

BY-LAWS of the Penn Hills Midget Football Association | Est. 1945
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1945-2025>

Article 1 – Definition

Section 1

This organization shall be known hereinafter as the Penn Hills Midget Football Association, or PHMFA. The PHMFA is a non-profit corporation located in Penn Hills, Allegheny County, Pennsylvania.

Article 2 – Mission/Objectives

Section 1

To provide Football & Cheerleading opportunities for those located in Penn Hills and surrounding areas who meet the required age, weight, residency, and financial requirements set forth by the PHMFA.

Section 2

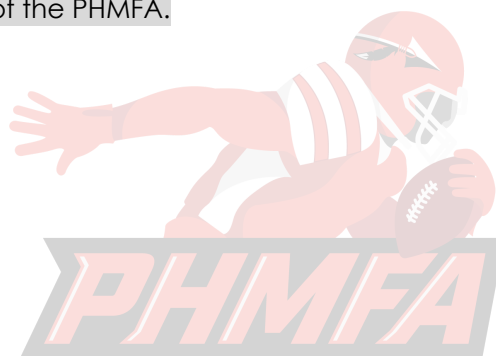
To teach the ideals of good sportsmanship, honesty, courage, and reverence.

Section 3

To ensure that the supervisors bear in mind that the attainment of exceptional athletic skill, or winning of games, is second to the molding of future citizens.

Section 4

The assets accumulated by this association shall be used in accordance with the bylaws of the PHMFA.



Article 3 – Membership

Section 1 **Rules Governing Membership** – Any person who meets the requirements as stated by the PHMFA.

Section 2 **Honorary Members** – Any person performing reasonable services required by the PHMFA and has turned in all required documentation.

- A. PHMFA online Application form.
<https://www.thephmfa.com/copy-of-volunteer-application>

Playing Members – Those who are of proper weight & age, and have met all financial and residency requirements, and participates in all fundraising and promotional activities as determined by the Board of the PHMFA.

- A. Proof of Penn Hills Residency
B. Penn Hills Report Card
C. Birth Certificate

Current Big East Ages & Weights - Updated 7/1/2024 Age is of MAY 1st of said season.

- Scouts - Ages 4-6 - UNLIMITED
- Braves - Ages 7 & 8 - 105 lbs (130 Between Tackles)
- Indians - Ages 9 & 10 - 130 lbs (150 Between Tackles)
- Bantams - Ages 11 & 12 -155 lbs(180 Between Tackles)

The Board shall have the right to refuse or terminate membership to any person who, in the opinion of the Board, does not serve the best interest of the PHMFA and its members.

Section 3 **Dues** – Annual dues may be required by the PHMFA for all members.

Section 4 **Discipline** – The Executive Board shall have the authority to privately discipline, suspend, or expel, any member, except PHMFA officers, for proper cause. This may consist of violations of the PHMFA By-Laws, the PHMFA Zero Tolerance Policy, or for any offense which in the opinion of the Board, or CEO, is deemed detrimental, and prejudicial to the welfare of the PHMFA, or for the improper use of the PHMFA name, assets, or reputation.

Article 4 – The PHMFA Board

Section 1 **Duties and Powers of The Board** – To carry out and enforce the PHMFA, By-Laws, policies, rules, regulations and mission.

Section 2 **Executive Board** – The entire management of the PHMFA, its affairs, property and assets is vested in the Executive Board of the PHMFA which consist of The Chief Executive Officer (CEO), President, Treasurer, and Secretary. Additional officers can be added in accordance with the by-laws; these shall be limited to the Vice President, and Marketing Director.

Section 3 **Meetings –**

- A. The executive board reserves the right to be notified and attend any meeting involving the PHMFA, or its members.

Monthly Board Meetings -

- A. A yearly schedule is to be created by the CEO and must consist of 12 Monthly board Meetings.
- B. The CEO shall be chair, or appoint any officer to be chair, over monthly Board meetings.
- C. Monthly Board Meetings shall be held on the first Sunday of every month unless otherwise disclosed in accordance with the by laws.
- D. Those in attendance must be, but are not limited to all Trustees including Officers, Directors, and Chairman.
- E. Any Officer, excluding those serving Life terms, who misses 3 consecutive monthly meetings during one calendar year will be removed from the executive board and shall serve in a current, or newly created trustee position.
- F. Meeting Absences of any Trustee consisting of 3 or more will be immediately removed from their position and can no longer serve on the PHMFA Board for the remainder of the calendar year, or, until reinstated in accordance with the PHMFA bylaws.

Seasonal Meetings -

- A. All Seasonal Meetings will be scheduled by the President. Meetings must be announced to the executive board no less than 3 days in advance.

Emergency Meetings -

- A. Emergency meetings can be called by any Trustee. All current Trustees must be notified of the time, date, and reason for the meeting. Outcome of changes must be made in accordance with the bylaws.

Section 4 The PHMFA Board - The CEO or Executive Board may determine that additional trustees and Honorary Members be added to the PHMFA board to represent its affairs, assets and memberships during a calendar year or customary football season. The Board shall not exceed 13 Trustees.

