

South Pittsburgh Ball Hockey By-Laws



Adopted: May 2023

Revised: August 2024

A. Article I - Name

This organization shall be known as South Pittsburgh Ball Hockey Located in Allegheny County, Pennsylvania, herein referred to as the "SPBH." The SPBH is a nonprofit corporation incorporated under the nonprofit Corporation Law of the Commonwealth of Pennsylvania approved December 19, 2022.

B. Article II - Objective

The SPBH seeks to instill in the youth of the community, ideals of good sportsmanship, honesty, loyalty, courage, reverence, and the basic fundamentals of ball hockey so that they may be finer, stronger, and happier youth who will grow to be good, clean, healthy adults. This objective will be reached by providing supervised instruction in the basic fundamentals of ball hockey combined with an acceptable amount of controlled competition. The supervisors shall bear in mind at all times that the attainment of exceptional athletic skill or the winning of games is secondary and the molding of future wholesome citizens is of prime importance. The element of competition and winning, though it exists, is controlled to the point that it does not determine the nature of the program and is kept to the development of well rounded student athletes.

The SPBH further seeks to encourage a wide and intelligent interest in the sport of ball hockey. We will encourage the youth in the SPBH program to engage with the Pittsburgh community and to assist the area, through agreed upon projects that promote growth and development as athletes and citizens.

C. Article III - Membership

Section 1 – Guidelines

- A. Membership will be open to any persons without illegal regard to non-merit factors such as age, race, religion, disability, color, sex, national origin, or other basis protected by law.

D. Article IV – Governing Body

Section 1 – Executive Committee

The affairs of the SPBH shall be managed by its Executive Committee. All matters of policy including revisions of By-Laws, as described herein, concerning the SPBH shall be decided by majority vote of the Executive Committee providing a quorum is present.

Section 2 – Executive Committee Make up in

The Executive Committee shall be comprised of the officers. The Executive Committee shall be chaired by the President of the SPBH.

Section 3 – Officers

The Officers of the SPBH will be as follows: President, Vice President, Secretary, Treasurer, Fundraising Secretary, Tournament Director, PBHL Representative, In-house Representative, and Community Representative at Large

Section 4 – Qualification

Qualification for officers and Executive Committee members shall be in accordance with the standards established for membership in good standing (see Article III).

Section 5 – Selection of Officers

Officers shall be elected in accordance with Article XVI of these By-Laws and shall hold office until their successors shall have been duly elected.

Section 6 – Quorum and Vote Assignment

A quorum of the Executive Committee shall consist of 51% or more of its members. Each member of the Executive Committee and Board shall be entitled to one vote on each matter submitted to a vote except the President who shall exercise an additional vote in the event of a tie vote as to any matter.

D. Article IV – Duties of Officers

Section 1 – President

The President shall preside at all meetings of the SPBH the Executive Committee, appoint all standing and Special Committees, and perform such duties as may be prescribed herein. He/she may sign, with any other executive officers of the SPBH, any deeds, mortgages, bonds, contracts, or other instruments which have been approved by the majority of the Executive Committee. The President will ensure that all officers and committees are carrying out their assigned duties as dictated by the SPBH By Laws. The President is also required to keep in good standing, and communicate with the owners of the dek rink. The President will also assign the task to a willing party on the board for the ordering and coordination of uniforms and team apparel..

Section 2 – Vice President

The Vice President shall assume presidential duties in the absence of the President and shall be an ex-officio member of those committees described in Article VI. This position will also require the organization and communication of and with team managers. This position also requires the coordination and upkeep of the TeamSnap app, and accounts, and will communicate efficiently with all parties involved, making sure all information on the app is current, completed, and updated.

Section 3 – Secretary

The Secretary shall handle general correspondence of the SPBH and record the minute of all SPBH meetings. He/she shall also be the custodian of the records of the SPBH, incorporation documents(501c3), the Corporate seal of the SPBH and see that the corporate seal of the SPBH is affixed to all documents as appropriate, the execution of which on behalf of the SPBH under its seal is duly authorized in accordance with the provision of these By-Laws. The Secretary is responsible for notifying the membership of any scheduled meetings. The Secretary shall provide notice to all prospective participants of the dates and places designated for tryouts. The Secretary shall be responsible for publicizing to the membership and to the participants all activities of and sponsored by SPBH. He/She will give a monthly report to the Executive Committee. The secretary shall also be responsible for keeping track of all term limits, and forthcoming elections. The secretary shall also

have the password and access on file for the TeamSnap (or scheduling app chosen for the season) account(s) and board emails.

