

Selinsgrove Football Association, Inc.

By Laws

ARTICLE 1 NAME

The name of this Association is Selinsgrove Football Association, Inc. (“SFA”, “the Association”).

Section 1. The location and post office address of its initial registered office at PO Box 63, Hummels Wharf, PA 17831.

ARTICLE 2 PURPOSE

SFA is a non-profit organization aimed at providing the youth of Selinsgrove Area School District (grades K-6), Selinsgrove, PA an opportunity to participate in the sports of football and cheerleading.

The Association is organized for recreational purposes and to promote youth football and cheerleading. Its objectives are to support the physical and mental development of participants; foster positive relationships among players, cheerleaders, and coaches; encourage goodwill with other teams; and provide opportunities for children to learn the fundamentals of football and to cheer in an organized, supervised, and safety-oriented environment.

The Association emphasizes participation, enjoyment, and the overall welfare of the youth involved, free from adult or personal glory. It may acquire, hold, and use property as necessary to further these purposes.

ARTICLE 3 MEMBERSHIP

Section 1. Membership. The members of the Association shall consist of any person sincerely interested in active participation to further the objectives of the Association. To be considered a current member, a person must volunteer for the upcoming season or must have participated in the current or most recent season of the Association’s football or cheer programs.

Membership of the Association shall automatically include all current Head Coaches, Assistant Coaches, Board Members, and any other person who is recognized by the Board of Directors as a volunteer of the Association.

Membership to the football team and cheerleading squad is established under the rules and regulations set forth in the Heartland Youth Football League (“HYFL”) program, and this Association.

Section 2. Voting Rights. Membership in the Association does not, by itself, confer voting rights. Voting authority and eligibility to vote on Association matters are strictly limited to the Board of Directors of the Association, as provided elsewhere in these By-Laws.

ARTICLE 4 BOARD OF DIRECTORS

Section 1. Authority of the Board. The management of the business and affairs of the Association, and the control of its property, shall be vested in the Board of Directors. The Board of Directors shall have full authority to govern, manage, and control all affairs, programs, and assets of the Association, subject only to applicable law and these By-Laws.

Section 2. Qualifications of Directors. The qualifications for becoming and remaining a Director of the Association are as follows:

- Directors must be residents of the Selinsgrove Area School District, Snyder County, Pennsylvania.
- Directors need not be members of the Association, provided they are approved by a majority vote of the Board of Directors and agree to support the purposes and objectives of the Association.
- Directors must be individuals of good standing within the community, as determined by the Board of Directors.

Failure to maintain these qualifications shall constitute grounds for removal by majority vote of the Board of Directors.

Section 3. The following Directors will be elected by the membership after the season concludes and before the next season begins (November 1 – March 31).

President	Compliance Manager	Events and Fundraising Manager
Vice President	Tackle Football Manager	Concession Stand Manager
Treasurer	Flag Football Manager	Media and Marketing Manager
Secretary	Cheerleading Manager	Equipment Manager

Section 4. The Board of Directors of the Association shall hold office until their successors have been qualified and are elected.

- A. Any board member may be removed whenever, in its judgment, the best interests of the Association will be served. A majority of the Board of Directors must sanction the removal.
- B. If for any reason a board position becomes vacant, the remaining participants of the Board of Directors shall immediately fill such vacancy for the unexpired term.

ARTICLE 5 MEETINGS

Section 1. Regularly scheduled meetings are to be held at least nine (9) out of twelve (12) months for appropriate transaction of business. The annual meeting of the Association will be held after the season concludes and before the next season begins.

Section 2. Special meetings of the Board may be called by any member of the Board at such times as he or she may deem necessary.

Section 3. Remote Participation Authorized. Meetings of the Board of Directors, committees, or membership may be held in person, by telephone, or through digital communication platforms such as Microsoft Teams, Zoom, Google Meet or other comparable applications that allow all participants to hear and communicate with one another simultaneously.

Section 4. Effect of Participation. Meeting attendance and participation by such electronic means shall constitute presence in person for all purposes, including quorum determination and voting.

Section 5. Technical Difficulties. The inability of one or more meeting participants to access or maintain a connection shall not invalidate actions taken at the meeting, provided a quorum was present and able to communicate throughout the proceedings.

Section 6. Confidentiality. All discussions, deliberations, and materials shared during any meeting of the Board of Directors, committees, or membership are considered confidential and intended solely for organizational purposes. Meeting participants shall not disclose, distribute, or reproduce meeting content, minutes, or related documents without prior authorization from the Board of Directors.

Section 7. Recording Prohibited. No person may record, stream, or broadcast any portion of a meeting, whether in person or virtual, by audio, video, or any electronic means without the express consent of the presiding officer or the Board of Directors.