A. Trustees of the PHMFA Trustees, or also hereinafter known as PHMFA Board Members, must occupy a position, or position office on the PHMFA Board in accordance with the by laws. Any change or addition to positions or offices shall be determined by the executive board in January. Only unoccupied positions or offices can be eliminated in accordance with the bylaws . These positions shall consist of 1 or more of the following:

1) Officers

- 01. CEO - Jim
- 02. President - Diamond
- 03. Treasurer - Renee
- 04. Secretary - April

- 01. Vice President- Aesha
- 02. Marketing Director - Bethany
- 03. League Representative

1) Directors

- 01. Football Director - Will
- 02. Cheerleading Director - Samone
- 03. Facilities Director

2) Chairmen

- 01. Fundraising Chair
- 02. Booster Chair -
- 03. Concession Chair
- 04. Varsity Chair - Myles

B. Honorary Members of the PHMFA Board Honorary Members of the PHMFA Board, must occupy a position on the PHMFA Board in accordance with the by laws. These shall consist of, but not be limited to:

1) Managers

- 01. Field Manager
- 02. Equipment & Uniform Manager
- 03. Team Parents Managers
- 04. Head Coaches

2) Coordinators ...

- 01. Game Day Coordinator
- 02. Event Coordinator
- 03. Photographer

Section 5 Filling Vacancies

- A. Only an Honorary member can be considered for a trustee position.
- B. Trustees are appointed by the CEO, or following a Vote made by the executive Board. A 2/3 majority Vote must be met to proceed.
- C. Trustees can be added to the board at any time in accordance with the by laws.
- D. Nominees for Trustee must turn in the following volunteer form (<https://www.thephmfa.com/copy-of-volunteer-application>) or send nominations in writing to the PHMFA
- E. The length of a Trustees term shall be for life, or until said trustee has resigned, misses 3 or more monthly board meetings, or is removed from the board in accordance with the bylaws.
- F. Any Honorary member appointed or voted in as a Trustee must sign the PHMFA Agreement before the next scheduled board meeting or said position will remain vacant until said member signs the agreement, or a replacement is found.

- G. Officer Vacancies - Officer vacancies can only be filled by a Trustee who has served during the last known summer/fall season. Nominations for Officers must be presented by an officer, or trustee, in writing to the executive board. A 2/3 majority vote of the current board is needed to proceed in appointing any officer, or will otherwise be determined, or filled by, the CEO, or said job role is eliminated in accordance with the bylaws.
- H. Elected Officers of the executive Board will begin their term immediately following any vote to fill a vacancy. No officer can be elected into office from the days of July 1st through October 31st.
- I. A Trustee filling a Vacancy will serve the remainder of the Term. A By yearly Election will be held in Jan to elect new Officers in accordance with the by laws.
- J. If an Officer or Director is Voted out of their position they will remain a Trustee for Life in accordance with the by laws.
- K. Upon death or resignation of the CEO the executive board shall appoint a new CEO in accordance with the bylaws, or the role of CEO shall be removed, and duties absorbed by the executive board, and carried out in accordance with the bylaws and mission of the PHMFA.

Article 5 – Executive Officers of the Board

Section 1 Duties and Powers of The Chief Executive Officer Term = Life

- A. Make changes, additions, or provisions to the PHMFA By-Laws.
- B. Make rules and regulations for its own procedures.
- C. Enforce the rules and regulations of the PHMFA.
- D. Sign or countersign all written contracts, obligations, and instruments of The PHMFA as required.
- E. Conduct administrative business of the PHMFA.
- F. Privately discipline or expel PHMFA Officers, Trustees or Members.
- G. Oversee the PHMFA fields & facilities.
- H. Oversee the sharing of administrative access to all accounts including any Bank accounts.
- I. Oversee portals for communication to the Board & Members.
- J. Oversee and Maintain social media accounts including thePHMFA.com
- K. Open, Close and Maintain all bank accounts.
- L. To pay the financial obligations of the PHMFA.
- M. Appoint and nominate Trustees, Officers & Honorary Members to the PHMFA Board.
- N. Oversee all duties and responsibilities of the Officers, Trustees & Members.
- O. Fulfill all duties, powers and positions during officer vacancies.
- P. Fill vacancies in all management of the PHMFA..
- Q. Preside over all scheduled & emergency meetings.
- R. Make an annual report on the state of the PHMFA.
- S. Appoint seasonal teams, activities, events and aspirations to serve the mission of the PHMFA.
- T. Create the PHMFA's Yearly Schedule consisting of but not limited to Meetings, Events, and Seasons.

Section 2 Duties and Powers of The President: Term = 2 Year, No Limit

- A. Carryout and institute the vision of the CEO.
- B. Enforce the Rules & Regulations of the PHMFA.
- C. Attend all Meetings and events.
- D. Call all seasonal meetings.
- E. Supervise all duties and responsibilities of the Football Director, Cheerleading Director, and Team Parents.
- F. Oversee the responsibilities of Trustees & Honorary Members.
- G. Fill vacancies in the management of the PHMFA.
- H. Make an annual report on the state of the PHMFA's Football program.
- I. Sign or countersign written contracts, obligations, and instruments of The PHMFA as required.
- J. Perform such other duties as assigned by the CEO or board.
- K. Nominate Trustees for officer positions as deemed necessary by the Board.
- L. Nominate Honorary Members for Trustee positions on the PHMFA Board.
- M. Vote on items related to the PHMFA including officer elections.

