

PETERS TOWNSHIP SOCCER ASSOCIATION BYLAWS



Fall 2007

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ARTICLE I

NAME AND PURPOSE

Section 1. **Name**

The Peters Township Soccer Association is a non-profit corporation hereafter referred to as the PTSA.

Section 2. **Purpose and Conduct of Business**

The PTSA is organized exclusively for charitable, educational and instructional sports purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law).

The PTSA conducts its business through the actions of its volunteer Board of Directors, Appointed Officers, Coaches and Assistant Coaches in accordance with the PTSA Bylaws, Operating Procedures and Guidelines, and Playing Rules. The PTSA Bylaws, Operating Procedures and Guidelines, and Playing Rules may be amended only in accordance with Article XII.

Section 3. **Mission**

The mission of the PTSA is promulgated as follows:

“The Peters Township Soccer Association (PTSA) is an organization dedicated to providing the highest quality soccer experience to the children and parents of the Association. The PTSA is a member of the PA West Soccer Association. The PTSA provides soccer programs for children of ages 5 through 19 years and for skill levels ranging from the recreational player to the highest skilled travel team player.”

In addition, the PTSA strives to establish and maintain programs that:

- Make soccer an enjoyable and rewarding experience for all participants.
- Promote and elevate the standards of sportsmanship and fair play among the youth of our community,
- Provide an opportunity for all participants to develop and improve their athletic skills.
- Promote the sport of soccer in a spirit of cooperation with other community activities.

Section 4. **Seal**

The common or corporate seal of the Association shall be round with the words Peters Township Soccer Association inscribed around and between two circles. Within the inner circle are the words, "Corporate Seal, 1984, Pennsylvania". The seal is depicted on the title sheet of these Bylaws.

Section 5. **Symbol**

The official symbol of the PTSA shall be a single block and blackened capital "P" with a black and white soccer ball situated within the open space of the letter "P" and with white flares emanating from the left side of the soccer ball. The symbol is depicted on the title sheet of these Bylaws.

Section 6. **Geographic Boundaries**

The geographic boundaries, within which the PTSA will operate, are identical to the geographic boundaries for Peters Township within Washington County, Pa.

ARTICLE II
AFFILIATIONS

Section 1. **USSF**

The national governing body, establishing uniform rules and regulations for soccer in the United States is the United States Soccer Federation (USSF). The United States Youth Soccer Association (USYSA) is an affiliate of the USSF. The USSF is an affiliate of the Federation Internationale De Football Association (FIFA). FIFA is the world governing body for soccer.

Section 2. **PA WEST**

The local governing body, establishing uniform rules and regulations for soccer in Western Pennsylvania, is the Pennsylvania West State Soccer Association (PA West). The PTSA shall abide by the rules and Bylaws established by PA West.

Section 3. **Peters Township Department Of Parks And Recreation and Peters Township School District**

Playing fields for the PTSA are provide by Peters Township Department of Parks and Recreation and the Peters Township School District. As such, the PTSA will adhere to all policies, procedures and rules governing the use of the playing fields set forth by the Peters Township Department of Parks and Recreation and the Peters Township School District.

Section 4. **Y.E.S. Program and Philosophy and Goals for Youth Sports Programs**

In accordance with Section 3 of this Article, the PTSA adopts the Peters Township Department of Parks and Recreation's Y.E.S. Program. In addition their Philosophy and Goals for Youth Sports Programs are included as Operating Procedure 7 and the Sportsmanship Pledge is included as Operating Procedure 22.

Y. E. S. PROCEDURE

The Youth Exemplifying Sportsmanship (Y. E. S.) is a youth centered initiative facilitated by the Peters Township Park and Recreation Board in partnership with its community sports associations and programs, and in support of the Character Counts Initiative. In an effort to support this initiative, the PTSA endorses the initiative and will make available the YES Parent Sportsmanship Checklist and their Sideline Suggestions at its annual registration.

Parent Sportsmanship Checklist

- I maintain a “Fun is Number One” attitude in youth sports
- I treat officials, coaches, my kids, their teammates, and their opponents, with respect, avoiding put-downs, ridicule, or sarcasm, on the field and off.
- I praise my kids, their teammates, and their opponents, just for participating, regardless of their athletic skills.
- I remember to look for, and make a “big deal” out of positives with my kids, their teammates, and their opponents on and off the field.
- I remain calm when my kids or their teammates make a mistake, on the field and off, helping them learn from their mistakes.
- I remind my kids and their teammates not to get down on themselves when things don’t go well in youth sports.
- I do not take myself too seriously when it comes to my involvement in youth sports, reminding myself that there is life beyond youth sports.
- I remind myself and my kids to laugh and keep a sense of humor, on the field and off.
- I emphasize teamwork in team sports with my kids, teaching them to think “we” instead of “me”.
- I teach my kids by giving them an example of good sportsmanship: winning without gloating, losing without complaining.

Sideline Suggestions

(10 Things Kids Say They Don’t Want Their Parents to Do)

1. *Don’t yell out instructions.* During the game I’m trying to concentrate on what the coach says and working on what I’ve been practicing. It’s easier for me to do my best if you save instructions and reminders for practice or just before the game.
2. *Don’t put down the officials.* This embarrasses me and I sometimes wonder whether the official is going to be tougher on me because my parents yell.
3. *Don’t yell at me in public.* It will just make things worse because I’ll be upset, embarrassed, or worried that you’re going to yell at me the next time I do something “wrong”.
4. *Don’t yell at the coach.* When you yell about who gets to play what position it just stirs things up and takes away from the fun.
5. *Don’t put down my teammates.* Don’t make putdown remarks about any of my teammates who make mistakes. It takes away from our team spirit.
6. *Don’t put down the other team.* When you do this you’re not giving us a very good example of sportsmanship so we get mixed messages about being “good sports”.
7. *Don’t lose your cool.* I love to see you excited about the game, but there’s no reason to get so upset that you lose your temper! It’s our game and all the attention is supposed to be on us.

