



**TOWNSHIP OF SOUTH FAYETTE
ALLEGHENY COUNTY, PENNSYLVANIA**

ORDINANCE NO. 8 OF 2024

AN ORDINANCE OF THE TOWNSHIP OF SOUTH FAYETTE, ALLEGHENY COUNTY, PENNSYLVANIA, AMENDING AND RESTATING CHAPTER A 252: ATHLETIC ASSOCIATION BYLAWS, OF THE SOUTH FAYETTE TOWNSHIP CODE OF ORDINANCES TO PROVIDE FOR AMENDED AND RESTATED BYLAWS APPLICABLE TO THE TOWNSHIP OF SOUTH FAYETTE'S ATHLETIC ASSOCIATION.

WHEREAS, the Township of South Fayette is a First Class Township located in Allegheny County Pennsylvania; and

WHEREAS, the Township of South Fayette has worked with the Athletic Association (hereinafter referred to as "Association") over the past several months to review, amend and improve the Association's Bylaws; and

WHEREAS, on September 18, 2006, the Board of Commissioners of the Township of South Fayette adopted Ordinance No. 17 of 2006 which initially approved the adoption of the Association's Bylaws; and

WHEREAS; Ordinance No. 17 of 2006 has been previously codified as part of the South Fayette Township Code of Ordinances and can be located at Chapter A 252: Athletic Association, §A252-1 to §A252-30; and

WHEREAS, it is the desire of the Township of South Fayette to amend and restate Chapter A 252: Athletic Association, §A252-1 to §A252-30 of the South Fayette Code of Ordinances as set forth herein.

WHEREAS, South Fayette Township Parks and Recreation Board will appoint 3 delegates to hold SFAA office for 1 year, from January 1, 2025, to December 31, 2025, to review and revise amended Chapter A 252: Athletic Association §A252-1 to §A252-30 of the South Fayette Code of Ordinances

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Board of Commissioners of the TOWNSHIP OF SOUTH FAYETTE, and it is **HEREBY ORDAINED** and **ENACTED** as follows:

1. Incorporation of By-laws. The Board of Commissioners hereby adopts, amends, restates and codifies, Chapter A 252: Athletic Association, §A252-1 to §A252-30 of the South Fayette Code of Ordinances in accordance with Exhibit "A" which is incorporated herein by reference thereto.


2. Severability. In the event any section, provision or part of this Ordinance or its application to any persons or under any circumstances shall be held unconstitutional, illegal or invalid, the same shall not affect the validity of the Ordinance as a whole or any other section, provision or part thereof, other than the section, provision or part declared to be invalid.

3. Repealer. All ordinances and parts of ordinances inconsistent with the terms of this ordinance are hereby repealed; provide, however that such repeals shall be only to the extent of such inconsistency and in all other aspects this ordinance shall be cumulative of the other ordinances regulating and governing the subject matter covered by this Ordinance.

4. Effective Date. This Ordinance shall be in full force and effect from and after its passage and publication as required.

ORDAINED AND ENACTED INTO LAW this 12 day of December 2024.

ATTEST:



John Barrett
Township Secretary

TOWNSHIP OF SOUTH FAYETTE:

By: 

Chuck Lazzini
Board of Commissioners

EXHIBIT A

SOUTH FAYETTE ATHLETIC ASSOCIATION BYLAWS

ARTICLE I: GENERAL PROVISIONS

Name

- A. The organization shall be known as the South Fayette Athletic Association

Mission

- A. The South Fayette Athletic Association (hereinafter referred to as "SFAA") is an organization that operates exclusively for the promotion, safety and support of athletics and sportsmanship in the Township of South Fayette. The SFAA shall, from time to time, adopt its own policies and procedures to further this mission.