Section 3 Duties of The Secretary: Term = 2 Year - No Limit

- A. Attend all PHMFA meetings and events.
- B. Perform all duties associated with the Office of Secretary.
- C. Sign or countersign written contracts, obligations, and instruments of the PHMFA as required by the Board.
- D. Conduct or cause to be conducted all official correspondence of the PHMFA.
- E. Issue or cause to be issued all notices of meetings.
- F. Keep minutes and records of all meetings and actions of the Board.
- G. Keep or cause to be kept all records necessary to the PHMFA, such as membership, attendance, registrations, player books, correspondence, etc.
- H. Perform such other duties as assigned by the CEO or board.
- I. Nominate Trustees for officer positions as deemed necessary by the Board.
- J. Nominate Honorary Members for Trustee positions on the PHMFA Board.
- K. Vote on items related to the PHMFA including officer elections.

Section 4 Duties and Powers of The Treasurer: Term = 2 Year - No Limit

- A. Attend all Monthly Board Meeting and events.
- B. Perform all duties associated with the Office of the Treasurer.
- C. Collect all dues, fines, registration fees, grants, and all other monies as required by the Board.
- D. Sign or countersign written contracts, obligations, and instruments of The PHMFA as required by the Board.
- E. To act as custodian for funds of the PHMFA in accordance with requirements of the Board.
- F. Account for all funds received, or paid by the PHMFA.
- G. Pay the financial obligations of The PHMFA as approved by the Board.
- H. Prepare, Present, File, and Manage all proper documents & tax requirements concerning the PHMSA's 501c3, awarded grants, monetary & in-kind donations including goods, services & experience.
- I. Access to all Bank accounts associated with the PHMFA.
- J. Perform such other duties associated with the office of Treasury as assigned by the CEO or Executive Board.
- K. Nominate Trustees for officer positions as deemed necessary by the Board.
- L. Nominate Honorary Members for Trustee positions on the PHMFA Board
- M. Vote on items related to the PHMFA including officer elections.

Article 6 – Trustee Members of the Board

Section 1 Duties and Powers of The Vice President: Term = 2 Year - No Limit - Officer

- A. Attend all PHMFA meetings and events.
- B. Preside over seasonal meetings in the absence of the President.
- C. Enforce the rules and regulations of the PHMFA.
- D. Supervise all duties and responsibilities of the Chairmen.
- E. Sign or countersign written contracts, obligations, and instruments of The PHMFA as required.
- F. Carry out all duties of the President in their absence.
- G. Nominate Trustees for officer positions as deemed necessary by the Board.
- H. Nominate Honorary Members for Trustee positions on the PHMFA Board
- I. Vote on items related to the PHMFA including officer elections.

Section 2 Duties and Powers of The Marketing Director: Term = Life - Officer

- A. Enforce the rules and regulations of the PHMFA.
- B. Attend all PHMFA meetings, and events.
- C. Oversee the visual & audio representation of the PHMFA including Social media, photography, uniforms, apparel, games, advertisements, endorsements, sponsorships, events, facilities and Staff.
- D. Supervise all duties and responsibilities of the social media administrators, photographers, Djs, and Event Hosts.
- E. Sign or countersign written contracts, obligations, and instruments of The PHMFA as required.
- F. Nominate Trustees for officer positions as deemed necessary by the Board.
- G. Nominate Honorary Members for Trustee positions on the PHMFA Board.
- H. Vote on items related to the PHMFA including officer elections.

Section 3 Duties and Powers of The League Representative: Term = 2 Year - No Limit

- A. Enforce the rules and regulations of the PHMFA and current league in accordance with the PHMFA By laws
- B. Attend all PHMFA meetings and events.
- C. Attend all League meetings & league events.
- D. At all times possess the member books/binders for current league and PHMFA board viewing as required by the current League or PHMFA Board.
- E. Oversee the conduct & activity related to the office of league representative during games. Including but not limited to: Player weigh-ins, Coaches & Player conduct, Referee relations. Field concerns. Field access. All game play conduct & conflicts.
- F. Discipline any unruly, player, coach or common spectator during League games, with the assistance of one other executive board member and security, if available.
- G. Nominate Trustees for officer positions as deemed necessary by the Board.
- H. Nominate Honorary Members for Trustee positions on the PHMFA Board
- I. Vote on items related to the PHMFA including officer elections.