8. *Don't lecture me about mistakes after the game.* Those rides home in the car after the game are not a good time for lectures about how I messed up. I already feel bad. We can talk later, but please stay calm, and don't forget to mention things I did well during the game!
9. *Don't forget how to laugh and have fun.* Sometimes it's hard for me to relax and have fun during the game when I look over and see you so tense and worried.
10. *Don't forget that it's just a game.* Odds are I'm not going to make a career out of playing sports. I know I may get upset if I lose, but I also know that I'm usually feeling better after we go get pizza. I need to be reminded sometimes that it's just a game.

ARTICLE III
MEMBERSHIP

Section 1. Classes

Membership in the PTSA is categorized as follows:

- a. Players (as represented by their Parents or Legal Guardian if under 18 years of age)
- b. Board of Directors
- c. Appointed Officers
- d. Coaches
- e. Assistant Coaches

Section 2. Player Eligibility

- a. Only resident players as defined by the Peters Township Parks and Recreation Non-Resident Policy are eligible to play in the PTSA. Each eligible player will be registered with the PTSA each playing season.
- b. Each player will fill out the required forms and submit birth certificates and photographs, where applicable.
- c. Each player shall pay the required registration fee as prescribed by the PTSA.
- d. If a non-resident player receives a waiver to the Non-Resident Policy from the Peters Township Parks and Recreation Department and/or Director, each non-resident player shall be evaluated by the PTSA Board of Directors for eligibility and may be assessed a higher fee for registration.
- e. Each player must be officially registered with the PTSA before trying out for any select traveling team.

Section 3. Voting Privileges

- a. Members having voting rights in general meetings shall be (1) Board of Directors, (2) Appointed Officers, and (3) Coaches (or his/her registered Assistant Coach designated on team roster prior to third week of the season in their absence).
- b. In instances where an individual serves in more than one position in the above categories, he/she shall be entitled to cast only one vote per team represented.
- c. Members having voting rights in board meetings shall be Board of Directors, and Appointed Officers.

Section 4. Background and Child Abuse History Clearance Program

In accordance with Section 3 of Article II, all coaches, appointed officers, board members, and referees are required to have Background and Child Abuse History Clearances. Background checks are intended to ensure that all PTSA players have a safe and positive experience playing soccer. No screening process can offer absolute assurances; yet, knowing a volunteer's background can provide more certainty that people with a history of inappropriate behavior will not have access to the PTSA players. Additional details of the Program are contained in Operating Procedure 23.

ARTICLE IV

MEETINGS

Section 1. Annual Meeting

- a. There shall be one annual meeting of the PTSA at such a place and time as decided by the President. The place and time shall be acceptable to the Board of Directors. In the event of a disagreement, the Board of Directors shall determine the place and time for the meeting.
- b. All members shall be notified in writing of the meeting at least 15 days prior to it. (Interpretation: The PTSA Newsletter is considered a valid form of notification.)
- c. The annual meeting shall include the election of Board of Directors as part of its agenda. The annual meeting shall be no later than June 30.

Section 2. General Meetings

- a. There shall be general meetings held prior to each playing session at such a place and time as decided by the President. The place and time shall be acceptable to the Board of Directors. In the event of a disagreement, the Board of Directors shall determine the place and time for the meeting. (Interpretation: Coaches meetings are considered to satisfy this requirement.)
- b. Notice of general meetings shall be communicated to all members.

Section 3. Board Meetings

The Board of Directors shall meet monthly during the playing season and in the month prior to the beginning of each playing session to transact the business of the PTSA. A portion of the monthly meeting shall be open to all members of the PTSA. A portion of the meeting may be closed as determined by the President to facilitate sensitive PTSA business.

Section 4. Special Meetings

Special meetings may be held at any time, as determined by the President or upon written request of seven (7) members of the Board. The purpose of the special meeting will be made known to all Board members and all voting members not less than five (5) days prior to the meeting date. (Interpretation: E-mail may be used for written requests if the e-mail is sent to all Board members. The use of e-mail for the written request shall be recorded in the minutes of the Special meeting.)

Section 5. **Parliamentary Procedure**

ROBERT'S RULE OF ORDER NEWLY REVISED shall govern the PTSA in all cases where applicable and where they are not in conflict with approved Bylaws, or the Articles of Incorporation.

ARTICLE V

FINANCES

Section 1. Fiscal Year

The fiscal year for the Association shall begin on the first day of July in each year and terminate on the last day of June in the following calendar year.

Section 2. Dues and Assessments

- a. Dues and necessary assessments shall be established by the Board, in accordance with Article III for each player of the PTSA.
- b. Each player shall be required to pay the dues and assessments at the time of registration for each playing season.
- c. In addition to the standard fees, a surcharge may be assessed to eligible non-residents of Peters Township and players who fail to register prior to a selected date.

