

**CONSTITUTION AND BY-LAWS OF
LANSING KNIGHTS YOUTH ORGANIZATION**

ARTICLE I

I. NAME

- A. This organization shall be known as Lansing Knights Organization. A non-profit organization under the laws of the Commonwealth of Pennsylvania.

II. COLORS

- A. The official colors of the organization shall be black, red, white and/or gray.

III. EMBLEM

- A. The official emblem of this organization shall be a silhouette of a knight's head. The words "Lansing Knights Youth Organization" shall appear on the emblem in any format.
- B. The official nickname of this organization shall be Lansing (The) Knights.

IV. MOTTO

- A. The official motto of this organization shall be "Yours in Youth".

V. COMPOSITION

- A. This organization shall be composed of:
 - 1. Family units of good moral character actively engaged in achieving the aims and objectives in Article II.
 - 2. A responsible adult or legal guardian shall represent the Family unit.

ARTICLE II

I. OBJECTIVES

- A.** The objectives, aims and purposes of this organization are:
 - 1. To aid and assist the youth of the community to become better citizens by making them aware of their responsibilities to their God, their Country and their Fellowman.
 - 2. To teach the meaning of good citizenship, sportsmanship and fellowship.
 - 3. To assemble teams and groups for participation in sports and other activities.
 - 4. To develop physical fitness in accordance with high standards of sportsmanship and fair play.
 - 5. This organization shall be non-profit, non-sectarian, non-political and without discrimination.

ARTICLE III

I. OFFICIALS

- A.** The organization shall consist of the following elected officials:
 - 1. President, Vice President, Secretary, Treasurer, Publications Secretary, Athletic Director and Registrars (2). These nine official shall be considered the executive board.
- B.** The Board will also consist of an undetermined number of appointed officials.

ARTICLE IV

I. MEETINGS

- A.** The meetings of this organization shall be regular, special and executive.
- B.** In a non-voting capacity, various sports commissioners and committee heads may attend Executive Board Meetings for a particular event or sport season.

ARTICLE V

I. FUNDS AND PROPERTY

- A. All monies, equipment, property and field permits acquired or accrued by or through this organization, shall be held in its own name and right or by appropriate officials or representatives of this organization for its benefit or use. None to be dispersed, without the approval and consent of the Executive Board. Monies spent in excess of \$250.00 must be approved by the Board.

ARTICLE VI

I. AFFILIATIONS

- A. This organization shall not affiliate, merge or acknowledge the jurisdiction of any other organization, unless approved by a quorum of this membership by a mailed or emailed ballot.
- B. The affiliation shall be gained for the express purpose of obtaining financial assistance or the exclusive betterment of this organization.
- C. Two-thirds (2/3) of the membership is the required quorum for affiliations.

ARTICLE VII

I. GOVERNMENT

- A. The legislative and judicial powers of this organization, except those which are herein otherwise delegated, shall be vested in the membership.

BY-LAWS

ARTICLE I

I. MEMBERSHIP

A. The membership shall be of classes, active and honorary.

1. Active Member:

Any person qualified as prescribed in Article I of the Constitution and sponsored by an active member in good standing or the Registrars.

2. Honorary Member:

The organization may elect into Honorary Membership any individual, company or organization that aids or contributes to said organization in its objectives, aims or purposes, either through action, deed or financial assistance, to be selected by the Executive Board who will present to the general membership for approval.

- a.** Such Honorary members shall have the privilege of membership, except the right of voting or holding office. Shall pay no dues, other than that of the registrar's requirements.
- b.** Such Honorary members may attend membership meetings as a guest.

ARTICLE II

I. DUTIES OF MEMBERS

A. All members shall hold themselves duty bound and expected to do all in their power to maintain an interest in the organization, forward its aims, purposes, objectives and to uphold its aims.

B. All members and persons under the jurisdiction of this organization shall be bound to abide by the decisions of this organization, its officers, constitution and by-laws, to fulfill his/her obligation to said organization and shall not maliciously injure in act or deed, any other member in any manner.

D. In order for a member to be eligible to vote in an election of Executive Board Member, that member must be certified by the registrar(s) to be a member in good standing.

ARTICLE III

I. FISCAL YEAR

- A. For the purpose of definition, the Fiscal year of this organization shall consist of that period of time starting July 1st of the current year and expire on June 30th of the following year.

ARTICLE IV

I. DUES AND FEES

- A. The initiation and membership fees of this organization shall be determined by the Executive Board.
 - 1. Annual Fee(s) shall be set by Board.
 - 2. The ceiling for families of 3 or more shall be set by the Board.
- B. The dues of this organization shall be payable on the day of registration designated and published in the “News Letter” or via email by the Publication Secretary.