Section 8. Public disclosure. Posting, sharing, or otherwise distributing meeting discussions, votes, or recordings on social media, websites, or other public platforms is strictly prohibited unless explicitly authorized by the Board of Directors.

Section 9. The Board of Directors may conduct discussions and vote on matters via electronic communication, including email, text message, or other agreed-upon electronic means, provided that all Board members are included in the communication. Any action taken in this manner shall require the affirmative votes necessary as if the action were taken at a meeting. All matters considered, votes cast, and decisions made through electronic communication must be documented and entered into the minutes of the next regularly scheduled Board meeting.

ARTICLE 6 WAIVER OF NOTICE

Section 1. Unless otherwise provided by law, whenever any notice is required to be given, by the provisions of the by-laws, a waiver thereof in writing, signed by the person or persons entitled to such notices, whether before or after the time stated therein, shall be equivalent thereto.

ARTICLE 7 DUTIES OF BOARD OF DIRECTORS

Section 1. The President shall serve as the Chief Executive Officer of the Association and shall preside at all meetings of the Board of Directors and participants. The President shall oversee the general management and operations of the Association, ensure that all Board orders and

resolutions are carried out, and execute authorized contracts and other official documents. The President shall submit an annual report on the Association's operations and as needed, report to the Board on matters affecting the organization. The President shall be a member of all standing committees, appoint committees unless otherwise provided, and shall have the usual powers and duties of the office. The President's signature shall be authorized on all corporate bank accounts and checks.

The President shall assist annually with the nomination and appointment of Tackle Football, Cheerleading and Flag Football Managers to serve as a member of the Board of Directors for the purpose of communications between all coaches and the Association.

The President shall assist annually with the nomination and appointment of Officers and other members of the Board of Directors for the purpose of directing league functions of the Association.

Section 2. The Vice-President shall be vested with all the powers and shall perform all the duties of the president during the absence of the latter and shall have such other duties as may, from time to time, be determined by the Board of Directors.

Section 3. The Secretary shall attend all meetings of the Board of Directors and participants, record all votes, and maintain accurate minutes of all proceedings in the official record book. The Secretary shall perform similar duties for standing committees when required, issue all notices required by these bylaws or by law, and perform other duties as assigned by the Board of Directors or the President. The Secretary shall be the custodian of the corporate seal and the master roster of members, and maintain all books and records of the Association, except as otherwise provided.

Section 4. The Treasurer shall be responsible for the custody and management of all Association funds and shall deposit such funds in the name of the Association in depository accounts designated by the Board of Directors. The Treasurer may disburse funds upon vouchers or orders properly approved by the President and Secretary and shall provide a complete and accurate financial report at each annual meeting or upon request of the Board.

Section 5. The Compliance Manager shall have charge of the league's compliance with USA Football and the Heartland Youth Football League. The Compliance Officer shall make a complete and accurate report of the Association's compliance requirements at each meeting of the Board of Directors. The Compliance Officer shall be the custodian of the Association's compliance records, except as may be otherwise provided.

Section 6. The Tackle Football Manager (dual role) shall coordinate all activities related to football play at home games. The Tackle Football Manager shall provide regular status reports to the Board of Directors. The Tackle Football Manager is responsible for confirming that all members are properly rostered and for completing and maintaining official team rosters and required member certification documents. In cooperation with the President and Vice

President, the Tackle Football Manager shall facilitate and participate in the football coach selection process, ensuring all coaches are properly certified in accordance with USA Football training standards and safety guidelines. The Tackle Football Manager can liaise with the HYFL and perform any related duties necessary to support the safe and effective operation of the tackle football program.

Section 7. The Flag Football Manager (dual role) shall coordinate all activities related to flag football play, including but not limited to; coach selection, rules, rosters, member draft, and game schedules. The Flag Football Manager shall provide regular status reports to the Board of Directors. The Flag Football Manager is responsible for confirming that all members are properly rostered and for completing and maintaining official team rosters and required member certification documents. In cooperation with the President and Vice President, the Flag Football Manager shall facilitate and participate in the football coach selection process, ensuring all coaches are properly certified in accordance with USA Football training standards and safety guidelines. The Flag Football Manager can liaise with the HYFL and perform any related duties necessary to support the safe and effective operation of the flag football program.

Section 8. The Cheerleading Manager (dual role) shall coordinate all activities related to cheerleading, including but not limited to; coach selection, rules, rosters, and game schedules. The Cheerleading Manager shall provide regular status reports to the Board of Directors. The Cheerleading Manager is responsible for confirming that all members are properly rostered and for completing and maintaining official team rosters and required player certification documents. In cooperation with the President and Vice President, the Cheerleading Manager shall facilitate and participate in the football coach selection process, ensuring all coaches are properly certified in accordance with USA Football training standards and safety guidelines. The Cheerleading Manager can liaise with the HYFL and perform any related duties necessary to support the safe and effective operation of the tackle football program.