Section 3. Gifts and Sponsorship

- a. The Board of Directors may accept on behalf of the PTSA any contribution, gift, bequest, or device for the general purpose or for any special purpose of the PTSA provided that the purpose of the gift is not contrary to the Articles of Incorporation or approved Bylaws.
- b. The Board of Directors may establish standard contributions and procedures for any individual, organization, or business enterprise that desires any form of sponsorship with the PTSA.

Section 4. General Fund

- a. All receipts shall be deposited immediately into the PTSA General Fund. Receipts shall include but not be limited to, dues and assessments, fund raising, gifts and sponsorships, sales of uniforms and merchandise, and income from general funds.
- b. The operating expenses of the PTSA shall be paid from the General Fund. Other disbursements from the General Fund and transfers from the General Fund to other Special Purpose Funds of the PTSA shall be made only as designated in the approved budget or as approved by the Board of Directors.

Section 5. Special Purpose Funds

- a. The Board, at its discretion, may authorize Special Purpose Funds, which shall be expended only for the purpose of their creation and related expenses. Interest income, dividend income, contribution income, bequests, gains or loses from investments and related expenses for the Special Purpose Funds shall be a credit or debit to that Special Purpose Fund only. Accounting records shall be maintained by the Treasurer.
- b. At any time it is deemed necessary or advisable, the Board may establish separate accounts to eliminate co-mingling of Special Purpose and general Funds.
- c. In the event a Special Purpose Fund is dissolved by the Board, its funds shall be transferred to the General Fund. In that event, any contributions made to the Special Purpose Fund for the sole purpose of the Special Purpose Fund will be returned to the donors at their request in amounts determined by the Board to be equitable.

Section 6. Funds Management

- a. The General Fund and all Special Purpose Funds are the responsibility of the Treasurer. The Treasurer shall direct the receiving, dispensing and investing monies from the funds and shall be limited to investing funds only in investments where the principal investment is returned in full and with interest on the principal.
- b. All instruments of fund disbursement shall require the signatures of two individuals, one being the Treasurer, as authorized by the Board. All disbursements shall be made within the limits of the approved budget unless otherwise authorized by the Board of Directors. (Traditionally the President and the Registrar have been approved by the Board to sign for disbursements.)
- c. All commitments for the disbursements of funds shall be made by an officer or appointed officer of the PTSA and only for approved expenses. The Treasurer or President shall authorize all commitments for the disbursements of funds in excess of five hundred dollars (\$500.00). The Treasurer and President shall authorize all commitments for the disbursements of funds in excess of one thousand dollars (\$1000.00). Authorization may be documented in the minutes of the next Board meeting.

Section 7. Budget

- a. A budget of anticipated receipts and operating expenditures for the following fiscal year shall be prepared by the Treasurer and submitted to the Board at its May meeting. The Board shall review the budget and, if required, will direct the Treasurer to make revisions. A Budget Committee will assume the duties of the Treasurer for the purposes of preparing a budget if directed by the President or the Board of Directors.
- b. At its June meeting, the Board will make fiscal revisions and adopt the budget so revised.
- c. Any subsequent revision to the budget must be approved by the Board.

- d. The Treasurer shall not, without prior Board approval, permit expenditures in excess of the amounts in the adopted budget.

Section 8. Dissolution of Association

Upon dissolution of the PTSA , the Board of Directors shall after paying or making provisions for the payment of all liabilities of the PTSA , dispose of all of the assets of the PTSA exclusively for the purpose of the PTSA in such manner or to such organization(s) organized and operated exclusively for charitable, educational, or instructional sports purposes as at the time shall qualify as an exempt organization(s) under section 501(c) (3) of the Internal Revenue Code (or the corresponding provisions of any United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the court of Common Pleas of the county in which the principal office of the PTSA is then located, exclusively for such purpose or to such organization(s), as said court shall determine, which are organized and operated exclusively for such purposes.

Section 9. Use of Funds

No part of the net earnings of the PTSA shall inure to the benefit of, or be distributed to its members, trustees, directors, officers or other private persons, except that the PTSA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in the article above.

No substantial part of the activities of the PTSA shall be involved in politics, or otherwise attempting to influence legislation, and the PTSA shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, the PTSA shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an association that receives contributions that are tax deductible under Section 170 (c) (2) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law).

ARTICLE VI

BOARD OF DIRECTORS

Section 1. **Organization**

The Board of Directors of the Association (the Board) shall consist of the President, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary, Registrar, Referee Coordinator, Director of Training, Director of Camps, Director of Fund Raising, Grasshopper Commissioner, Grasshopper Training Director, U-8 Boys Commissioner, U-8 Girls Commissioner, U-10 Boys Commissioner, U-10 Girls Commissioner, U-12/15 Boys Commissioner, U-12/15 Girls Commissioner, Travel Commissioner, Director of Fields, Director of Equipment, Director of Information, Fields Coordinator and four (4) Directors-at-Large.

Section 2. **Meetings**

- a. The Board shall meet monthly to transact the business of the PTSA as prescribed by Article IV.
- b. The Secretary shall act as the secretary at all Board meetings keeping accurate notes of the proceedings. In the absence of the Secretary, the President shall appoint a secretary.
- c. Members and non-members of the PTSA may attend Board meetings by invitation of the President or by Board approval. In any case, only Board members shall have voting privileges.