Purpose

- A. Generally, the SFAA shall seek to accomplish the following goals:
- a. The promotion and development of athletic programs for the residents of South Fayette Township and for their use of Township facilities.
 - b. Developing athletic skills and fostering good sportsmanship for the youth of the Township.
 - c. Providing and developing recreational opportunities for residents, primarily youth organizations.
 - d. Providing South Fayette Township (hereinafter referred to as "Township") with assistance and input in the development of new facilities and the utilization and improvement of existing facilities.
 - e. Working collectively to secure funds to benefit the SFAA, its member organizations, and township residents from grant sources, private sources and/or public sources.
 - f. Ensuring compliance with organizational standards relative to insurance and training, and further ensuring that the adults who supervise children have their required safety clearances.
 - g. Ensuring that the members of the SFAA are protected by establishing standards of financial accountability and transparency.
 - h. Providing a manner for dispute resolutions for the SFAA's member organizations.
 - i. Follow and align with Chapter 183: Park and Recreation Areas of the South Fayette Code of Ordinances

Rules of Order-The SFAA hereby adopts Robert's Rules of Order to govern its operations.

ARTICLE II: MEMBERSHIP

Membership

- A. Membership in the SFAA shall be open only to South Fayette Township sport associations and leagues (hereinafter referred to as "Organization") who meet the criteria as established by the Executive Board of the SFAA.
- B. Membership is required of any organization that utilizes or seeks to utilize facilities owned or controlled by the Township on a regular and repeated basis, and/or requests financial assistance from the Township as according to Chapter 183, Park and Recreation Areas, Article VI South Fayette Athletic Association and Park Usages. (Membership is not a guarantee that facilities will be made available). Organizations that meet membership requirements are not guaranteed approval.

Application & Criteria

- A. The Executive Board of SFAA shall approve an application for membership if the Executive Board determines that the proposed member meets the criteria promulgated by the SFAA.
- B. The following criteria for membership are hereby established:
 - a. The proposed organization has 90% of the organization's members are residents of the Township of South Fayette.
 - b. The proposed organization must be chartered and has adopted Bylaws, or Bylaws similar in form and substance to these Bylaws, as determined by the Executive Board of the SFAA, and has agreed to abide by the terms contained herein.
 - c. The proposed organization has paid its required fee to South Fayette Township
 - d. The proposed organization is not duplicative or does not seek to meet the needs of an existing constituency, whose needs are already being met by an existing organization.
 - e. The proposed organization agrees to abide by the rules and policies of the SFAA as promulgated from time to time. Compliance with this requirement will be monitored by the Executive Board of the SFAA.

Membership Term

- A. Membership in the SFAA is indefinite as long as criteria for membership as hereby established in Article II of this ordinance is maintained on an annual basis.

Membership revocation or suspension

- A. The Executive Board of the SFAA shall have the power to revoke or suspend membership of any Organization. The Executive Board of the SFAA may revoke this membership by a majority vote of the Executive Board for any reason it deems necessary to include:
 - a. Failure to attend three consecutive meetings.
 - b. Repeated violations or significant violations of the SFAA's By- laws, Regulations, and/or determinations of the Executive Board
 - i. Discontinuance of the organization.

- ii. Failure to secure adequate insurance coverage.
- iii. Failure to comply with the SFAA's financial policies.
- iv. Failure to ensure that any adults who are supervising youth activities have obtained their required clearances.
- v. Failure to otherwise meet or to continue to meet the SFAA's criteria as set by the Executive Board.

ARTICLE III: ELECTION OF OFFICERS

Officers

- A. The SFAA's Officers shall consist of:
 - a. President
 - b. Vice President,
 - c. Secretary
 - d. Voting Member 1
 - e. Voting Member 2

Election Procedure

- A. The Officers shall be elected at a specially called election meeting to occur between January 2 and February 15 each year.
- B. An Officer must be a resident of South Fayette Township but does not need to be affiliated with a member organization.
- C. Each term shall be 2 years.
 - a. Even year elections: President, Secretary, Voting Member 1
 - b. Odd year elections: Vice President, Voting Member 2.
- D. Each member Organization in good standing, shall send one voting delegate to attend the election meeting.
- E. Nominations will be taken at a meeting between October 1 and November 31 of the prior calendar year. Nominations which are seconded will be considered registered nomination.
- F. The election meeting shall be opened by the President who will read the names of all nominees. Additional nominations can be made at this time only by majority consent of the current board.
- G. Those eligible to vote are current officers and voting delegates.

