of 21 with an active registered player in current calendar year interested in furthering the objectives of the Association may become a Regular Member.

**Section 3: Voting Rights.**

- A)** All Regular Members become Voting Members when they have attended at least three of the last six Regular Monthly meetings of the Association.
- B)** Hereinafter, Voting Members shall be referred to as Members in Good Standing.
- C)** In the case of a "New Member" (one who has not been a Regular Member for at least 3 months), the criteria for attendance may be waived by the Executive Board in order to put a person in good standing.
- D)** Voting rights will be limited to 1 vote per family (Regular Members) in the case of multiple siblings defined as active Player Members.

**Section 4: Suspension-Termination.**

Members may be suspended or terminated by action of the Executive Board when the conduct of such person is considered detrimental to the best interest of the Association or from violating the FCYFP Code of Conduct as follows:

- A)** The Executive Board, by majority vote of the entire Board and majority vote of Regular Members.
- B)** All grievances or concerns against any member, manager, coach, player, or parent shall be made in writing and forwarded to the Association Secretary, or another member of the Executive Board, who will notify all involved parties in writing (email or text), within seven (7) days, as to the nature of the grievance. All grievances should include all necessary information to the complaint or concern, being as specific as possible. Persons having a grievance filed against them will have the right to present testimony regarding the grievance by notifying the Association Secretary of their desire to do so within seven (7) days of receipt of the grievance notice.
- C)** The Executive Board has the authority to enter into an Executive Session to discuss any grievances but shall vote on the disposition of the grievance at an open meeting as defined in Section 4, A.

**ARTICLE IV - MEETINGS**

**Section 1:** Meetings will be held monthly (in person or virtually) or as necessary, at a date, time, and place to be determined by the Executive Board. Notice of such meetings will be advertised on the website, social media, or platform communication app. A monthly meeting may be canceled by a majority vote of the entire Board. The Executive Board may also call additional monthly meetings not open to the public to prepare for the monthly member meetings.

**Section 2:** Special Meetings may be called by the Executive Board, or upon the written request of board members, within ten (10) days of such request being filed with the Association Secretary. The President may call a Special Meeting to deal with a specific subject. No other business other than that specified in the notice of the meeting shall be transacted at any special meeting. Notice of Special Meetings will appear on the website, or social media when possible. When such notification is not possible, the Executive Board will notify the team managers of the date and time of the Special Meeting, and the managers will have the responsibility of notifying their members on their roster of the meeting.

**Section 3:** Quorum - Nine (9) voting members will constitute a quorum for the transaction of business. At least three (3) members of the quorum must be members of the Executive Board.

**Section 4:** Voting - Only Regular Members in Good Standing are entitled to vote at any meeting of the Association. Members need not be in Good Standing to participate in any discussion or debate at the meetings.

**Section 5:** Robert's Rules of Order (America's foremost guide to parliamentary procedure) shall govern all meetings with any exceptions as specifically stated in these bylaws.

#### **ARTICLE V - EXECUTIVE BOARD**

**Section 1:** The Executive Board shall consist of the following officers:

- A)** President
- B)** Vice President
- C)** Co-Treasurer
- D)** Co-Treasurer
- E)** Secretary

**Section 2:** The Executive Board roles and responsibilities can be amended by a majority vote of the existing Board.

**Section 3:** The Executive Board shall meet prior to any meeting when necessary.

**Section 4:** The Executive Board Members shall manage all property and affairs of the Association under the guidelines and limitations of these bylaws, and other motions duly approved by the Association. The Executive Board is also collectively responsible for ensuring that any actions assigned are executed.