Section 3. **Powers and Duties of the Board**

The entire management and control of the PTSA, its affairs, property and assets are vested in the Board. In addition but not limited to any and all powers conferred upon the Board by law and by the Articles of Incorporating of the PTSA, these Bylaws, without in any manner or degree abrogating, limiting or modifying such powers, grant to the Board the following authority but not limited to:

1. Control, manage, and direct the property and affairs of the PTSA .
2. Appoint delegates to represent the PTSA at other meetings and organizations.
3. Periodically audit the books of the PTSA .
4. Removal of a member from the Board for cause, by a two-thirds vote of the Board.
5. Establish new ad hoc committees and disband old ad hoc committees when circumstances require such action.
6. Fill, by two-thirds (2/3) vote of the Board of Directors, any elected vacancy which may occur because of death, inability to serve, removal from office, or resignation of any officer.

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Minutes of the Board meetings and financial reports shall be made available to all members of the PTSA upon request to the Secretary.

Section 4. **Quorum at Board Meetings**

A majority of Board members, rounded to the next whole member, shall constitute a quorum. Unfilled positions on the Board shall not be counted when determining a quorum.

Section 5. **Action by the Board Without a Meeting**

Any action required to or that may be taken at a meeting of the Board may be taken without a meeting if the proper consent is obtained from all members entitled to vote on such action. The proper consent shall be obtained as follows:

- a. A vote requiring a two-thirds majority of the Board shall be by written correspondence. E-mail may be used for written correspondence if the e-mail is sent to all Board members. The use of e-mail for the written request shall be recorded in the minutes of the next Board meeting. The results of the vote and action taken shall be documented in the minutes of the next Board meeting
- b. A vote requiring a simple majority of the Board shall be conducted by any means deemed appropriate by the President. The results of the vote and action taken shall be documented in the minutes of the next Board meeting.
- c. The voting be conducted in counterparts and shall be effective as of the date of the last vote obtained.

ARTICLE VII

ELECTED AND APPOINTED OFFICERS AND DIRECTORS

Section 1. **Officers and Directors**

The elected officers of the PTSA shall be:

- a. All Positions on the Board of Directors.

A Social Director shall be appointed by the President, if deemed appropriate by the President or the Board of Directors.

Section 2. **Terms of Office and Compensation**

The term of office for all officers and directors shall be **One Year**. (To coincide with the PTSA fiscal year, being July 1 through June 30 of the following calendar year.) Any officer or director may succeed himself/herself for as many terms as the membership sees fit to return the incumbent to office. Coaches, officers, and directors of the Association shall be eligible to vote at all general meetings and annual elections. Officers, coaches and directors who hold multiple positions may vote only once..

The Officers, Commissioners and Directors of the PTSA shall receive no compensation for the fulfillment of the responsibilities of their office.

Section 3. **Election Process**

Elections shall be conducted at the Annual Meeting as prescribed in Article IV, Section 1. Elections shall be made by secret written ballot if there is more than one candidate for a given office. A ballot shall be prepared by the Nominating Committee and endorsed by the Board. This endorsement signifies that the Board believes the candidates listed are qualified and willing to perform their respective duties. The ballot shall be made available to all voting members at least fifteen (15) days prior to the Annual Meeting.

At the Annual Meeting, nominations by voting members may be made from the floor and added to the ballot prior to voting. The nominee shall state his/her acceptance of the nomination at the Annual Meeting or have indicated in writing to the President, his/her willingness to accept a nomination at least fifteen (15) days prior to the Annual Meeting.

Fifteen (15) days prior to the annual election meeting, the President shall appoint an election judge who shall be neither a Board member, nor a candidate for an office. The election judge shall then appoint tellers to assist with the vote count. The tellers themselves may be Board members.

Section 4. Duties of the President

The President shall:

- a. Be the chief executive officer of the Association, performing any and all legal duties incident to the office of President.
- b. Perform all functions incident to the office of President, including those outlined in these Bylaws, and any other duties designated by the Board.
- c. Preside at all meetings of the PTSA.
- d. Have responsibility for all the overall supervision and control of the PTSA and its management.
- e. Be responsible for all written contracts, obligations, and instruments of the PTSA in the capacity of chief executive officer
- f. Be an ex-officio member of all standing committees. May break ties at Board meetings by casting the deciding vote. May resolve any deadlocked decision or dispute among Board Members implementing these Bylaws or Operating Procedures by casting the deciding vote or requiring a vote at the next Board meeting.
- g. Represent the PTSA at PA WEST meetings.
- h. Have the right to vote on behalf of the PTSA on any matter requiring a vote at PA WEST meetings.
- i. Coordinate with the Department of Parks and Recreation on field requirements and other needs of the PTSA.

Section 5. Duties of the Vice-President

The Vice-President shall:

- a. Perform all duties of the President during absence or disability of the president.
- b. Perform specific duties of the President when directed by the President.
- c. Maintain administrative control and update as necessary the Bylaws, Operating Procedures and Playing Rules of the PTSA.
- d. Organize and preside over disciplinary hearings as necessary in accordance with Operating Procedure 21.

Section 6. **Duties of the Recording Secretary**

The Recording Secretary is responsible for recording minutes at the PTSA Board meetings, retrieving and distributing mail sent to the PTSA Post Office Box and arranging team pictures and the annual Spring picnic. The most important responsibility of the Recording Secretary is recording the minutes at the PTSA Board meetings. This is detailed below. All other responsibilities are detailed in Operating Procedure 12.