Section 4 Duties and Powers of The Football Director: Term = 2 Year - No Limit

- A. Attend all PHMFA meetings, events & practices.
- B. Enforce the rules and regulations of the PHMFA.
- C. Oversee & supervise the Football Teams Staff, including, but not limited to, head coaches, assistant coaches, team managers, and teen coaches.
- D. Create a yearly practice & training schedule for the seasonal football teams.
- E. Oversee the maintenance and inventory of all Team safety & training equipment.
- F. Assure all Football Teams are properly staffed. Inform the board immediately upon any unwanted vacancies.
- G. Oversee the collaboration of all PHMFA Football teams to assure fundamental & experienced teachings, play calling and over all conduct between teams is applied fluidly throughout the PHMFA.
- H. Report to the board at any time a clear and concise report of any PHMFA Football Team.
- I. Provide all needed information to coaching staff related to the year.
- J. To be responsible to The PHMFA for the accounting of funds and all other activities related to the position of Football Director as deemed so by the board.
- K. Nominate Trustees for officer positions as deemed necessary by the Board
- L. Nominate Honorary Members for Trustee positions on the PHMFA Board.
- M. Vote on items related to the PHMFA including officer elections.

Section 5 Duties and Powers of The Cheerleading Director: Term = 2 Year - No Limit

- A. Enforce the rules and regulations of the PHMFA.
- B. Attend all PHMFA meetings, events & practices.
- C. Oversee & supervise the Cheerleading Teams Staff, including, but not limited to, head coaches, assistant coaches, team managers, and teen coaches.
- D. Create a yearly practice & training schedule for the seasonal PHMFA Cheerleading teams.
- E. Oversee the maintenance and inventory of all Cheerleading Team uniforms, and safety & training equipment.
- F. Assure all Cheerleading Teams are properly staffed. Inform the board immediately upon any unwanted vacancies.
- G. Oversee the collaboration of all PHMFA Cheerleading teams to assure fundamental & experienced teachings, routines, and overall conduct between teams is adequate and appropriate for any teams/age groups, and applied fluidly throughout the PHMFA.
- H. Report to the board at any time a clear and concise report of any PHMFA Cheerleading Team.
- I. Provide all needed information to coaching staff related to the year.
- J. To be responsible to The PHMFA for the accounting of funds and all other activities related to PHMFA Cheerleading
- K. Nominate Trustees for officer positions as deemed necessary by the Board
- L. Nominate Honorary Members for Trustee positions on the PHMFA Board
- M. Vote on items related to the PHMFA including officer elections.

Section 6 Concession Chairmen: Term = Life

- A. Enforce the rules and regulations of the PHMFA.
- B. Oversee all operations of the PHMFA concession as stated within the bylaws.
- C. Base all actions made for the gain of profit to come secondary to satisfying the goal of providing a clean, healthy, and appropriate food avenue for our members and guests during events and open hours of operation.
- D. Provide input on needed concession supply/funds to assure the PHMFA is prepared to begin the following year's season.
- E. Disclose any needed or requested upgrades to the Concession/restroom building at the PHMFA home field in Friendship park to the board during the January meeting, (when applicable) to be presented to the municipality for request of service and or funding.
- F. Provide a yearly budget during the February meeting for any known supply needs related to Events and hours of operations. Including but not limited to, Equipment, Cleaning & Maintenance, Consumables, Practice food & drink, Game day food and drink.
- G. Provide to the board during the March meeting, adequate hours of operation and menu, and related pricing for the season's Event schedule, when applicable, including, but not limited to, practices, camps, clinics, combines, and games.
- H. Provide a proposed game day menu tasting & plan of execution prior to each summer/fall season game schedule to the board for approval.
- I. Maintain all Concession related Items (CRI) these include but are not limited to: supplies, equipment, facilities, products, monies, documents
- J. Keep an ongoing inventory of all concession related items stated above.
- K. Give a report of the standing conditions & expectations of all CRI to the board during any monthly, seasonal or emergency meeting.
- L. Plan, Prepare and execute an adequate, functioning, profitable, food venue for all scheduled, & seasonal events. This includes but is not limited to:
 - a. Yearly-Daily Cleaning & Inspection of all CRI.
 - b. Shopping for & transporting all CRI
 - c. Provisions of game day staff
 - d. Opening & closing of concessions.
 - e. Equipment repair & replacement
- M. Recruit, manage, and bare responsibility for an approved shift manager, and team staff, to handle the day to day responsibilities of Concessions. This includes, but is not limited to the acquisition, transporting, preparation, and servicing of all needed supplies, equipment, food or otherwise implied items related to concessions outside of those specifically imposed upon the Chairmen.
- N. Be Present at practice each day during the first 3 weeks of any Seasons Practice Schedule.
- O. Maintain an adequate supply of parts & replacements for issues arising during events.
- P. Ensure all assets of the concessions are maintained to the standards of the executive board , municipality of Penn Hills, and associated leagues, members , and staff. This includes the scheduling of a yearly oven hood inspection, complete emptying and deep cleaning of the PHMFA concession stand and all applicable equipment. Continued cleaning throughout the year, consistent fryer cleaning, pest eradication, building maintenance.
- Q. Work with the Board or applicable members to assist in any and all food related items.
- R. Attend all meeting invitations made by the board.
- S. Perform all other duties as assigned by the Executive Board or CEO.
- T. Shall be ultimately responsible to The PHMFA for the accounting of funds and all other activities related to the position of Equipment Manager.
- U. Nominate Honorary Members for Trustee positions on the PHMFA Board
- V. Vote on items related to the PHMFA as deemed necessary by the executive board.