**Section 5:** At any time, a member of the Executive Board may resign by giving written notice to the Association.

**ARTICLE VI - EXECUTIVE BOARDS' DUTIES AND POWERS**

**Section 1: ELECTIONS**

Officers will be elected through the following process:

1. Only voting members as described in Article III, Section 3, are eligible to become an officer and will serve a one-year term (April 1<sup>st</sup> through March 31<sup>st</sup> of following year).
2. Only voting members as described in Article III, Section 3, that are present at the regular scheduled meetings are eligible to vote for someone that is nominated to become an officer (voting can be in person or via email ballot or poll).
3. Members of the association will be notified about upcoming nominations prior to the December regular meeting reminding them about #1 and #2 above. By giving this advance notice, members will have the opportunity to attend the minimum necessary meetings, three (3) of last six (6), to become a voting member.
4. Nominations for positions must be submitted at the February meeting with a second motion by another member.
5. Nominations will be communicated to the association immediately following the February meeting.
6. Elections for all officer positions will be conducted at the March regular meeting.
7. Positions will be awarded based on a majority vote of voting members. The previous year President will not vote. In the case of a tie, the President will break the tie.
8. Each member of the elected board is required to submit required clearances and complete the IRS 501c3 workshops within 90 days of their acceptance to board.
9. Summary of Dates for Elections:

Notify association about election and #1 and #2 above.	November Meeting
Nominations and Self-Nominations conducted.	February Meeting
Notify association about all nominations.	within 15 days following February Meeting
Final elections for all positions.	March Meeting

10. If an officer resigns before the one-year term is up or if the officer does not attend 3 of 6 consecutive meetings, the following process will be followed:
  - a. The Executive Board may or may not decide based on a majority vote to replace the officer or hold off on electing a new officer to fill the vacancy until the next election with another officer picking up the duties if needed.
  - b. If the decision is made to replace the officer, members of the association will be notified about the opening and that self-nominations will be accepted with a due

- date not longer than 2 weeks. The communication will also include that a second motion by another member will be required at the next meeting.
- c. Members of the association will be notified about the current nominations after 1 week from the 1<sup>st</sup> communication and provide a reminder of the due date listed in paragraph b.
- d. Voting will take place at the next association meeting. All self-nominations will need to have a second motion.
- e. Summary of Dates for Replacements:

Officer Resigns	Current Date
Executive Board decides whether to replace or not	Current Date
If replacing, notify association as described in paragraph b	Current Date
Notify association about current nominations and due date	7th day
Nominations are due	14th day
Voting at Next Association Meeting. Any self-nominations need a 2nd motion prior to vote.	As Scheduled

**Section 2: President**

The President shall:

- A)** Schedule, preside at, and conduct all meetings of the Association.
- B)** Conduct the affairs of the Association and execute the policies established by the Board, overseeing, and rendering decisions in the best interest of the Association.
- C)** Communicate to the Executive Board on such matters as deemed appropriate and make suggestions as may tend to promote the welfare of the Association.
- D)** Be responsible for the conduct of the Association in strict conformity to the policies, rules, and regulations of the FCYFP. This includes investigating complaints, irregularities, and conditions detrimental to the Association and reporting/recommending action to the Executive board as circumstances warrant.
- E)** Assign duties not otherwise established by the Bylaws or the Executive Board.
- F)** Conduct an anonymous survey to seek out opinions of the girls in the program on the past season including such topics as tournaments, uniforms, coaching, etc., to be used for the betterment of the Association.
- G)** Appoint members or accept volunteers to serve on special committees, work with all support positions and committee chairpersons and serve as a member of all committees of the Association.
- H)** Establish/maintain relationships with strategic partners such as McDonald Borough, Midway Borough, Fort Cherry softball coaches/program, Fort Cherry youth baseball, etc.

- I) Ensure the Association website is maintained such that information is as up to date as possible, promotes upcoming Association activities, etc. (may be delegated to Marketing and Communications Manager).
- J) Initiate, oversee and/or delegate fundraising activities to benefit the Association as needed (e.g., annually, for a specific season of play, to fund a specific project, etc.).