Section 9. The Event and Fundraising Manager shall serve as the primary liaison between the Association and external partners, including sponsors, businesses, and service providers. This position is responsible for directing and maintaining the Association's sponsorship and fundraising programs and for leading teams or committees as needed to achieve fundraising goals and support the organization's mission. The Event and Fundraising Manager shall assist in the budgeting process by providing input on sponsorship revenue and fundraising projections, ensure that all events and partnerships reflect positively on the Association, and provide regular status reports to the Board of Directors.

Section 10. The Concession Stand Manager shall oversee the operation, direction, and maintenance of the Association's concession program. This position is responsible for securing the necessary equipment, appliances, and food products—through purchase or donation—to operate the concession stand for all home games. The Concession Stand Manager shall recruit and organize volunteer teams in sufficient numbers to ensure smooth operations. The Concession Stand Manager shall support the Association's budgeting process, manage

concession-related expenditures and revenues, and provide regular status reports to the Board of Directors.

Section 11. The Media and Marketing Manager shall manage all media relations for the Association, maintaining an up-to-date contact list and researching new publications and outlets as needed. This position is responsible for assisting with the maintenance and content of the Association's website, blog, and social media platforms, ensuring consistent and timely communication with members. The Media and Marketing Manager shall design and edit printed and digital materials, including but not limited to; press releases, advertisements, flyers, bulk emails, signage, and social media graphics, to promote programs and events. The Media and Marketing Manager shall also submit all Association events to online media publications and community calendar listings, ensure the Sports Connect online registration system is functioning properly, and provide regular status reports to the Board of Directors.

Section 12. The Equipment Manager shall be responsible for organizing and maintaining an inventory of all Association equipment and, in coordination with team rosters, determining the need for new equipment purchases. The Equipment Manager and assigned volunteers shall schedule and oversee the distribution of equipment at the start of the season and the collection of all items at its conclusion. Throughout the season, the Equipment Manager shall communicate regularly with the Board of Directors and Head Coaches, to address equipment needs and ensure the availability of essential supplies, such as first-aid kits, ice packs, and helmet parts. The Equipment Manager shall provide regular status reports to the Board of Directors and perform other related duties as necessary to support the safe and efficient operation of the football program.

ARTICLE 8 CONFLICTS OF INTEREST

Section 1. Family Relationships. No two immediate family members, including spouses, domestic partners, parents, children, or siblings, shall simultaneously serve in the offices of President and Treasurer. Additionally, no two immediate family members shall be authorized signatories on the Association bank account(s). Nothing herein shall prohibit immediate family members from serving concurrently on the Board of Directors in other capacities.

ARTICLE 9 ADULT TEAM PERSONNEL

Section 1. All adults serving shall be of good moral character and shall serve on a non-compensated basis. Any person charged or convicted of a moral or related offense, as determined by the Board of Directors, shall be ineligible to serve in any capacity.

Section 2. All football and cheerleading head coaches shall submit their names to the Association board of directors for review and approval before the start of each season. Assistant coaches will be chosen by the head coach.

Section 3. Head coaches must be at least 21 years of age and assistant coaches must be at least 18 years of age. All head coaches must be knowledgeable of the sport and of the rules and regulations set forth in the HYFL rule book and be certified by USA Football.

Section 4. Tackle football coaching staffs are limited to one (1) head coach and five (5) assistant coaches. Flag football coaching staffs are limited to one (1) head coach and two (2) assistant coaches. Cheerleading coaching staffs are limited to one (1) head coach and four (4) assistant coaches. The number of coaching staff may be adjusted, up or down, dependent on team roster size and subject to approval by the Board of Directors.

Section 5. On the playing and practice field, the coaching staff is in complete charge and are not to be interfered with or second guessed, except in cases of rules violations.

Section 6. The head coach shall have the authority to select his/her coaching staff. He/she also shall have the authority to place both his/her staff members and team members as their talents and capabilities warrant. All team members and assistant coaches are subject to the delegated authority of the head coach.

Section 7. The head coach is responsible for his/her team following all rules and regulations set forth in the HYFL Rule Book and this Association.

Section 8. The head coach is responsible for the actions of his/her team and the assistant coaches, both on and off the field from arrival at the playing or practice field and until departure from said field.

Section 9. Any and all rule and HYFL Code of Conduct violations by team members or assistant coaches shall be the full responsibility of the head coach.

Section 10. If a complaint by a parent or other interested person is lodged concerning the actions of one of the coaching staff, the complaining party shall be encouraged to resolve the problem by discussing it with the head coach. If the two parties are unable to resolve the complaint, said complaint shall be submitted to the Board of Directors.