Section 7

Duties and Powers of Varsity Chairman: Term = Life

- A. Attend all scheduled monthly meetings and events.
- B. Enforce the rules and regulations of the PHMFA.
- C. Oversee all correspondence between the PHMFA and PHSD Athletics.
- D. Collaborate with the PHSD to ensure proper care of PHMFA Alumni.
- E. Sets its primary influence and affiliation with the PHSD in favor of the PHMFA
- F. Perform all duties related to the committee of Varsity Chairman.
- G. Perform all other duties as assigned by the Board or CEO.
- H. Shall be ultimately responsible to The PHMFA for the accounting of funds and all other activities related to the committee in which one is Chair over.
- I. Nominate Trustees for officer positions as deemed necessary by the Board
- J. Nominate Honorary Members for Trustee positions on the PHMFA Board.
- K. Vote on items related to the PHMFA including officer elections.

Section 8

Booster Chairmen: Term = Life

- A. Enforce the rules and regulations of the PHMFA.
- B. Create and present a working budget to the board during the February meeting or applicable.
- C. Maintain all Booster related Items (BRI) these include but are not limited to: supplies, equipment, facilities, products, monies, documents
- D. Keep an ongoing inventory of all BRI viewable to the board on the google drive
- E. Provide input on needed booster programs, supply & funds to assure the PHMFA is prepared to begin the following year's season.
- F. Give a report of the standing conditions & expectations of all BRI to the board during any monthly, seasonal or emergency meeting.
- G. Plan, Prepare and execute an adequate, functioning, profitable, booster program each year. This includes but is not limited to:
 - a. Tagging Days
 - b. Car Washes
 - c. Member Fundraising
 - d. Apparel Sales
 - e. PHMFA Store
- H. Maintain a record/roster of all member fundraising information viewable to the board on the google drive
- I. Solicit monetary, goods & services donations from the community, & other avenues of sponsorship
- J. Be Present at each practice the first 3 weeks of any Seasons Practice Schedule
- K. Maintain an adequate supply of BRI during Events
- L. Attend all monthly & called to board meetings
- M. Perform all other duties as assigned by the Executive Board or CEO.
- N. Shall be ultimately responsible to The PHMFA for the accounting of funds and all other activities related to the position of Equipment Manager.
- O. Nominate Honorary Members for Trustee positions on the PHMFA Board
- P. Vote on items related to the PHMFA as deemed necessary by the executive board.

Section 9 Duties of the Fundraising Chairman: Term = Life

- A. Enforce the rules and regulations of the PHMFA.
- B. Oversee all operations of PHMFA fundraising as stated within the bylaws.
- C. To base all actions for the gain of profit to provide the necessary provisions to satisfy the mission of the PHMFA.
- D. To work with all committees in providing funds to make up budget shortfalls.
- E. Provide a yearly budget during the February meeting for any known supply needs related to fundraising.
- F. Provide to the board during the February meeting, all adequate avenues for fundraising to meet
- G. Recruit, manage, and bare responsibility for an approved shift manager, and team staff, to handle the day to day responsibilities of Concessions. This includes, but is not limited to the acquisition, transporting, preparation, and servicing of all needed supplies, equipment, food or otherwise implied items related to concessions outside of those specifically imposed upon the Chairmen.
- H. Ensure all assets of the concessions are maintained to the standards of the executive board , municipality of Penn Hills, and associated leagues, members , and staff. This includes the scheduling of a yearly oven hood inspection, complete emptying and deep cleaning of the PHMFA concession stand and all applicable equipment. Continued cleaning throughout the year, consistent fryer cleaning, pest eradications, building maintenance.
- I. Work with the Board or applicable members to assist in any and all food related items.
- J. Perform all duties assigned by the Board or CEO.
- K. Shall be ultimately responsible to The PHMFA for the accounting of funds and all other activities related to Concessions.
- L. Nominate Honorary Members for Trustee positions on the PHMFA Board
- M. Vote on items related to the PHMFA as deemed necessary by the executive board.

Section 9 Duties of the Facilities Director: Term = Life

- A. Enforce the rules and regulations of the PHMFA.
 - B. Oversee all operations of PHMFA field & facilities as stated within the bylaws.
 - C. Provide a yearly budget during the February meeting for any known supply needs related to fundraising.
 - D. Maintain all PHMFA Facilities and Equipment including but not limited to the rented or leased space occupied by the PHMFA or any asset deemed appropriate by the board or CEO.
1. Field House located in Friendship Park in Penn Hills.
 2. Concessions Building located in Friendship Park in Penn Hills.
 3. PHMFA Home Field (Mason Murray Field) Located in Friendship Park, Penn Hills
 4. Equipment Room located in the William Mckinley Center in Penn Hills
 5. Audio & Video Equipment
 6. Field Sleds & Training Equipment
 7. Appliances

Article 7 - Honorary Members of the Board

Section 1 Duties of Managers and Honorary Members Term = 1 Year - No Limit

- A. Enforce the rules and regulations of the PHMFA.
- B. Perform all duties assigned by the Board.
- C. Shall be ultimately responsible to The PHMFA for the accounting of funds and all other activities related to the committee in which one is Manager or Honorary Member over.
- D. Nominate Honorary Members for Trustee positions on the PHMFA Board
- E. Vote on items related to the PHMFA as deemed necessary by the executive board.

