



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

ORDINANCE NO. 5 OF 2025

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 South Fayette Athletic Association (hereinafter referred to as "SFAA" or "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; and

WHEREAS, to ensure adequate transition, residents shall be appointed by the South Fayette Township Board of Commissioners to fill three of the initial SFAA board positions; and


WHEREAS, the dedicated fee stated in the bylaws will go into effect starting September 1, 2026;

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 Bylaws. 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, provided, 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 9 day of December, 2025.

ATTEST:


John M. Barrett
Township Secretary

TOWNSHIP OF SOUTH FAYETTE:

By: 
Chuck Lazinni
Board of Commissioners

SOUTH FAYETTE ATHLETIC ASSOCIATION BYLAWS

Updated November 2025

ARTICLE I: GENERAL PROVISIONS

A. Name

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

B. Mission

- a. The South Fayette Athletic Association (hereinafter referred to as "SFAA" or "Association") is an organization that operates exclusively for the promotion 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.

C. Purpose

- a. Generally, the SFAA shall seek to accomplish the following goals:
 - i. Establish a strong working relationship with South Fayette Township (hereinafter referred to as "Township")
 - ii. Promote and develop athletic programs for the residents of South Fayette Township and for their use of Township facilities.
 - iii. Develop athletic skills and foster good sportsmanship for the youth of the Township.
 - iv. Provide and develop recreational opportunities for residents, primarily youth organizations.
 - v. Provide the Township with assistance and input in the development of new facilities and the utilization and improvement of existing facilities.
 - vi. Work collectively to secure funds to benefit the SFAA, and its member organizations, from grant sources, private sources and/or public sources.
 - vii. Ensure compliance with organizational standards relative to insurance and training, and further ensure that the adults who supervise children have their required safety clearances and behave in a manner that is

appropriate.

- viii. Ensure that the members of the SFAA are protected by establishing standards of financial accountability and transparency.
- ix. Provide a manner for dispute resolutions for the SFAA's member organizations.
- x. Follow and align with **CHAPTER 183 "PARKS AND RECREATION AREAS" OF THE SOUTH FAYETTE TOWNSHIP CODE**

D. Rules of Order

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

ARTICLE II: MEMBERSHIP

A. Membership

- a. Membership in the SFAA shall be open only to South Fayette Township sport associations and leagues (hereinafter referred to as "Organization(s)") who meet the criteria as established by these bylaws.

B. SFAA Membership Application Criteria

- a. The Executive Board of SFAA shall approve an application for membership if the Executive Board determines that the proposed organization meets the criteria promulgated by this ordinance.
- b. The following criteria for membership are hereby established: (See Article VIII: Member Responsibilities for more specific details)
 - i. 90% of the proposed organization's members are residents of the Township of South Fayette.
 - ii. An official roster must be submitted to the SFAA Executive Board and the Township Parks and Recreation Director before the start of any official games for the season. Names and addresses must be provided to prove residency requirements.
 - iii. If the proposed organization does not meet the 90% standard, an exception can be granted by the SFAA upon written request submitted to SFAA, and subsequent written approval issued by the SFAA.

- iv. The proposed organization needs to acquire an IRS-issued Employer Identification Number (EIN).
- v. The proposed organization needs to be an IRS Non-Profit 501(c) entity.
- vi. The proposed organization needs to have all organizational funds maintained in a financial account in the name of the organization and provide proof of such via a bank statement.
- vii. The treasurer of each organization or the individual responsible for overseeing the finances of the proposed organization needs to be bonded.
- viii. The proposed organization agrees to pay its SFAA requisite fee to South Fayette Township.
- ix. The proposed organization agrees to submit financial statements and undergo a financial audit.
- x. The proposed organization agrees to maintain adequate insurance.
- xi. The proposed organization must be chartered and have adopted bylaws, similar in form and substance to these bylaws, and has agreed to abide by the terms contained therein.
- xii. 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.
- xiii. The proposed organization agrees to abide by the bylaws, 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.

C. Membership Requirement

- a. Membership is required of any organization that utilizes or seeks to utilize facilities owned or controlled by South Fayette Township on a regular and repeated basis without rental fees, and/or requests financial assistance from the Township.
- b. Membership does not guarantee that facilities will be made available.
- c. Organizations that meet membership requirements are not guaranteed approval.

D. 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, including, but not limited to:

- i. Failure to hold three consecutive meetings or at least one public meeting for organizations that are granted an exception by the SFAA.
- ii. Repeated violations or significant violations of the SFAA's Bylaws, Regulations, and/or determinations of the Executive Board.
- iii. Discontinuance of the athletic organization.
- iv. Failure to secure adequate insurance coverage.
- v. Failure to comply with the SFAA's financial policies.
- vi. Failure to ensure that any adults who are supervising youth activities have obtained their required clearances.
- vii. Failure to pay the membership fee after the season commences.
- viii. Failure to otherwise meet or to continue to meet the SFAA's criteria as set by the Executive Board.