ARTICLE V

I. NOMINATIONS AND ELECTIONS OF OFFICERS

- A. The elected officers of this organization shall consist as outlined in Article III of the Constitution.
- B. Term of office of all elected officers shall be one (1) year.
 - 1. Any official may be re-elected at the expiration of their term of office, to the same office or any other office for which they may be elected to.
- C. Any member in good standing for one (1) year is eligible to be nominated.
- D. Nomination for election of officers shall take place in the first regular meeting in May.
- E. Nominees must be present at the beginning of this meeting and during the duration of same meeting.

I. NOMINATIONS AND ELECTIONS OF OFFICERS (cont'd)

- F.** Any member meeting necessary qualifications may be nominated to more than one office.
- G.** The election of officers shall take place in the next meeting in June.
- H.** No member shall be elected to more than one office.
- I.** Voting shall take place by secret balloting, with no absentee balloting.
- J.** Newly elected officers shall assume duties July 1st.
- K.** Should a vacancy occur in any elected office or position due to death, resignation, removal from office or any other cause, the President shall appoint a member with two thirds (2/3) approval of the Executive Board to fill the vacancy for the remainder of the unexpired term. Vacancies shall be filled within 30 days by appointment or special election, whichever is deemed prudent by the Executive Board.
- L.** The Executive Board shall appoint tellers of Election.
 - 1.** The Teller(s) shall be members in good standing who are not candidates for any office.
 - a.** The Teller shall be responsible for the fair, honest and accurate conduct of all elections and referenda in which the membership casts votes.
 - b.** Tellers shall sign all election counts and certify the elected candidate.
 - c.** The Teller shall prepare, distribute, collect and count the ballots and announce the results. The Teller will also keep the ballots for a period of one year and allow any interested party to inspect them.

ARTICLE VI

I. DUTIES OF OFFICERS AND TRUSTEES

A. PRESIDENT

1. The President shall be principal executive officer of this organization. He/She shall preside at all General Meetings of the club and preserve order therein. In general, he/she shall supervise and conduct all of the business and affairs of this organization as directed by the Constitution and By-Laws.
2. The President shall decide all questions of order subject to an appeal by the membership.
3. The President shall preside at all meetings of the Board of Directors and shall perform all such duties as are incidental to the office of the President and preserve order therein.
4. The President shall be an ex-officio member of all committees.
5. The President shall be a co-signer on checks.
6. The President may appoint all committees not covered under Article VIII of these By-Laws.

B. VICE PRESIDENT

1. It shall be the duty of the Vice President to aid the President in the discharge of his/her duties. One of which shall be to preside in the absence of the President and perform all the duties as stated in Article VI by the President or that the organization may require.
2. It shall be the duty of the holder of this office to be present at all Ways and Means Committee Meetings. To appoint or acquire any Chairman or sub-committees relative to achieving financial gains.
3. Arrange field permits from the Department of Recreation and delegate field assignments for club programs. Protect existing field permits as outlined in Article V of the Constitution.

ARTICLE VI (cont'd)

I. DUTIES OF OFFICERS AND TRUSTEES (cont'd)

C. TREASURER

1. It shall be the duty of the Treasurer to receive all fees, dues, monetary donations, contributions, other income and provide a receipt thereof.
2. The Treasurer shall deposit all receipts in excess of Twenty-five dollars (\$25.00) of such income into the organization's financial accounts on the day of receipt or no later than the following day because of mitigating circumstances.
3. The Treasurer shall keep a true record of all such income and deposit of all such income into the organizations financial accounts.
4. The Treasurer shall submit a report of all receipts of income and the deposit of such receipts at every regular meeting. He/she shall prepare quarterly and annual reports of receipts of all income and the deposits of such income for audit purposes.
5. The Treasurer shall maintain in his/her possession a perpetual file of the true records of the receipts and deposits of all income of the organization. None of these receipts may be destroyed without the written consent of the Executive Board.
6. The Treasurer shall notify the Registrar of all members who are delinquent in dues, and/or indebted to the organization.
7. The records of the Treasurer shall be opened for audit at any time by the Auditing Committee.