Section 2 Event Coordinator: Term = 1 Year - No Limit

- A. Enforce the rules and regulations of the PHMFA.
- B. Create and present a working budget to the board during the February meeting or applicable.
- C. Maintain all Event related Items (ERI) these include but are not limited to: supplies, equipment, facilities, products, monies, documents
- D. Keep an ongoing inventory of all ERI viewable to the board on the google drive
- E. Provide input on needed Event supply & funds to assure the PHMFA is prepared to begin the following year's season.
- F. Give a report of the standing conditions & expectations of all ERI to the board during any monthly, seasonal or emergency meeting.
- G. Plan, Prepare and execute adequate, functioning, profitable, Events each year. This includes but is not limited to:
 - a. Spring Parent Meeting
 - b. Memorial Day Parade
 - c. BBQ Bash
 - d. Summerfest/Community Days
 - e. PHSD Invited events
 - a. PHHFA Attended Steeler & PITT Games
 - b. PHMFA Games
 - c. Gate Setup, Decorations, Half time coordination
 - d. PHMFA Homecoming
 - e. Pep Rallies
 - f. PHMFA Pizza Parties
 - g. Senior Night
 - h. PHMFA Playoff Games
 - i. Movie Night
 - j. Youth Night
 - k. EOY Board Meeting
 - l. PHMFA Banquet
- H. Maintain a record/roster of all member information related to Events, viewable to the board on the google drive
- I. Solicit monetary, goods & services donations from the community, & other avenues of sponsorship.
- J. Be Present at each practice the first 2 weeks of any Seasons Practice Schedule
- K. Maintain an adequate supply of materials & supplies events.
- L. Attend all monthly & called to board meetings
- M. Perform all other duties as assigned by the Board or CEO.
- N. Shall be ultimately responsible to The PHMFA for the accounting of funds and all other activities related to the position of Equipment Manager.
- O. Nominate Honorary Members for Trustee positions on the PHMFA Board
- P. Vote on items related to the PHMFA as deemed necessary by the executive board.

Section 3 **Duties of the Equipment Manager: Term = 1 Year - No Limit**

- A. Enforce the rules and regulations of the PHMFA.
- B. Create and present a working budget to the board during the February meeting or applicable.
- C. Maintain all Player & Coaching Safety Equipment.(PCSE)
- D. Keep an ongoing inventory of all PHMFA PCSE & Player Equipment Rosters viewable to the board on the google drive.
- E. Provide input on needed PCSE supply/ funds to assure the PHMFA is prepared to begin the following year's season.
- F. Be present during all Games.
- G. Be Present at practice each day during the first 3 weeks of any Seasons Practice Schedule.
- H. Maintain an adequate supply of parts & replacements for issues arising during events.
- I. Attend all Equipment Handouts & Return events.
- J. Assure all garments have been washed, organized and in their proper place for the season's equipment Hand out.
- K. Attend all meeting invitations made by the board.
- L. Perform all other duties as assigned by the Board or CEO.
- M. Shall be ultimately responsible to The PHMFA for the accounting of funds and all other activities related to the position of Equipment Manager.
- N. Nominate Honorary Members for Trustee positions on the PHMFA Board
- O. Vote on items related to the PHMFA as deemed necessary by the executive board.

Section 4 **Duties of the Team Parent Manager = 1 Year - No Limit**

Team Managers/Team Parent Manager consist of one (1) Manager for Football & one (1) manager for Cheerleading.

- A. Enforce the rules and regulations of the PHMFA.
- B. Provide a yearly budget during the February meeting for any known supply needs related to the duties and office of Team Parent Manager.
- C. Be present during all Games.
- D. Be Present at practice each day during the first 3 weeks of any Seasons Practice Schedule.
- E. Oversee the activities of individual Team Parents.
- F. Provide coaching staff with information related to rosters & Events.
- G. Work with Parents and coaching staff to conclude any disagreements.
- H. Handle any difficulties between Players and Staff.
- I. Perform all duties assigned by the Board or CEO.
- J. Handle all affairs surrounding the planning, preparing & execution of Team parties, events, and uniform add-ons.
- K. Shall be ultimately responsible to The PHMFA for the accounting of funds and all other activities related to the position of Equipment Manager.
- L. Nominate Honorary Members for Trustee positions on the PHMFA Board
- M. Vote on items related to the PHMFA as deemed necessary by the executive board.

Article 8 – Voting

Section 1 **Voting** The Executive board in accordance with the bylaws reserves the right to abstain from voting on items if it deems it unnecessary.