The Recording Secretary shall keep the minutes and attendance at all meetings of the PTSA. The Recording Secretary shall have custody of all books, papers, and correspondence relative to the transactions of the PTSA subject to the convenience of all the other officers. The Recording Secretary shall present the minutes from the previous meeting for approval at the next scheduled Board meeting. To the extent requested by the President, the Secretary shall prepare the correspondence of the PTSA.

The Recording Secretary shall turn over all PTSA records and correspondence to the succeeding officers within 30 days after the annual election meeting. The Recording Secretary must turn over all records to the successor upon leaving office.

Section 7. **Duties of the Corresponding Secretary**

The Corresponding Secretary shall be responsible for all aspects of production and distribution of the PTSA newsletter in accordance with Operating Procedure 11. The Corresponding Secretary shall be responsible for all aspects of production and distribution of other key communication tasks as directed by the President or the PTSA Board (e.g., informing Board Members of meetings, coaches of the annual meeting, etc.). In addition, the Corresponding Secretary shall fill in and/or assist the recording secretary when needed, as directed by the President.

Section 8. **Duties of the Treasurer**

The Treasurer shall collect all dues, registration fees, and other monies due the PTSA. The Treasurer shall keep all accounts and report them in writing at the annual meeting. The Treasurer shall render a concise Treasurer's report at all board meetings and shall be responsible for the payment of all approved disbursements in accordance with Article V. In addition, it shall also be the responsibility of the Treasurer to:

- a. Prepare all required governmental reports for those regulatory agencies having jurisdiction over the PTSA's tax exempt status.
- b. Prepare the annual budget for approval by the Board of Directors with input from the appropriate Board Members.
- c. Receive and deposit all PTSA funds including all fund raising monies.
- d. Maintain and preserve the financial records of the PTSA in good order and make them available as directed by the President.
- e. Invest non-operating funds in low risk to principal accounts.

- f. Prepare the financial information of the PTSA as necessary to support the application and/or reward of State, Federal or non-Governmental grant money.
- g. Pursue with the President and/or an appropriate Board Member any non-payment problems.
- h. Inform the President and/or the Board of Directors, in a timely manner, of any financial problems, misappropriation and/or disbursement of funds or serious inconsistencies in PTSA financial records.

Section 9. Duties of the Travel Team Commissioner

The Travel Team Commissioner shall be responsible for all aspects of the travel team program including but not limited to:

- a. Establish home game playing schedules in accordance with Operating Procedure 6.
- b. Coordinate and disseminate PA West information regarding travel teams.
- c. Assist and instruct travel team coaches on PA West travel team rules and requirements (e.g., game day roster and line-up cards requirements, rules for attending tournaments outside PA West, red card procedure, how and when to contact PA West, and where to obtain PA West playing rules, etc.).
- d. Scheduling, coordination, and conduction of try-outs and travel team formation, for both boys and girls.
- e. Assist travel coaches and the Registrar with team registration and the maintenance of all travel team rosters and validated player passes.
- f. Reconciliation of disputes and notification of the appropriate coaches and teams of ineligible players.
- g. Coordinate and be responsible for solicitation and distribution of information regarding soccer tournaments.
- h. Provide communication to players and coaches regarding higher levels of competition (e.g., Classic Leagues, Olympic Development, etc.).

Section 10. Duties of the Director of Fund Raising

- h. The Director of Fund Raising is responsible for all PTSA fund raising activities including sponsor donations. The Director of Fund Raising shall recommend new fund raising activities for PTSA Board approval. The Director of Fund Raising shall assure all monies raised are delivered to the Treasurer and shall keep detailed records of all fund raising activities for future use

Section 11. Duties of the Directors-At-Large

The Directors-At-Large have no specific duties. However, they are expected to assist other Board Members with whatever is needed as well as serving as members of committees whenever possible. In addition, Directors-At-Large are expected to gain experience on the PTSA Board and subsequently fill other Board positions in later fiscal years. Specific duties can be delegated to the Directors-At-Large by the President or the PTSA Board.

Section 12. Duties of the Registrar

The Registrar shall be responsible for conducting all activities pertaining to the annual registration of the PTSA players. The Registrar is responsible for identifying individuals who are players within the PTSA and ensuring the proper payment is collected. All monies are subsequently passed to the Treasurer. The Registrar shall generate in-house and travel team rosters and travel team player passes with proof of age. The Registrar shall register the in-house and travel teams with the PA West District Registrar. Certified travel team rosters and player passes shall be delivered to the respective travel team coaches by the Travel Team Commissioner. Certified in-house rosters shall be maintained on file. Payment for registration is made to the PA West District Registrar. The Registrar shall maintain all registration information and disseminate it as appropriate for use by PTSA Board Members, Peters Township Department of Parks and Recreation and PA West. Additional details of the duties of the Registrar are contained in Operating Procedure 10.

Section 13. Duties of The Director of Equipment

The Director of Equipment shall be responsible for the procurement, storage, maintenance and dispensing of all soccer playing equipment for the PTSA. All purchases shall be made within the constraints of the annual operating budget. Other duties are detailed in Operating Procedure 13.

Section 14. Duties of the Referee Coordinator

The Referee Coordinator shall be responsible for all PTSA activities necessary to provide certified referees to officiate PTSA games. The Referee Coordinator shall schedule certified referees to officiate all in-house and travel team games of the PTSA except for Grasshopper games. The coaches of the participating teams shall officiate Grasshopper games. The Referee Coordinator shall act as the PTSA liaison with PA West on referee matters. The Referee Coordinator is expected to become a certified referee in order to maintain lines of communication within the referee community. In addition to the above, the Referee Coordinator shall:

- a. Schedule certified referees for rescheduled games in accordance with Operating Procedure 8.
- b. Inform the PTSA of any new FIFA or PA West rule changes.
- c. Recruit and train new referees to replace retiring referees.