ARTICLE VI (cont'd)

I. DUTIES OF OFFICERS AND TRUSTEES (cont'd)

D. SECRETARY

1. The Recording Secretary shall keep a true record of the minutes of this organization and shall have the books ready for examination at any time the organization may direct.
2. The Secretary shall repeat every question before the membership after discussion is closed and before the vote is taken on said question.
3. The Secretary shall require a list of signatures of all members and/or perspective members attending all regular meetings. He/she will keep a record of same and insert the original list in the minutes at which it is taken.
4. It shall be the duty of the Secretary to carry on all correspondence, answer all communications, issue all applications, serve them at the order of the organization and read all communications before the organization.

E. PUBLICATION SECRETARY

1. All membership cards, correspondence, awards, or certificates emanating from this organization shall bear the imprint of the seal of this organization. All such seals shall be in the possession of the Publication Secretary.
2. He/She shall automatically be assistant to the Registrar.
3. The Publication Secretary shall gather all news of this organization during each meeting and present to the membership a newsletter four times a year.
4. The Publication Secretary (along with the President) shall approve, deny or alter all articles for publication or release.

ARTICLE VI (cont'd)

I. DUTIES OF OFFICERS AND TRUSTEES (cont'd)

F. ATHLETIC DIRECTOR

1. It shall be the duty of the Athletic Director to direct and supervise all endeavors in the areas of athletic activities and participation.
2. The Athletic Director shall achieve these duties through the efforts of appointed commissioners (directors) for each categorized sport as well as appoint an equipment manager.
3. Prepare standings on sports activities and report them to the organization.
4. Prepare budget with commissioners (directors) of sports for approval by the Executive Board.
5. Prepare budget with the equipment manager for approval by the Executive Board.
6. Assist sports commissioners (directors) and equipment managers.
7. Report any pending athletic problems or complaints to the Executive Board.
8. Beginning of each sport season, submit complete team rosters to Registrars.
9. Assist equipment manager with the following:
 - a. Inventory all equipment and uniforms and present budget to Executive Board for replacement.
 - b. Purchase of athletic equipment and uniforms with approval of Executive Board.
 - c. Disburse equipment and uniforms to managers (coaches) and keep inventory record.
 - d. Collect equipment and uniforms from managers (coaches) after sports season concludes.
 - e. Option to appoint necessary co-chairman or committees.

ARTICLE VI (cont'd)

I. DUTIES OF OFFICERS AND TRUSTEES (cont'd)

G. REGISTRAR

1. It shall be the duty of the Registrar(s) to develop the membership of the organization. (and for this reason this person shall perform these duties of Chairperson of the Membership Committee)
2. The Registrar(s) shall act as Chairperson of any special events committee that can improve or foster the public image of this organization.
3. The Registrar shall follow the guidelines set forth in Article VIII, section III.
4. The Registrar(s) assistant will be the Publications Secretary automatically elected.
5. The Registrar(s) shall have the power to direct all members respectively in the need to fulfill his/her duty.

ARTICLE VII

I. MEETINGS

- A. The eight (8) regular meetings of this organization shall be held on second (2nd) Monday of the designated month, at approximately 7:00 PM. In the event that the meeting day falls on a holiday, the following Monday shall be designated as the day of the meeting.
- B. Special meetings may be called by the President upon majority vote of the Executive Board. Such request must be in writing and specify the business or subject(s) to be taken under consideration. Only the item(s) designated shall be considered.
- C. Executive Board meetings shall be held on the first (1st) Monday of each month. In the event the meeting falls on a holiday, the following Monday shall be designated as the day of the meeting.

ARTICLE VII (cont'd)

II. QUORUM

- A. Two-thirds (2/3) members of the Executive Board shall constitute a quorum for the opening of all Executive Board meetings whether scheduled or called.
- B. Twelve (12) voting members shall constitute a quorum for the opening of regular or special meetings for the transaction of the business of this organization.
- C. Two-thirds (2/3) of the membership is the required forum for affiliations.
- D. All questions of a Parliamentary nature shall be discussed by and decided on by the Executive Board and/or General Membership, if applicable, that are contrary or unclearly stated in these by-laws and rules of the Constitution of the Lansing Knights Youth Organization.

III. VOTING

- A. Members of one year or more in good standing are eligible to vote.
 - 1. Good standing constitutes all membership fees and fines are in order and so recognized by the Treasurer at that time.
- B. All voting members must make their attendance known by signing a membership attendance sheet before the voting begins.

ARTICLE VIII

I. STANDING COMMITTEES

- A. This organization shall have the following standing committees: Ways and Means, Special Events, Athletic, Concession Stand and By-Laws.
- B. The term of the above committees shall be a duration of one (1) year and shall coincide with the terms of the elected officers.
- C. Any member of one committee may become a member of any other committee.