Section 4 – Treasurer

The Treasurer shall receive all monies of the SPBH, issue receipts in duplicate, (original to payer; duplicate for the file).

- A. The funds of the Association shall be deposited by the Treasurer in the SPBH's bank account.
- B. The Treasurer shall pay all bills as approved by the Executive Committee. Checks in payment of such bills shall be issued and signed by the Treasurer (in his/her absence by the Tournament Representative).
- C. The Treasurer shall keep a cumulative record of all receipts and disbursements of the organization.
- D. The Treasurer shall give the Executive Committee a monthly report of expenses, debts, and incomes.
- E. The Treasurer shall keep consistent tax records. It will be his/her duty to ensure any, and all taxes are filed and paid at the end of each annual season.

Section 5 – Fundraising Secretary

The Fundraising Secretary shall coordinate all fundraising efforts that are approved by the Executive Committee. He/She will work in coordination with the Treasurer. He/She will give a monthly report to the Executive Committee.

Section 6 – Tournament Representative

The Tournament Representative will coordinate with the coaching staff, and PBHL Representative to formulate a schedule for the season. This schedule should be completed and distributed for approval by the Executive Committee by Jan 31st. He/She will give a monthly report to the Executive Committee. He/she will also ensure SPBH is entered into tournaments by any given deadline. Furthermore, he/she will make sure each host tournament director has been paid in full before the given deadline.

Section 7– PBHL Representative

The PBHL Representative will attend all PBHL meetings on behalf of the SPBH Organization. He/She will vote, discuss, and represent SPBH during these meetings and look out for what is best for the SPBH. He/She will give a monthly report to the Executive Committee. Additionally, he/she will also communicate with the head coaches on matters pertaining to PBHL guidelines, rules, and decisions.

Section 8 - SPBH In-house Director

This member will be in charge of the day in and day out of the running and inhouse program. They will come to the board with plans for the future in-house season with at least 2 months notice of approval. These plans should include but not be limited to tryout dates, game dates, playoff dates, estimated number of teams, costs, and coaches. This member will work with the VP and treasurer for coordination of the in-house program and payments both in and out. The in-house director will collect clearances and certifications for both coaches and referees. The in-house director should give a monthly report which includes athlete numbers in the most recent or on-going programs, revenue and expenditures and any issues that have arisen dealing with athletes and families. They will also assist other board members as requested.

Section 9 - Community Member at Large

The Community Member at Large will coordinate with the rest of the board to establish a good standing with the community at which the program resides. He/She will facilitate and coordinate relationships between the City of Pittsburgh and SPBH. They will speak with the city council representative (District 5) as requested on SPBH behalf. They will keep the board up to date on any community activities that SPBH should be a part of. He/She will keep the community up to date on the activities of SPBH. They will also assist other board members as requested. To be eligible for this position you must live or work in the 31st Ward, this position does not fall under any rules about having athletes within the program. This position does not expire, this position only is replaced upon the request of a board member and a majority vote of the board.

Section 10- Delegation of responsibilities.

The President has the authority to request or approve any responsibility delegation that needs to be spread out to any executive committee member as the President sees a need. The purpose of this is to spread workloads and rely on the talents of specific members.

E. Article V – Duties of the Executive Committee

Section 1 – Responsibility

The Executive Committee shall, in general, supervise and control all the business and affairs of the SPBH. The Executive Committee shall be responsible for developing the annual travel tournament program representing South Pittsburgh Dek Hockey.

Section 2 – Acceptance of Youth Participants

The Executive Committee, by majority vote, shall have the authority to deny participation, suspend, discharge, or otherwise discipline any member coach, parent, or participant whose conduct or physical condition is considered as detrimental to the best interests of the individual or the SPBH.

Section 3 – Authorizing Expenditures

The Executive Committee shall authorize all expenditures of the SPBH. In an emergency situation, the President has the authority, with approval from one other Executive Committee Member, to spend \$300 in a single day. All receipts and a justification must be turned into the treasurer and spending needs notified at monthly meeting.

Section 4 – Financial Planning

The Executive Committee shall approve a financial plan (budget) during the January Meeting.

F. Article VI – Duties of Standing Committees

Section 1 – Guidelines

All Committees are required to direct communication and report activity to the Secretary. Committee seats are not required to be filled or chaired by any Executive Committee or Board Member, unless Committees have available seats or by choice.