- d. Schedule convenient new referee and recertification classes within Peters Township. Inform current and prospective referees of these classes. Upon successful completion, new referees shall be reimbursed for the cost of the class.

Section 15. Duties of the In-House Age Group Commissioners; Grasshoppers, and Boys/Girls U-8, U-10, and U-12/15

The In-House Age Group Commissioners shall be responsible for all aspects of team formation, team conduct, league formation and weekend game scheduling within their respective age group. Team formation and conduct shall be consistent with the In-House Playing Rules and Guidelines. Weekend game scheduling shall be in accordance with Operating Procedure 6. Weekday practice scheduling shall be in accordance with Operating Procedure 8. In addition to the above, the Age Group Commissioners shall:

- a. Communicate and coordinate all PTSA requirements and/or activities with coaches and ensure coaches communicate pertinent information to players and parents.
- b. Provide overall management of their respective league(s).
- c. Recruit and appoint team coaches in accordance with Operating Procedure 16. Direct and supervise the appointed coaches.
- d. Assist the other PTSA Directors and Coordinators with matters that affect their age group (e.g., Pictures, coaches' equipment bags, etc.). Obtain and disseminate player ratings at the end of the playing season in accordance with Operating Procedure 17.
- e. Conduct the team drafts and keep up-to-date team records in accordance with Operating Procedure 15.
- f. Investigate and resolve complaints against players, coaches, referees and parents. If appropriate, report the complaint to the President and/or PTSA Board.
- g. Establish with the coaches, objectives to be obtained by the age group over the two playing sessions. Coordinate with the appropriate commissioner(s) to accomplish the objectives.

Section 16. Duties of the Director of Training and the Director of Camps

The Director of Training is responsible for all aspects of training of PTSA coaches and players except for Grasshoppers. (See Grasshopper Training Director) The Director of Training shall select, arrange and coordinate clinics, and any other means available to maintain and improve the level of soccer knowledge in the PTSA. The Director of Training will act as the PTSA liaison with the PA West Director of Training.

The Director of Camps is responsible for all aspects of identifying soccer camps suitable for the In-house players. The Director of Camps shall arrange and coordinate any such soccer camps that are approved by the Board of Directors, including negotiation of terms with any camp

provider, promoting any approved camp to PTSA Members, assisting the camp provider with camper registrations, identifying and selecting volunteers that may be necessary for camp related work, acting as the camp coordinator (or naming a designee) during camp hours, and acting as the PTSA liaison with the camp provider and its on-site camp manager. The Director of Camps may also be called upon by the President to coordinate other In-House player activities such as coordinating hosting local tournaments with other soccer associations' teams participation, hosting soccer festivals, and similar events.

Other duties and training related activities are contained in Operating Procedure 14.

Section 17. Duties of the Director of Grasshopper Training

The Director of Grasshopper Training is responsible for all aspects of training of PTSA Grasshopper coaches and players. The Director of Grasshopper Training shall select, arrange and coordinate clinics, player camps and any other means available to maintain and improve the level of soccer knowledge in the Grasshopper age group. The Director of Grasshopper Training is expected to work closely with the Grasshopper Commissioner coordinating training activities. Also when training activities planned by the Director of Training affect the Grasshoppers, the Director of Grasshopper Training is expected to assist the Director of Training with coordinating these activities with the Grasshopper players and coaches. Other duties and training related activities are contained in Operating Procedure 14.

Section 18. Duties of the Director of Fields

The Director of Fields is responsible for all PTSA activities related to field preparation and maintenance and the acquisition, storage, operation, and maintenance of field equipment. The Director of Fields shall act as liaison with the Peters Township Department of Parks and Recreation and the Maintenance Department on all matters related to field maintenance. The Director of Fields is responsible for determining the fields to be used by the individual age groups, unless otherwise directed by the President or the PTSA Board. The Director of Fields is responsible for initially setting up all playing fields prior to each playing session and coordinating the lining of fields prior to weekend games during the playing session. The Director of Fields is responsible for determining if a field is playable on a daily basis and closing the field if necessary in accordance with Operating Procedure 1. The Director of Fields shall maintain a "hot line" to advise coaches of field status on a daily basis.

Section 19. Duties of the Fields Coordinator

The Fields Coordinator is responsible for all weekday scheduling and coordinating of games, practices and related activities on all PTSA fields except Grasshopper fields. Weekday field scheduling is detailed in Operating Procedure 8. Weekend field scheduling is detailed in Operating Procedure 6.

Section 20. Duties of the Director of Information

The Director of Information shall be responsible for all aspects of maintenance, posting of new information, and general upkeep of the PTSA internet web site(s). The President and Director of

Information shall have knowledge of the password(s) to the PTSA internet web site(s). The Director of Information may enlist help maintaining the web site(s) and hence share the password(s) with the President's approval. Passwords shall be changed whenever a person(s) with knowledge of the password(s) no longer needs access to the web site(s) files.