- A. If at any time the Executive board alone, or in conjunction with any PHMFA member/s cannot come to an agreement, a vote can be called by any PHMFA Board Member to conclude an item. Once a vote is initiated it must be followed through in accordance with the by laws.
 - B. Votes must be cast by all Members of the PHMFA Board. (10, Ten - (2025)
 - C. A two-thirds (2/3) majority vote of the Board is needed to proceed. (7, Seven - (2025)
 - D. Once an item is voted on it cannot be brought again to a vote until the following year, unless the item had been vetoed.
 - E. The CEO alone, or in conjunction with the executive board shall have the right to veto any outcome, or activity seen not to serve the best interest of the PHMFA, its mission, or members or is not in accordance with the PHMFA Bylaws, policies, rules, or regulations.
- A. **Rights to vote:** Voting is reserved for Members of the PHMFA Board, and can only take place during monthly, seasonal and emergency meetings. The executive board can determine to open the process of voting to Honorary Board members in accordance with the bylaws.
- B. **Voting for officers:** Voting for officers is reserved for the Executive Board, and board of Trustees, and can only take place during monthly, or emergency meetings.
- C. **Voting in a new CEO:** Voting in a new CEO requires the resignation or death of the previous, or current CEO. A unanimous decision by the last known and existing CEO, the current Executive board, Board of Trustees, and all Honorary Board Members must be met to proceed in appointing a new CEO. Prior to said vote, a committee shall be formed to vet out any nomination/s. This committee shall consist of the last known existing CEO, the Executive board, PHMFA Trustees, Honorary Members, Bethany Slaughaupt of the PHMFA, former Vice President Robert Kemp of the PHMFA, any former President of the PHMFA, the current Penn Hills High School Head Coach.
- D. **Polls:** During the year the board can determine to run polls for its members to actively influence the outcomes of decisions for items pertaining to the season & Event Schedule. Polls are not to be counted as the determining factor in the making of a decision but merely an influence of members to the PHMFA Board. The Board, executive board & CEO reserves their rights in accordance with the bylaws.
- E.

Article 9 – Finances

Section 1 Budgets - Each year all members of the PHMFA board must provide an adequate budget to the Executive board if applicable, which properly satisfies the financial needs brought forth by items required to organize and carry out the activity of the PHMFA. These budgets are due at the February board meeting.

Section 2 Obligations - An order of processed financial payments must be made to properly protect the PHMFA, its Board, members and mission. These shall consist of the following in order which they are to be satisfied: WIX/the PHMFA.com, GOOGLE, PHMFA facility leases & agreements, yearly liability Insurance, Equipment Vendors, and League Dues. No financial obligation shall be paid prior to these.

Section 3 Profit - It is necessary and appropriate for the PHMFA to generate profits to adequately provide the necessary funds to start and sustain future seasons. It is not the object of the PHMFA to drain the funds at the end of each calendar year or season. The board is to assure first & foremost that the funding is available to satisfy the financial obligations as stated in Article 7. Section 2 PHMFA bylaws following each season and before any team celebrations, banquets or ceremonies are determined.

Article 10 – Seasons

Section 1 Schedule - Each year the PHMFA Board will determine a schedule during the February meeting for all playable seasons. These seasons can consist of, but not be limited to:

- Summer & Fall Football & Cheerleading, Spring Clinics, Summer Camps, Combines, 7on7, Flag Tournaments, Semi Pro, Off Season Training

Section 2 Summer/Fall Football & Cheerleading Leagues - The PHMFA is part of the Big East Youth Football League (BEYFL/Big East). During our Big East membership all rules and regulations of the Big East shall be adopted by the PHMFA without superseding the ByLaws of the PHMFA.

- A.** All PHMFA Games & Events are held at the PHMFA Home Field on Saturdays unless otherwise determined by the board during the February Board Meeting.

League Membership The PHMFA Board will hold a January agenda item to discuss our current standings within the league and determine if renewal is applicable.

League Dues: The Big East requires an Annual fee of \$1000. This is paid for by the PHMFA.

- A. Big East Player Requirements - Every player must turn in an original Birth Certificate, Proof of Penn Hills Residency and attend any mandatory weigh ins (make weight).

Section 3 Spring Clinics

- A. Clinics are held at the PHMFA Home Field (MASON MURRAY FIELD) Located inside Friendship Park in Penn Hills, Pa every Wednesday in May from 6-8p.
- B. **DUES** Spring Clinics are FREE to Boys & Girls who are current Residents of Penn Hills, PA between the ages of 4 & 13

Section 4 7 on 7 - Members Only: Not available at this Time

Section 5 Flag Tournament - Members Only: Not available at this Time

Section 6 Camps - Members only: Not available at this Time

Section 7 Combines – Members Only: Combine is held in June on Saturday.

Section 8 Semi-Pro - Members Only: No Semi Pro Teams at this Time

Section 9 Off Season Training - Members only:

Article 11 – Events

Section 1 Schedule -

Each year the PHMFA Board will determine a yearly event schedule to be offered to members during, or by the February meeting. These can consist of, but not be limited to:

- A. All applicable "Seasons": Penn Hills Memorial Day Parade, Penn Hills Community Day, Penn Hills Carnival, PHMFA BBQ Bash, National Night Out, PHHS Youth Night, Senior Night, Pep Rallies, PHMFA Pizza Party, Sports Night, Movie Night, Team Celebrations and the PHMFA Banquet.