**Section 3: Vice President**

The Vice President shall:

- A) In case of absence or disability of the President, provided he/she is authorized by the President/Executive Board so as to act, the Vice President shall perform the duties of the President and while so acting, shall have all the powers of that office, and shall perform such duties as from time to time that may be assigned by the Executive Board or the President.
- B) Review and receive registration forms for player candidates and assist the President in checking residence and verifying eligibility.
- C) Verify and ensure that all coaches within the association have obtained their clearances prior to participating with any team functions as per Article X, Section 5.
- D) Maintain an accurate and up-to-date record of player registrations and birth ages.
- E) Assist any board member with any duties as necessary.

**Section 4: Secretary**

The Secretary shall:

- A) Be responsible for recording the activities of the Association and maintain appropriate files, mailing lists, and records.
- B) Perform such duties as are specifically set forth herein, in addition to such duties that are customarily assigned to the office of Secretary or as may be assigned to the Secretary by the Executive Board.
- C) Handle all forms and applications for insurance policies and league affiliations, keeping policy and forms available.
- D) Maintain a list of all regular members, voting members, officers, committee members, players and sponsors and give notice of all meetings of the Association.
- E) Record and prepare the minutes of all regular and special meetings of the Association.
- F) Coordinate communications needed with Marketing and Communications general board member or committee (e.g. bulk emails, social media, etc.) to Members for upcoming meetings, events, general updates, etc.
- G) Turn over all records and documents to the newly elected officers.
- H) Handle grievances as described in Article III, Section 4, Letter B.

**Section 5: Treasurer and Co-Treasurer**

The Treasurer and Co-Treasurer shall:

- A) Receive and deposit all monies into the depository designated by the Executive Board.
- B) Keep records of receipts and disbursements of all monies; approve all payments from allotted funds and draw checks thereof.
- C) Prepare a year-end Financial Report for the January meeting.
- D) Keep books, reports and file returns based on an annual accounting period beginning January 1 and ending December 31 of every year in order to maintain our status as a nonprofit organization under Section 501(c)(3) of the Federal Tax Regulations.
- E) Prepare a budget to present to the membership by the December meeting.
- F) Prepare a Treasurer's Report for each regular meeting disclosing all balances, income, and expenses since the last regular meeting.
- G) Maintain a list of all assets owned by the Association as described in Article XIV.
- H) Update the address on file with the bank whenever a new Treasurer is elected.
- I) Every year file a Registration Statement with the Pennsylvania Bureau of Charitable Organizations for the solicitation of funds and to comply with the Solicitation of Funds for Charitable Purposes Act.

**ARTICLE VII – FINANCIAL POLICY**

**Section 1:** The Association shall decide all matters pertaining to the finances of the Association, and it shall be permanent policies to place all income in the Association's Treasury.

**Section 2:** All funds of the Association shall be deposited in a checking and/or savings account with a banking institution selected by the Association.

**Section 3:** Disbursements from Association accounts shall be made by the approval of at least two board members that have bank signatory power from the Association's bank account.

**Section 4:** The Executive Board may authorize emergency expenditures. The President shall have the authority to decide whether the expenditure is of an emergency nature. If necessary, the President may conduct a phone poll of the Executive Board to obtain approval for emergency expenditures under \$250.

**Section 5:** The Association will comply as a corporation under Section 501(c)(3) of the Federal Income Tax regulations by keeping, retaining and disclosing books, reports and file returns based on an annual accounting period beginning January 1 and ending December 31 of every calendar tax year using the cash method of accounting as required.

**Section 6:** The Association will ensure that fundraising solicitations meet federal and state law requirements and solicitation materials are accurate, truthful, and candid. Fundraising costs are to remain reasonable and will be included in any/all meeting minutes and made available to the public via the FCYFP website.

**Section 7:** If we get monetary donations from individuals or entities that are outside the state of Pennsylvania, we must check with the solicitation laws of that state to make sure we comply with any other state laws. This does not apply to federal grants.

### **ARTICLE IX - GENERAL BOARD OR COMMITTEE MEMBERS' DUTIES AND POWERS**

**Section 1:** The Executive Board may establish a general board or committee to assist in accomplishing a common purpose, when necessary.