ARTICLE III: ELECTION OF OFFICERS

A. Officers

- a. The SFAA's Officers shall consist of a President, Vice President, Secretary, Voting Member 1 and Voting Member 2.
- b. No more than two residents from a single organization shall hold an SFAA Officer position.

B. 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. Officers shall be residents of South Fayette Township but do not need to be affiliated with a member organization.
- c. Each term shall be 2 years.
- d. Even-year elections: President, Secretary, Voting Member 1.
- e. Odd-year elections: Vice President, Voting Member 2.

- f. Each member Organization in good standing shall send one voting delegate to attend the election meeting.
- g. Nominations will be taken in the Q4 meeting of the prior calendar year. Nominations which are seconded will be considered a registered nomination.
- h. 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.
- i. Those eligible to vote are current officers and voting delegates.

C. 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.

D. Proxy Voting

- a. No proxy voting shall be permitted.

ARTICLE IV: DUTIES OF OFFICERS

A. President

- a. The President shall preside at all meetings of the SFAA and coordinating the efforts of all Officers.
- b. The President or the Vice President, as directed by the SFAA President, shall represent SFAA at any municipal, school board and other township meetings.
- c. The President shall ensure full compliance with these bylaws and to hold the organization accountable for all required responsibilities.

B. Vice President

- a. The Vice President shall assume the duties of the President in the event of the President's absence. The Vice President also shall assume those duties that are delegated by the President.

C. Secretary

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

meeting minutes.

- b. The secretary shall email the minutes to the township Parks and Recreation Director to be made publicly available.

D. Voting Members 1 & 2

- a. 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

A. Board Membership

- a. 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.

B. Meetings of the Executive Board

- a. The Executive Board shall hold quarterly meetings that are scheduled during the first meeting of each year. The Secretary must give the meeting dates in writing to the Executive Board members and member organizations. There shall be at least four regular meetings conducted within each calendar year. All meetings shall be held at the Township Municipal Building, advertised on the South Fayette Township website and 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 businesses.
- 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 21 days.
- f. All Executive Board Meetings will be open to the public. Every agenda will allow for input and comments from the public.

C. Notice of Meetings

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

ARTICLE VI: POLICY AND AMENDMENTS

A. Policies

- a. Policies and procedures not expressly outlined in these bylaws may be established, revised or removed by the Executive Board, subject to approval by a majority vote.

B. Amending the Bylaws

- a. South Fayette Athletic Association bylaws are part of the South Fayette Township Code. Changes and amendments must be approved and adopted by the Board of Commissioners in compliance with ordinance procedures.
- b. The Executive Board may propose bylaws changes to the Parks and Recreation Board and then the Board of Commissioners.
- c. Executive Board must state the proposed changes to the Bylaws at two consecutive or nonconsecutive meetings and by a majority vote of the Executive Board.

ARTICLE VII: MEMBERSHIP BENEFITS

A. Benefits for Member Organizations

- a. Member Organizations will have their general contact information or link on the Township's website.
- b. Member Organizations will have access to Township-owned and/or controlled facilities, at no rental fee, when available.
- c. Member organizations will be given scheduling priority over those who are not member organizations. (Membership does not guarantee facility time granted during seasonal scheduling meetings.)
- d. Member Organizations will have a unified voice when addressing the Township

Board of Commissioners.

- e. Member Organizations may benefit from grant funding obtained through the Township Parks and Recreation Department.
- f. Member Organizations may benefit from fundraising opportunities promoted through the Township.
- g. Member Organizations may promote activities, such as seasonal registrations, through the Township's publications and communications, depending on time and space available. All information is subject to editing, and publication is at the discretion of the Township.
- h. Member Organizations and its constituency will have access to the SFAA process for internal conflict resolution.

ARTICLE VIII: MEMBER RESPONSIBILITIES

A. Appointment of Delegates

- a. 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 of Organization Members

- a. 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 Department of Human Resources and/or Department of Education for the interaction with minors and obtain their Safe Sport clearance.
- b. Member Organizations shall be required to maintain these clearances for a minimum of three years after the expiration of the applicable season.
- c. Copies of all clearances must be made available to the Executive Board and South Fayette Township upon request.

C. File Financial Statements

- a. Monthly Submissions
 - i. Monthly bank statements must be electronically sent directly from the organization's financial institution to SFAA@sftwp.com, an email account maintained by the Township. This is to ensure accountability, transparency and protection of the organization's finances.

b. Annual Submissions

- i. Member Organization will file a detailed year-end financial statement with the SFAA Executive Board. This detailed financial statement shall list:
 1. The organization's revenues (including sources of revenues)
 2. A detailed breakdown of the organization's expenditures (by broad category)
 3. Fund balances (including one year's worth of statements from the bank that retains these funds on the Organization's behalf)
- ii. The 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. Must be submitted to the SFAA Executive Board by March 1 on an annual basis.
- iii. The SFAA Executive Board must review and submit to the township Parks and Recreation Director by April 1 on an annual basis.

D. Must Be Chartered

- a. Member Organizations must be chartered and have adopted bylaws, similar in form and substance to these bylaws as further approved by the SFAA. 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.