Section 11. The head coach shall be responsible for contacting any assistant coach, player or cheerleader that is to be dismissed from a team before the actual dismissal is made.

Section 12. The head coach shall enforce all equipment misuse rules such as; no throwing, kicking, dropping or sitting on helmets at any time.

ARTICLE 10 NOMINATIONS AND ELECTIONS AND TERMS OF OFFICE

Section 1. Call for Nominations. At least one (1) month prior to the annual election, the Association shall announce that it is accepting nominations for Board of Director positions. Nominations shall be open to any individual eligible to serve as a board member under these By-Laws. Individuals may nominate themselves or be nominated by another member of the Association.

Section 2. Notice of Election. The date, time, and location of the election meeting shall be communicated to all Directors and eligible nominees at least seven (7) days prior to the election. Elections may be conducted in person or by authorized electronic means, consistent with these By-Laws.

Section 3. Election Procedure. Elections shall be conducted during a duly called meeting of the Board of Directors and shall proceed in the following order:

- The election shall begin with the position of President.
- Upon election, the newly elected President shall preside over the remainder of the election process.
- Each Director position shall be announced individually, along with a brief summary of the duties associated with the position.
- Nominations for each position may be made by the nominee or by another eligible individual.
- After nominations are closed, voting shall be conducted by the active members of the Board of Directors.
- Election to any position shall require a majority vote of the Board of Directors.

Section 4. Vote Counting. Votes shall be counted as follows:

- For the election of President, the acting Vice President and the Secretary shall tally the votes.
- For the election of Secretary, the acting President and Vice President shall tally the votes.
- For all other positions, the President and Secretary shall tally the votes, unless otherwise directed by the Board to avoid a conflict of interest.
- The results of each vote shall be announced immediately and recorded in the official meeting minutes.

Section 5. Certification of Voting Results. Upon completion of voting for all positions, the Secretary shall certify the election results and update the Association's official records. Newly elected board members shall assume their duties at the conclusion of the election meeting unless otherwise specified by the Board of Directors.

Section 6. The term of office for all members of the Board of Directors shall be for one (1) year. Incumbent board member of this Association may serve for consecutive years deemed by the annual election results.

Section 7. In the event a board position becomes vacant, the remaining members of the Board of Directors shall immediately fill such vacancy for the unexpired term.

Section 8. The positions of President, Vice President, Treasurer, Secretary and Compliance shall not hold more than one (1) office. The remaining positions of the Board of Directors are permitted to be dual roles.

Article 11 QUORUM

Section 1. A quorum for the transaction of business at any meeting of the Board of Directors shall consist of a majority of the whole Board of Directors. The act of a majority of the Directors present at any meeting at which a quorum is present shall be the act of the Board of Directors.

ARTICLE 12 STANDING COMMITTEES

Section 1. There shall be such standing committees as from time to time shall be determined by the Board of Directors.

ARTICLE 13 ASSOCIATION SEAL

Section 1. This Association shall have a seal, upon which shall be inscribed the name of the Association, the year of its creation, and the words, "Incorporated Commonwealth of Pennsylvania".

ARTICLE 14 ADOPTION OF BY-LAWS

Section 1. These by-laws shall be adopted by a majority vote of the Board of Directors for ratification.

Section 2. These by-laws shall be in full force and effective immediately upon their adoption as set forth in Section 1.

ARTICLE 15 LIABILITY

Section 1. The sponsors and their employees, the Board of Directors, head coaches and assistant coaches, officials, and other supervisory personnel are not responsible for injuries to persons or damage to property. All members who participate in the activities of the Association do so at their own risk.

ARTICLE 16 AGE AND GRADE REQUIREMENTS

Section 1. Flag football is offered for children in grades K–3. Tackle football is offered for children in grades 3–6. Cheerleading is offered for children in grades K–6. Requests from parents for a child to "play up" or "play down" a division will be accepted and considered when a unique and compelling circumstance exists, as determined by the Board of Directors.

ARTICLE 17 PARENTAL CONSENT

Section 1. No member shall be registered as a qualified without written consent of their parents or legal guardian on forms provided for that purpose. The consent may be withdrawn at any time by a written revocation delivered to the Board of Directors.

ARTICLE 18 CODE OF CONDUCT

Section 1. All members must acknowledge the HYFL code of conduct. All parental consent and code of conduct acknowledgement shall be submitted at registration.

ARTICLE 19 REMOVAL FROM THE ASSOCIATION

Section 1. Any member of the Association may be subject to discipline, up to and including removal, for actions detrimental to the purpose of the Association, including but not limited to HYFL Code of Conduct violations.