Section 2 – Fundraising Committee

Fundraising Committee

- A. Membership – The Fundraising Committee shall consist of a Chairman appointed by the President. The Chairman shall appoint at least two (2) additional members.
- B. Responsibilities – Duties shall be operating and managing approved events that the committee proposes to the Executive Committee or other events or activities assigned by the Board. They shall be responsible for brainstorming ideas to propose to the board about fundraising. The committee shall provide a report on the status of these activities at the regular meetings.

Section 3 – Recognition Committee

Recognition Committee

- A. Membership – The Recognition Committee shall consist of a Chairman appointed by the President. The Chairman shall appoint at least two (2) additional members.
- B. Responsibilities – This Committee shall be responsible for planning and organizing the annual end of the season party and other events as assigned by the Board. The Committee shall serve a public relations function in presenting a dynamic image of the Association to the community. Photographs and newsworthy items highlighting achievements of participants, managers, and teams shall be furnished to the various news media, which serve the community.

Section 4 – Uniform and Gear Committee

- A. Membership – The Uniform and Gear Committee shall consist of a Chairman appointed by the President. The Chairman shall appoint at least two (2) additional members.

- B. Responsibilities – This Committee shall be responsible for setting up team store for athletes and parents. They will coordinate uniform ordering and design. They will work with team parents on sizing and coaches with 'C' or 'A' designations.

Section 5 – In-house Committee

With the approval of the board an "In-House Committee" can be established at the request of the In-house Director.
Membership:

- A. Membership - The In-House Committee shall consist of a Chairperson (In-house Director). The Chairman shall appoint at least two (2) additional members, approved by the Executive Board.
- B. Responsibilities - This Committee shall be responsible for assisting the In-House Director with his/her duties of running/scheduling the in-house program.

G. Article VII – Meetings of Executive Committee

Section 1 – Regular Meetings

The Regular Meetings of the Executive Committee shall be held on a monthly basis, the goal for the meeting day should be the third Wednesday of each month at 7pm unless decided otherwise at such time and place (or virtual) may be designated by the President. The regular meeting is open to all SPBH members one hour after the start.

Section 2 – Special Meetings

Special Meetings may be called by the President, or upon request of four (4) members of the Executive Committee, as the interest of the SPBH may require.

Section 3 – Notification

The President is responsible for seeing that all Executive Committees Members are notified in advance of each Executive Committee meeting through the Secretary.

H. Article VIII – Order of Business

At all meetings of the SPBH, the order of business shall be as follows:

1. Call to order
2. Attendance
3. Approval of the Minute of the previous meeting
4. Communications and correspondence
5. Report of the Treasurer
6. Report from Fundraising Rep.
7. Report from Tournament Rep.
8. Report from PBHL Rep.
9. Report of the Standing Committees
10. Report of the Special Committees
11. Unfinished Business
12. New business and good to the SPBH (including reports from guests)
13. Open forum for all SPBH Members
14. Adjournment

I. Article IX – Rules of Order

Rules of Order, revised, shall govern the proceedings of all meetings so far as they may be consistent with the By-Laws of the PBHL

J. Article XI – Voting

On all matters governed by the Executive Committee, a simple majority vote from all executive officers and board members, providing a quorum is in attendance, shall be required.

- A. All board members are required to keep in good standing with one another on the board. If during the course of the year, a board member(s) has become unruly, untrustworthy, or complacent in their duties, and not fulfilling their duties, it will be discussed and voted on by the board. As for consequences, there will be a warning issued. If the problem(s) are not resolved after the initial warning, the board will vote to remove the problematic person from their position. A $\frac{3}{4}$ majority will be required. If the person is voted out, the board will be required to fill that position with an interested interim member. If there is no person(s) interested in filling the role temporarily, the duties of the vacant seat will be distributed through the other positions on the board.

N. Article XI – Fiscal Year

The Fiscal Year of the PBHL shall be Jan 1st - Dec 31st..

O. Article XII – Committee Option

In addition to the Standing Committees, at the discretion of the Executive committees, additional, temporary committees may be established. The duties and tenure of such committees shall be determined and stated by the Executive Committee.

P. Article XIII – Amendment of By-Laws

The By-Law revisions will be introduced and then voted on at the next scheduled meeting. They may be amended by the 75% vote of the SPBH membership present at any annual or special meeting. Advance notification of intent to change the By-Laws is required. Vote can be in person or electronic as deemed by the President.