E. Adequate Insurance

- a. All member Organizations are required to possess adequate insurance with a minimum of \$1,000,000 per occurrence, \$2,000,000 aggregate and a minimum of \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
- b. 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 cancelled without at least 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.

F. Employer Identification Number

- a. Organizations need to acquire an IRS-issued Employer Identification Number (EIN). EIN number must be provided to Executive Board and Township.

G. IRS Non-Profit Status

- a. Organizations need to be either:
 - i. IRS Non-Profit 501(c) entity. Benefits include exemption from the organization paying federal income taxes; or
 - ii. Member of a larger, governing IRS Non-Profit 501(c) entity.

H. Financial Accounting

- a. Organization needs to have all organizational funds maintained in a financial account in the name of the organization and provide proof of such via a bank statement.
- b. Organizations that utilize personal bank accounts or other means to maintain organizational funds will not be granted SFAA membership.
- c. The Treasurer of each organization or the individual responsible for overseeing the finances of the organization needs to be bonded.

I. SFAA Requisite Fee

- a. The requisite fee is required for each season the organization sponsors.
- b. The requisite fee will be \$10.00 (ten dollars) per participant.
- c. Fees collected will be maintained in a separate bank account controlled by South Fayette Township. Account will be separate from township general and capital funds.
- d. Requisite fees will be used by South Fayette Township for the benefit of the organizations, parks and park facilities.
- e. Funds primarily may be used for larger park capital projects (over \$10,000 and a life span of at least 10 years) that directly or indirectly benefit one or more member organizations. Funds occasionally may be used for projects under \$10,000 (for example, scoreboards) with approval from the Board of Commissioners.
- f. The organization(s) must submit a funding allocation request via email to the Executive Board and Township Parks and Recreation Director. The request must be formally approved by a majority vote of the requesting organization/s' board.
- g. Any funding allocation requests that move forward will go in front of the Parks

and Recreation Board for recommendation to the Township Board of Commissioners. Final approval of project(s) and use of funds ultimately will be approved by the Board of Commissioners.

- h. Anything purchased or constructed with these funds becomes the property of the township.
- i. Township will submit a financial statement of fund balances to the SFAA at the Q4 SFAA meeting.
- j. The per-participant fee shall be reviewed at each Q4 SFAA meeting and set for the upcoming calendar year.
- k. Organizations have the option to pay more than their designated participant fee. Any amounts paid in addition to their fee will be matched by the Township. (For example, an organization with 100 participants x the \$10 fee per participant = \$1,000 paid to the Township. However, if that organization decided to pay a total of \$2,000, the township would match \$1,000 of that payment.)

ARTICLE IX: DISPUTE RESOLUTION

A. Jurisdiction

- a. In the event of a dispute between a (1) member of an Organization and another member of the 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, unless law enforcement charges are filed.

B. Notice; Complaint Form Review by Executive Board

- a. In the case of a dispute as defined herein, an aggrieved party shall email written notice of the dispute to the President of the Executive Board of the SFAA.
 - i. The Executive Board shall review the written notice and determine whether it desires to hear the dispute.
 - ii. 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.
 - iii. Choosing NOT to hear the dispute - If the dispute is not heard, the aggrieved party shall have no further remedies before the SFAA.

C. Remedial Measures

- a. 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 X: CONFLICT OF INTEREST

A. Conflict of Interest Procedure

- a. Whenever a director or officer has a financial or personal interest in any matter coming before the Executive Board, the affected person shall:
 - i. Fully disclose the nature of the interest
 - ii. Withdraw from discussion, lobbying and voting on the matter.
- b. The transaction shall only be approved if a majority of disinterested directors determine it is in the best interest of the association. The minutes shall record such disclosure, abstention, and rationale for approval.

ARTICLE XI: DISSOLUTION

Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all liabilities, dispose of all assets of the Association exclusively for the purpose, or purposes, stated in Article I: A (Purpose) and B (Mission).

ARTICLE XII: DIVERSITY

The Association in both its practices and values affirms its belief and commitment to diversity and pluralism, which means that there shall be no barriers to participation in any activity of the Association on the basis of gender, race, age, sexual orientation, national origin, or disability. As an Association that involves individuals and families of different communities from many different walks of life, the Association recognizes that diverse perspectives are important and necessary for responsible and representative decision making. The Association subscribes to the belief that diversity and pluralism are fundamental to the values it upholds, and this inclusiveness enhances the organization's ability to respond more effectively to changing conditions and needs. The Association affirms its commitment to reflecting the diversity of the United States of America in its Board of Directors and Officers.

ARTICLE XIII: INDEMNIFICATION

Officers of the Association will be protected from personal liability for actions taken in good faith while performing their official duties. If a legal claim or complaint is made against a director or officer because of their role in the Association, the Association will offer its full support to the extent allowed by law.

This protection does not include any financial reimbursement, payment of legal fees, settlement costs, or monetary contribution of any kind. This clause does not apply in cases involving fraud, criminal activity, or intentional misconduct.

ARTICLE X: EFFECTIVE DATE

Effective Date

These Bylaws have been adopted by the Board of Commissioners on December 9, 2025, and shall be effective immediately.