Term: vacancies

- A. In the event of a vacancy in any Officer position which occurs during the term of an Officer, the President shall appoint a replacement to fulfill the term. Should the vacancy be the President position, the Vice President will assume the President's role and appoint a new Vice President.

Proxy voting - No proxy voting shall be permitted.

ARTICLE IV: DUTIES OF OFFICERS

President; Vice President

- A. The President shall preside at all meetings of the SFAA. The President or the Vice President, as directed by the SFAA President, shall represent SFAA at township, school board, and other township meetings
- B. The Vice-President shall assume the duties of the President in the event of the President's absence. The Vice President shall also assume those duties that are delegated by the President.

Secretary - The Secretary shall be charged with keeping accurate minutes of each meeting to include all discussions, votes, and outcomes. Additionally, the Secretary will maintain an accurate record of attendees and include this information as part of the official meeting minutes.

Voting Members 1 and 2 - Voting Member 1 and Voting Member 2 will each be a fully-fledged member of the board, each possessing the ability to vote on matters and bring information to the board. From time to time, they may be asked to assist with specific functions in the absence of another board member.

ARTICLE V - EXECUTIVE BOARD MEMBERS AND MEETINGS

Board Membership - The SFAA shall have an Executive Board, which shall be comprised of the SFAA's duly elected Officers, and the Township's Director of Parks and Recreation. Only the Officers of the SFAA seated on the Executive Board shall have voting rights.

Meetings of the Executive Board

- A. The Executive Board shall hold quarterly meetings (January/February, March/April, July/August, October/November) with at least fifteen (15) days notice prior to the meeting date being given to the Executive Board members and member organizations in writing by the Secretary. There shall be at least four regular meetings conducted within a calendar year. All meetings shall be requested advertised on the Township website/social media and shall be open to the public.
- B. The President shall preside over the meetings. Each Officer shall have one vote in all matters.
- C. A quorum is necessary for the Executive Board to conduct SFAA business and will be defined as three Officers present. Majority rule applies to all business.
- D. The Executive Board members present at a duly organized meeting can continue to do business until adjournment or until the withdrawal of enough Executive Board members to leave less than a quorum.
- E. If a meeting cannot be organized because a quorum of the Executive Board has not attended, those present may adjourn. The President will then schedule a meeting to be held within twenty-one (21) days.
- F. The President shall call an emergency meeting at any time.
- G. All Executive Board Meetings will be open to the public. Every agenda will allow for input and comments from the general public.

Minutes ; notice of meetings

- A. Approved minutes from each meeting will be submitted to the Parks and Recreation Director for official filing and submission.
- B. The Secretary shall provide minutes to each Executive Board member prior to next meeting for review and acceptance.

ARTICLE VI: AMENDMENTS

Amending the bylaws - These Bylaws may be amended by a majority vote of the Executive Board after the proposed changes in the Bylaws have been read at two consecutive or nonconsecutive meetings. Amendment change shall then be presented to the Board of Commissioners to be an official adaptation to the township ordinance.

ARTICLE VII: FINANCES AND PROCEDURES

Membership fees

- A. Each member Organization may be charged an annual flat fee. This fee shall be reviewed at the Q4 meeting and set by the Executive board for the upcoming calendar year.
- B. Any fees paid by the Organizations are to be paid to the Township and be used to benefit township parks and facilities used by SFAA organization members. Fees are not to be used to pay for salaries or benefits to the members of the Executive Board.
- C. Fees collected will be housed in the South Fayette Community Fund

ARTICLE VIII: MEMBERSHIP BENEFITS

- A. Member Organizations will have a link on the Township's website.
- B. Member Organizations will have access to Township owned and/or controlled facilities when available and will be given priority over those who are not member Organizations, according to Chapter 183, Park and Recreation Areas, Article VI South Fayette Athletic Association and Park Usages. (Membership does not guarantee facility time granted during seasonal scheduling meetings.)
- C. Member Organizations will have a unified voice when addressing the Township Parks and Recreation Board and Board of Commissioners.
- D. Member Organizations may benefit from grant funding obtained through the Township Department of Parks & Recreation.
- E. Member Organizations may benefit through fundraising opportunities that can be promoted through the Township avenues