As a minimum, the PTSA web site shall post a current list of Board Members, including information for contacting Board Members, the approved Bylaws, Operating Procedures and Playing Rules, and a listing of near term, important dates and events (e.g., coaches and referee meetings, coaches, referee and player clinics, registration dates, dates for team photographs, etc.). [Interpretation: If a newsletter contains all or some of the above information, then its posting along with existing web site information, can satisfy the above requirement.] The Director of Information can be requested to post other information. If the Director of Information deems the information appropriate, he/she should post the information as soon as practical. The Director of Information can choose not to post the information if he/she deems it inappropriate. However, the Director of Information shall post/unpost any information as directed by the President. If necessary, a final determination of the information to be posted shall be decided by the PTSA by a majority vote. All other requirements, including information that is appropriate for posting, are contained in Operating Procedure 9

ARTICLE VIII

COMMITTEES

Section 1. Formation and Activities

- a. Except as otherwise provided by the Bylaws, the Chairman of each of the committees of the PTSA shall be a Board Member appointed by the President, subject to the approval of the Board. The Chairman shall serve for the remainder of the current fiscal year.
- b. Except as otherwise provided by the Bylaws, committee members should be members of the PTSA and shall be appointed by the President subject to the approval of the Board. The President may delegate committee member selection to the committee chairman. The committee members shall serve for the remainder of the current fiscal year.
- c. All committees shall report on their activities to the Board whenever requested and are at all times under the direct supervision and control of the Board, having only such authority as is specifically defined herein and as may be delegated to them by the Board.
- d. Each committee shall select its own secretary, whose duty it is to keep accurate records of all meetings, furnishing copies to the President.
- e. The creation of special committees may be authorized by the Board.

Section 2. Recurring Committees

The PTSA periodically must complete tasks that involve detailed work best accomplished in small groups at multiple meetings. These tasks are best accomplished by recurring committees, created when considered necessary by the Board. Recurring committees include but are not limited to, the Nominating Committee, Budget Committee, Bylaws Committee, and Rules Committee. Other than the Nominating Committee, the other committees need not be formed to accomplish the respective tasks.

Section 3. Nominating Committee

A nominating committee shall be appointed by the President prior to the annual meeting held to elect Board members for the next fiscal year. It shall consist of four to five members chosen from the voting membership. The Chairman shall be a current officer or director.

The committee shall solicit the proposed candidates and secure their permission to be placed in nomination for the specific office. The nominating committee shall, to the best of its ability, strive to present at least two candidates for each position. The nominating committee shall present its proposed slate of officers to the Board for endorsement at least 30 days prior to the annual meeting.

Section 4. **Budget Committee**

The Chairman of this committee shall be the Association Treasurer. The committee shall also consist of three additional Association members. The committee function will be to prepare a budget forecasting all income and expenditures for the next fiscal year beginning July 1 and ending June 30. The committee shall present the proposed budget to the Board at the May meeting.

Section 5. **Bylaws Committee**

The President shall appoint a member of the Board other than himself to be the Chairman of this committee and shall choose four other members of the committee from the Association membership. The purpose of the committee shall be to propose major changes to the bylaws for the overall operation and activities of the PTSA. Any proposed changes to the bylaws prepared by the committee shall be presented to the PTSA 30 days prior to approval.

Section 6. **Rules Committee**

This committee shall be appointed by the President and approved by the Board. The purpose of the committee shall be to develop and propose major changes to the playing rules. Any proposed changes to the playing rules prepared by the committee shall be presented to the PTSA 30 days prior to approval.

ARTICLE IX
PLAYING RULES

Section 1. **Applicable Rules**

All teams playing within or representing the PTSA shall be governed by the In-House Playing Rules or the Travel Team Playing Rules of the PTSA.

Section 2. **Playing Rules of the Association**

The PTSA shall maintain rules that govern specific circumstances and instances for game play within the PTSA. All rules shall be approved by the Board and may be amended at any duly organized meeting of the PTSA in accordance with Article XII.

Section 3. **Player Participation**

An in-house player completing necessary training and practice sessions shall participate in at least 1/2 (one half) of each game he/she is present, unless for reason of illness, injury or discipline. A travel team player completing necessary training and practice sessions shall participate in each game he/she is present and at least 1/2 (one half) of the available playing time over the course of a season's competition, unless for reason of illness, injury or discipline. All disciplinary action should be discussed with the appropriate commissioner prior to the actual reprimand.

ARTICLE X
TEAM FORMATION

Section 1. Team Formation, General

The formation of teams, both in-house and travel, shall take place prior to the fall session from the rolls of properly registered players. It shall be the responsibility of the Age Group Commissioners to coordinate and direct the formation of all in-house teams. It shall be the responsibility of the Travel Team Commissioner to coordinate and direct the selection process and formation of all travel teams. Coaches will be selected in accordance with Article XI.

Section 2. In-House Team Formation

- a. Coaches from the preceding season will rate their players according to skills previously exhibited and anticipated performance in their particular age group in which the player will participate. The ratings will be in accordance with Operating Procedure 17.
- b. Teams will be formed with players selected in a blind draft under the supervision of the Age Group Commissioner in accordance with Operating Procedure 15.
- c. All other decisions concerning team formation will be made by majority vote of a committee consisting of the Age Group Commissioner and coaches in that age group.

Section 3. Travel Team Formation

- a. It is the primary intent of the PTSA to field at least one Division I or A team in each age group allowed to travel by PA West. The exact number of teams in each age bracket shall be recommended by the Travel Team Commissioner and approved by the Board. Tryouts shall be conducted in the spring of the preceding year and shall be under the direction and supervision of the Travel Team Commissioner.
- b. The Travel Team Commissioner shall select players and form teams in accordance with Operating Procedure 18. The operating procedure shall include a selection process in which players receive a fair and unbiased evaluation, preferably by independent (non-PTSA) evaluators. The operating procedure shall ensure a fair and reasonable portion of the travel team will be selected based on this evaluation. The remaining portion of the travel team shall be selected based on this evaluation and the recommendations, as requested by the Travel Team Commissioner, by the players' previous coach and the future travel team coach.