Q. Article XIV – Nomination of Officers and Board Members

Candidates for all positions shall be identified through an open nomination process to be conducted 2 weeks prior or after to the final PBHL Tournament (PBHL Championship or All Star Game), as part of a regular membership meeting or via written correspondence to the Secretary. Nominations will be open for 1 week. All nominees must have a youth athlete on an active roster to be considered for a board position. If at any time during the course of a calendar season an athlete quits, and/or is removed from an active roster (not injury related) the board seat will be vacated with this decision, and replaced as written in Article XVI, Section 3, Part I.

R. Article XVI – Annual Meeting of Membership and Election of Officers and Executive Committees

S. Section 1 – Election of Officers

The annual meeting of the membership and the election of Officers shall be held not later than 2 weeks after the final PBHL Tournament (PBHL Championship). Each position shall be elected by ballot by majority of the active membership present. Board positions must be filled prior to selection of new coaches and tryouts

Section 2 – Notification

The Secretary shall be responsible for notification of the membership to the date, time, and place of annual meetings.

Section 3 – Terms

I. Terms of Office of Officers and Directors

The Terms of office of each officer shall be for 2 years as noted below in Article XVI, Section 3, part C. Any officer with an athlete aging out of the program will conclude their term, with their athlete's eligibility. In the event of a vacancy the position will be voted upon during that years election and run till the end of the term as outlined in part B. Executive board or officers during a period of tenure, the remainder of the executive board shall appoint a person to fill the office and serve the remainder of the said tenure within a month after the vacancy occurs

- A. Any person who has stepped down, been voted out, or has been removed from their chair, will be required to immediately turn over any documents, passwords, or anything else remaining they may have in relation to their position to the secretary.
- B. Dates of Election. Vote in Even Years: President, Treasurer, Fundraising Secretary, In-house Representative. Vote in odd years: Vice President, Secretary, Tournament Director, PBHL Rep.
- C. Eligibility for election officer: 2 years within the SPBH, Good Standing with organization, Must have an athlete on an active roster.
- D. Nominees going into their athlete's final year are eligible to run but the term will end when their athlete is finished and the position will be voted upon for a single year term.
- E. One family member (household) is eligible to serve as an officer on the board at any given time.

II. Terms of Office of Coaching Staff and Team Parents

- A. Any Coaching Staff member has a single year term as described in Article XVIII, Section 2.
- B. Team Parents will be selected by the Executive Board after a discussion with the teams coaching staff. This will be a single year term.

T. Article XVII – Regulations Governing Operation of Program

Section 1 – Eligibility

Eligibility

- A. Participation will be limited to athletes that fall within the PBHL by-laws. Coaching staff will submit a roster for their individual teams after their respective tryout dates. The Executive Committee will then approve individuals on the rosters with a simple majority vote (51%).

Section 5 – Rules of Play

All competition, scrimmages, games, and practices will fall under the governing body which hosts the event. PBHL bylaws state USA Ball Hockey Rules will be followed for game play in PBHL events.

Article XVIII – Coaching Staff

Section 1 – Selection of Head Coaches

The Executive Committee, with input from current staff, will appoint the Head Coach for each team within SPBH. The Head Coach shall be responsible for all matters related to the planning and operation of all their practices including instructional curriculum as well as all participation in tournaments and events approved by the executive Committee.

- I. One of the Head Coaches will be selected as an overall Head Coach for the program. He/She will coordinate with all coaches to align curriculum and terminology.

It is highly suggested that each head coach participate as a head coach for at least for one season with the in-house program, but is not required. Additionally, it is required that each head coach will be active in the recruiting process throughout the year leading up to tryouts.

- A. Potential Candidates will turn in a letter of interest/application to the executive board by the final PBHL Tournament (PBHL Championship) Announcements for open positions will be made by the secretary.
- B. Head Coaches will be selected with a simple majority of votes by the executive board.

Any issues pertaining to, or problems with a head coach will be discussed with the board. If these issues are consistent and problematic, they will be presented to the board for a decision on consequences, and/or up to removal of their position from the team. The board would be required to appoint an interim coach immediately for the remainder of the season.

Section 2 – Selection of Coaching Staffs

The Head Coach will be responsible for establishing a staff of coaches to be approved by the Executive Committee.

Section 3 – Requirement of Clearances and Certifications

The Coaching Staff will be required to have the following Clearances and Certifications renewed every 5 years:

- Pennsylvania Act 34 and 151 clearances.
- Medical health and safety certification as directed by the Executive Committee.
 - Concussion and Sudden Cardiac Arrest Awareness training.

Initial Approval Majority Vote

President_____

Secretary_____