- F. Member Organizations may be able to utilize the Township's publications, on a space-available basis, for the purpose of disseminating information to its members

- G. Member Organizations and their constituency will have access to the SFAA process for internal conflict resolution

ARTICLE IX: MEMBER RESPONSIBILITIES

- A. Appointment of delegates** - Member Organizations may select one voting delegate as its liaison to the Executive Board and as their voting representative at the election meetings.
- B. Background clearances** - Member Organizations are responsible for ensuring that all of its individuals who are involved in the coaching, mentoring or interacting with children shall have the appropriate background clearances as required by the commonwealth of Pennsylvania's for the interaction with minors. Member Organizations shall be required to maintain these clearances for a minimum of three (3) YEARS AFTER THE EXPIRATION OF THE APPLICABLE SEASON. Copies of all clearances must be made available to the Executive Board and the Township if and upon request.
- C. File financial statements** - Member Organization will file annually a detailed year- end financial statement with the SFAA and the township. This detailed financial statement shall include:
- a. Organization's revenues (including sources of revenues)
 - b. A detailed breakdown of the organization's expenditures (by broad category),
 - c. Fund balances (including the Bank which retains these funds on the Organization's behalf)
 - d. Financial statements shall be signed by the President and the Treasurer of the respective Organization and shall also indicate the date on which they were prepared.
- D. Dedicated bank account** – Member organizations must have a dedicated bank account to manage all revenue and expenses. For financial safety, the use of personal bank account is prohibited.
- E. Must be chartered** - Member Organizations must be chartered and have adopted by-laws, similar in form and substance to these bylaws, as further approved by the Township's Parks and Recreation Commission. All Organizations must provide bylaws and any changes to bylaws to the Executive Board and the Township. All Organizations which have not followed these requirements shall not be permitted to join or to maintain membership in the SFAA. The Executive Board shall approve the bylaws of all new member Organizations who join the SFAA.
- F. Adequate Insurance** - All Member Organizations are required to possess adequate insurance with a minimum of \$1,000,000.00 per occurrence, 2,000,000.00 aggregate and a minimum of \$1,000,000.00 per occurrence combined single limit for bodily injury and property damage. All member organizations shall also name South Fayette Township as an additionally insured and shall complete the required hold harmless agreement. Said Insurance Policy shall also provide that the same may not be canceled without at least thirty (30) days prior written notice to the Additional Insured's. These Certificates shall be provided to the Executive Board and the Township annually or upon request.

ARTICLE X: DISPUTE RESOLUTION

Jurisdiction

- A. In the event of a dispute between a (1) member of an Organization and another member of the same Organization; (2) a member of an Organization and another member of a different Organization; or (3) between Organizations, all Parties agree that the Executive Board of the SFAA shall have jurisdiction to hear and to resolve the matter.
- B. Notice: complaint form review by Executive Board –
- a. In the case of a dispute as defined herein, an aggrieved party shall send an email written notice of the dispute to the President of the Executive Board of the SFAA.
 - b. The Executive Board shall review the written notice and shall make a determination whether or not it desires to hear the dispute.
 - i. Choosing to hear the dispute - The Executive Board may both formally or informally gather information or details involving the dispute. Decisions by the Executive Board must be made formally at a specially scheduled hearing to include all parties. The Executive Board's decision on the matter will be final and binding.
 - ii. Choosing NOT to hear the dispute - If the dispute is not heard, the aggrieved party shall have no further remedies before the SFAA.

Remedial Measures - In the event that the Executive Board determines that remedial measures, such as further education, training, and/or discipline are necessary, the Organization or individual shall comply with such measures. Failure to comply may lead to the Executive Board having the right to impose disciplinary measures including, but not limited to, the revocation of membership.

ARTICLE XI: EFFECTIVE DATE

Effective Date – December 12, 2024