**Section 2:** Any good standing Regular Member can participate in the committee.

**Section 3:** Example general board members or committees may include:

- A) Marketing and Communications
- B) Sponsorship and Fundraising
- C) Equipment and Field
- D) Concession Stand
- E) Player Development

**Section 4:** The General Board or Committee roles and responsibilities can be amended by a two-thirds vote of the Executive Board.

**Section 5:** At any time, a General Board or Committee member may step down by giving written notice to the Association.

**Section 6:** Any General Board or Committee member that is established will provide regular status reports on the progress of their purpose at the Association meetings.

**Section 7: Selection of General Board or Committee Members.** There will not be an election process for the General Board or Committee Members. Active members can volunteer for these positions and be approved by two-thirds of the Executive Board Members.



**Section 8: Example General Board or Committee Member role descriptions.**

**Marketing and Communications**

The Marketing and Communications member shall:

- A) Co-Manage the Association website, registration process and social media efforts.
- B) Help Association and all Board Members with any communication or marketing needs.
- C) Help coordinate jersey procurement for each season as needed.
- D) Proactively maintain lines of communication with Head Coaches in each season to ensure comfort and proficiency with duties/responsibilities.

**Sponsorship and Fundraising**

The Sponsorship and Fundraising Member shall:

- A) Organize and help oversee any and all annual sponsorship requests and fundraising opportunities.
- B) Promote the Association within the community and help with public relations.
- C) Be an easily accessible person that maintains good rapport with administrators, coaches, parents, and players.

**Equipment and Field**

The Equipment and Field Member shall:

- A) Monitor field conditions and plan/organize activities as needed to maintain optimal conditions.
- B) Coordinate procurement of materials needed for an upcoming season/tournament/etc.
- C) Organize and oversee all functions that relate to the distribution, storage, collection, and replacement of all team equipment.

**Concession Stand**

The Concession Stand Member shall:

- A) Organize and oversee all functions that relate to the operation of the concession stands for any home games that our teams compete in.
- B) Present any needs or issues that need to be addressed or considered for the operation of concession stand functions to the Association.
- C) Immediately turn over to the Treasurer all funds collected for recording and deposit.
- D) Coordinate and track volunteers for each season per Association volunteer policy.

**Player Development**

The Player Development Member shall:

- A)** Organize and oversee all skill clinics, camps, and educational opportunities and/or educational materials for the players, coaches, and/or parents of the Association.
- B)** Provide guidance and mentoring to team coaches.
- C)** Be an easily accessible person that maintains good rapport with administrators, coaches, parents, and players.
- D)** Work in conjunction with the High School and Junior Varsity Head Coach/Liaison as necessary.

**ARTICLE X – MANAGERS AND COACHES**

**Section 1:** Team Managers (Head Coaches) will be appointed annually and approved by the board. If the board cannot come to an agreement this approval process will be opened to all regular members.

**Section 2:** If more than one individual expresses an interest in a Team Manager position and only one position is available for that age group or division, Managers will be selected based on experience and ability to teach the players. Prior year management does not guarantee the same in subsequent years.

**Section 3:** After selection of the team, each Manager or the board can select up to three (3) assistant coaches. The Assistant Coaches are responsible to the Manager, and the Manager is responsible for the actions of their Assistant Coaches by making sure they follow the FCYFA Code of Conduct. In the absence of the Manager or Coaches, another individual may be asked by the Manager or Coaches to assist during such absences.

**Section 4:** All Managers and Coaches must submit their clearances prior to taking part in any team function. Clearances will include two components:

- 1. a Criminal Background Check, and;
- 2. a Pennsylvania Child Abuse History Clearance or Sex Offender Search through an approved vendor.