Article 12 – Branding

Section 1 Team Names - The PHMFA shall have 5 Teams at any given time. These teams shall be named in the following order starting with oldest in terms of age:
BANTAMS- INDIANS - BRAVES - SCOUTS

Section 1 Logo - The PHMFA Logo consists of the Red football character in an active running position holding a football, with the “PHMFA” Banner below the waistline.

Section 2 Banner - The PHMFA banner consist of a custom Font and should read “PHMFA” in RED with a BLACK Border

Section 3 Cheerleading Logo/Banner - The PHMFA Cheerleading Logo shall consist of the PHMFA Banner with the addition of a custom font reading “Cheerleading” in Gold or Silver Metallic and a silhouette of the PHMFA Cheerleader in a sitting position with spread legs & raised hands holding pom-poms on top of the PHMFA Banner.

Section 4 Colors - All coloring for uniforms, apparel, flyers, posts, etc. shall follow the PHMFA Brand Guide:

- A. Primary Color - RED
- B. Secondary Color - WHITE
- C. Trim Color - BLACK

Deviations of this color combination must be approved each year prior to the Summer Fall Season and shall consist of the following color schemes.

OPTION 1

Primary Color - WHITE
Secondary Color - RED
Trim Color - BLACK

OPTION 2

Primary Color - VEGAS GOLD
Secondary Color - RED /WHITE
Trim Color - WHITE / BLACK

OPTION 3

Primary Color - BLACK
Secondary Color - VEGAS GOLD
Trim Color - WHITE / RED

OPTION 3

Primary Color - GRAY
Secondary Color - RED/WHITE
Trim Color - BLACK

Section 5 Uniforms - The PHMFA Tackle & Flag Game Jersey shall be of Riddell or comparable manufacturing, sublimated, and carrying the PHMFA logo within its background. Deviations of this, including the use of Sponsor & player names, logos (including league & School District logos) must be approved by the CEO.

Article 13 Adoption of BY-LAWS

Section 1

The PHMFA By-Laws shall be adopted by a majority vote of the Board at the time of its proposal to the Board for ratification.

Section 2

The PHMFA By-Laws shall be enforced and effective immediately upon their adoption.

Section 3

All activity conducted during each season shall be in accordance with the PHMFA by laws. Any revision requests to the PHMFA bylaws shall be presented in writing by a trustee and sent to the PHMFA@gmail.com or during any monthly board meeting. A review and vote of the proposed change will be held during any two consecutive board meetings from December 1st - April 15th, by the Board. A $\frac{2}{3}$ vote of the board at the first said meeting is needed for a bylaw change to proceed to the second meeting. If the change fails to meet the $\frac{2}{3}$ majority during the first meeting the current item shall remain unchanged for the remainder of the year. A unanimous decision by the executive board only must be met during the second meeting to initiate the bylaw change. The CEO reserves the right to amend the bylaws at any time at their discretion to better serve the PHMFA's Mission, regulations, and for needed updates pertaining to the seasons and member requirements. Notification of amendments shall be brought before the executive board prior to any change being made. No bylaw shall be changed which can affect any acting member's position, but must be in accordance with the current bylaws.

PHMFA Board 07/01/2019- 01/01/2025

- 2019 - Life | President - 03 James J. Bradley
- 2019 - Life | Treasurer - 03 James J. Bradley
- 2019 - Life | Secretary - 03 James J. Bradley
- 2019 - Life | Marketing Director - 19 Bethany Slaughaupt

PHMFA Board as of 02/03/2025

- Life | CEO: 03 James Joseph Bradley - L
- 2019 -2025 President - 03 James J. Bradley - L
- 2025-2026 | Vice President -25 Aesha Rice - LT
- 2025-2026 | Treasurer -25 Renee Farrel - LT
- 2025-2026 | Secretary - 25 April Reynolds - PHMFA AGMT, NA - LT
- Life | Marketing Director - 19 Bethany Slaughaupt - L
- Life | Varsity Chairman - 23 Myles Eanes - L

PHMFA Board as of 03/03/2025

- Life | CEO: 03 James Joseph Bradley - L
- 2025 - 2026 | President - 25 Diamond Worthy - PHMFA AGMT, NA - LT
- 2025-2026 | Vice President -25 Aesha Rice - LT
- 2025-2026 | Treasurer -25 Renee Farrel - LT
- 2025-2026 | Secretary - 25 April Reynolds - PHMFA AGMT, NA - LT
- Life | Marketing Director - 19 Bethany Slaughaupt - L
- Life | Varsity Chairman - 23 Myles Eanes - L
- 2025 - 2026 | Football Director - 25 William Ralston PHMFA AGMT, NA - LT
- 2025 - 2026 | Cheerleading Director - 25 Samone Ralston - PHMFA AGMT, NA - LT
- 2025 | Team Parent(Cheer) - 25 Amber Land - T
- 2025 | Team Parent - 25 Tamera Dunson - PHMFA AGMT, NA - T
- Life | Booster Chairman - 25 LeVaughn Evans - AGMT, NA - L