The evaluators shall be selected by the Travel Team Commissioner. It is the intent of the PTSA that the evaluators have either college or higher playing experience or have high school or higher coaching experience. As appropriate the evaluators shall be compensated for their services. At the request of the President, the evaluators shall be approved by the Board.

- c. Players shall be considered candidates for only those age group travel teams consistent with their birth date. Under no circumstances shall they be permitted to compete for a younger aged team. A player may be permitted to compete for an older aged team when approved by the Board or when a team of more than one age group is formed.
- d. The travel team selection process shall be audited annually by the President or by a Board member designated by the President. The intent of the audit is to assure the selection process has been properly followed.
- e. On occasions, existing players and children of new residents may have not participated in or been present at the travel team tryouts for legitimate, unforeseen reasons or a travel team has a large number of vacancies due to players declining to play. To remedy these situations, the travel team commissioner may hold a special tryout with the approval of the President if requested by the travel team coach in accordance with Operating Procedure 20.
- f. Non-resident players that are eligible to participate in Peters Township Soccer Association per Article II, Section 3 of the By-laws, may try-out for the appropriate age group travel team. They may be offered a roster spot on that team in accordance with Operating Procedure 18 only after all resident players who had tried out for the team have either accepted or declined an offer to play on that team.

ARTICLE XI

COACHES

Section 1. Philosophy

It is the intention of the PTSA to select the highest qualified coaches for each team within the PTSA. The PTSA strongly encourages each coach to obtain coaching licenses and higher level coaching experience as much as practical. It is a privilege to coach in the PTSA and not a right of either a parent or a Board member who may have a child on a team. The coach of any team must be willing to promote the mission of the PTSA as stated in Article I. All coaches must participate in and satisfy the requirements of the Background and Child Abuse History Clearance Program of Article III, Section 4 and Operating Procedure 22.

5. Each coach should attend at least one referee's clinic by the Association prior to beginning the season. Prior to the start of the coach's second season, he or she should attend a PA West Y license clinic or equivalent.

Section 2. Eligibility and Selection of Coaches

- a. All persons interested in coaching shall submit their name to the appropriate commissioner. All travel team coaches shall be appointed by the Board of Directors. All in-house coaches shall be appointed by the appropriate age group commissioner in accordance with Operating Procedure 16.
- b. All persons applying to coach a traveling team shall state their requests in writing outlining the following to the Travel Team Commissioner:
 1. Highest coaching license held and previous coaching clinics attended, including referee clinics.
 2. Highest level and previous coaching experience.
 3. Highest level and previous playing experience.
 4. Statement about applicant's coaching philosophy.
 5. Contributions to the Association.

Section 3. **Conduct of Coaches**

It shall be the duty of all coaches to uphold the rules of soccer and bylaws of the PTSA. The PTSA reserves the right to withdraw coaching privileges of any individual who violates the bylaws or shows a persistent disregard for the rules of soccer. Disciplinary action will be administered by the Board on a case basis.

Section 4. **Responsibility of Coaches**

- a. It shall be the responsibility of each coach of the PTSA to teach the rules of soccer and sportsmanship to their teams.
- b. The coach of each officially registered team with the PTSA for a given season's play shall represent that team as the voting association member. All coaches must attend the bi-annual coaches' meetings, the annual general meeting and any special meetings. If he or she cannot attend, an assistant coach registered with the PTSA on that team's roster shall attend.

ARTICLE XII
AMENDMENTS

Section 1. Amendments to Bylaws

These bylaws may be amended, repealed, or altered in whole or in part by a two-thirds majority vote of all Board members at any duly organized meeting of the PTSA. A copy of the proposed amendment shall be made available to each Board member at least fifteen (15) days prior to the date of the meeting.

Board members may vote in absentee prior to the meeting by informing the PTSA President or Vice President of their vote. The PTSA President shall inform the Board Members at the meeting of any absentee voting prior to any vote on the proposed amendments. The PTSA Recording Secretary shall record the names of the absentee voters and their vote in the minutes.

Section 2. Amendments to Operating Procedures and Guidelines

The operating procedures and guidelines may be amended, repealed, or altered in whole or in part by a majority vote of the attending Board members at any duly organized meeting of the PTSA, provided a quorum is present.

Section 3. Amendments to Playing Rules

The playing rules may be amended, repealed, or altered in whole or in part by a majority vote of the Board at any duly organized meeting of the PTSA, provided a quorum is present.

Section 4. Exceptions to Bylaws, Playing Rules, Operating Procedures and Guidelines

The PTSA may grant exceptions to the existing bylaws, playing rules, operating procedures and guidelines at any duly organized meeting of the PTSA. The exception is valid for the remainder of the fiscal year and expires at the end of the fiscal year. An exception to the playing rules, operating procedures and guidelines requires a majority vote, provided a quorum is present. An exception to the Bylaws requires a 2/3 majority vote of a quorum, provided this also represents a majority of the PTSA Board. The PTSA reserves the right to revoke the exception at any time by a vote equal to the vote that granted the exception. All exceptions shall be recorded in the official minutes of meeting.