For Association purposes, a Child Abuse History Clearance will remain valid for three (3) years and a Sex Offender Search will be valid for two (2) years. The total cost for these clearances are paid by the individual manager or coach based on current pricing. A manager will be considered cleared to coach when the background checks are compliant with the current standards set by the Pennsylvania Department of Education Legislation (24 P.S. § 1-111 Background checks of prospective employees; conviction of employees of certain offenses) at the time the

background checks are submitted. These standards can be found at the following website:  
[http://www.education.state.pa.us/portal/server.pt/community/laws\\_and\\_regulations/20314/general\\_laws\\_and\\_regulations/975030](http://www.education.state.pa.us/portal/server.pt/community/laws_and_regulations/20314/general_laws_and_regulations/975030)

**Section 6:** All Managers and Coaches shall abide by the FCYFP Code of Conduct approved by the Executive Board.

**Section 7:** Any violation by managers or coaches of the Association's rules, Bylaws or the FCYFP Code of Conduct will be considered just cause for those persons to be brought before the Executive Board for disciplinary action. Any action by a manager or coach while representing FCYFP that is deemed by the Executive Board to be unethical, indecent, immoral, obscene, unsportsmanlike, or adverse to the welfare of the Association will be considered just cause for suspension or termination from the position.

**Section 8:** A written statement of complaint must be submitted to the Association Secretary within ten (10) days of the alleged violation. The Board will conduct fact-finding to determine the validity of the complaint. Final disposition of the complaint will rest with the Executive Board.

**Section 9:** A coach can forfeit any girl's right to play in any game if they decide that such action is justified due to injury, or for failure to comply with the FCYFP Code of Conduct. The description of any such forfeiture shall be presented in writing to the President within three (3) days of such forfeiture.

**Section 10:** All managers may develop and promulgate reasonable rules and regulations for the operation of their team and shall enforce the FCYFP Code of Conduct developed by the Executive Board. Rules and regulations developed by the Manager must not conflict with this Code of Conduct.

#### **ARTICLE XI - PLAYER MEMBERS**

**Section 1:** All teams shall be comprised of players residing within the Fort Cherry School District.

**Section 2:** With the approval of the Board, teams may add players to their roster who is not a resident of the Fort Cherry School District subject to the rules of the league in which the team plays.

**Section 3:** Players who can present proof of their intent to become a resident of the Fort Cherry School District at some point during the season will also be permitted to play, provided this does not violate league rules.



**Section 4:** If a player moves out of the district after being assigned to a team, they shall be allowed to finish that season with the Association, if they choose to do so, as long as it does not violate League rules.

**Section 5:** Players will be selected for teams in a manner to be annually determined by the Board and Team Managers.

**Section 6:** All players shall adhere to the FCYFA Code of Conduct developed and approved by the Board.

**ARTICLE XII – AMENDMENTS TO BYLAWS**

**Section 1:** These bylaws may be amended from time to time as the membership of the Association sees fit. To amend any portion of the bylaws, it shall be necessary to obtain the majority vote of members in good standing at two consecutive regular monthly meetings. The FCYFP bylaws will be reviewed at least every two years, but no less than every five years.

**Section 2:** Any amendments will be documented in numeric order titled as follows with the “#” being a sequential number starting at 1.

**Bylaws**

**Amendment #**

Date of Adoption: Month Day, Year

**Section 3:** When amending a specific item in the bylaws, the amendment needs to reference the Article, Section and/or Paragraph that is being amended and what the new language should be.

**Section 4:** If a motion to amend the bylaws is not approved, a motion to amend the same bylaws cannot be made for at least three months.

**ARTICLE XIII – ADDITIONAL TOPICS OR CLARIFICATIONS**

**SECTION 1:** Clarifications.

Season: A “Season” refers to either Spring, Summer or Fall in each respective calendar year. FCYFP will offer programs for all ages (where applicable) in both the Spring and Fall seasons. The summer season will be utilized for each respective age groups “All-Stars” and the Spring Season Team Managers and Executive Board Members will determine if an All-Star team will be established and which individual players will be invited to participate.

Communications: Under no circumstance should any minor have access to or be included in any FCYFP communication vehicles. This includes social media, email, platforms, etc.

**Section 2:** Additional Topics.

Insurance: Players across all FCYFP age groups are required to carry their respective individual insurance policies while the association maintains a general liability policy.