ARTICLE VIII (cont'd)

II. WAYS AND MEANS COMMITTEES

- A.** The Ways and Means committee shall be responsible for devising and planning methods to secure the financial aid to:
 - 1.** Balance the budget.
 - 2.** Construct a backlog as a sinking fund.
 - 3.** Initial items of revenue to increase the building fund.

III. MEMBERSHIP COMMITTEE

- A.** The membership committee shall consist of three (3) members, two of which shall be the Registrar and the Publications Secretary, the third to be appointed.
- B.** It shall issue all applications of membership, investigate all candidates and report to the general membership its findings and recommendations before the candidate is proposed.
- C.** It shall maintain a permanent record card for all members from information indicated on the application forms.
- D.** It shall be responsible for the recruiting of perspective members.
- E.** It shall act as a judicial body in the initial determination of whether a member is eligible to participate in any of the activities of this organization.
- F.** It shall investigate any infringement on the aims and purposes of this organization.

IV. SPECIAL EVENTS COMMITTEE

- A.** This committee shall consist of three (3) members, one of which shall automatically be the Vice President, the other two shall be appointed.
- B.** This committee shall be responsible for the supervision and/or the organization of the various recreational, social and organized activities of the organization that does not fall under the jurisdiction of the Athletic Committee.

ARTICLE VIII (cont'd)

IV. ATHLETIC COMMITTEE

- A.** The athletic committee shall consist of an Athletic Director and Equipment Manager appointed and the required number of commissioners needed to maintain the athletic programs as outlined in Article II of the Constitution.

- B.** The committee shall recommend to the Executive Board for appointment, the supervisors, coaches and managers for the various athletic teams and groups sponsored by the organization. In making such recommendations, it shall be mandatory that the following be taken in to consideration:

 - 1.** That such individuals have the pre-requisites of not only personal ability, but also knowledge of the subject sport, leadership, unbiased attitude and attitude to instruct their respective wards in sportsmanship and induce confidence in them.

 - 2.** To also give every youth a fair and equal opportunity to obtain a position on the team competitively and thereafter to participate in contests.

 - 3.** The commissioners, coaches and managers shall have the right to select their preference of assistants from the list of members petitioning for a coaching position. This choice to be approved by the Athletic Committee and the Executive Board.

 - 4.** When recommending the commissioner, coach and/or manager, the committee shall keep in mind that the individual shall be capable and obligated, not only to oversee, but to instruct and teach the subject sport or athletic activity. That said individual is also obligated to give of his/her time when he/she requests the opportunity to participate as a commissioner, coach and/or manager.

- C.** The manager shall be responsible for maintenance of all equipment, materials and tools that come under his/her jurisdiction during the season.

ARTICLE VII (cont'd)

V. ATHLETIC COMMITTEE (cont'd)

- D.** The committee shall bring to the Board of Directors all requests for equipment, tools and material needed for maintenance, improvement and organization of the various athletic activities, current or proposed under its jurisdiction.

VI. PUBLIC RELATIONS COMMITTEE

- A.** This committee shall consist of Secretary, Publication Secretary and one appointed member.
- B.** It shall be responsible for the promotion of the organization, its various teams, activities and also to create a better understanding of the clubs objectives throughout the community.

VII. BY-LAWS COMMITTEE

- A.** This committee shall be composed of three (3) members, one of which will be the President and two (2) appointed members.
- B.** It shall be the duty of this committee to note during the year and compile any and all pertinent data. To recommend changes, amendments and/or revisions necessary for the improvement of the By-Laws to benefit the organization and prepare them for the action of the membership.

VIII. MEMBERSHIP COMMITTEE

- A.** A membership committee shall make an annual financial audit, which will be made available to the membership by the last meeting of the current year.
- B.** Members and officers shall be reimbursed for all approved expenses while engaged in the legitimate business of the organization.
- C.** All payments for any reason shall be made only upon submission of receipts and brief written account of purchased reason to the organization's treasurer and approval of the Executive Board.

ARTICLE IX

I. GRIEVANCES

- A.** In the case where a member lodges a legitimate grievance, the member should within 30 days of the occurrence:
- 1.** Contact the coach of the team. This person knows their children and parents individually and can best correct the situation.
 - 2.** Contact the sports commissioner. This person will assist the coach and the parents to help solve a problem that cannot be solved alone.
 - 3.** Contact the Athletic Director who supervises all sports activities.
 - 4.** Contact the President. If grievance cannot be resolved at this point, it needs to be put in writing and given to the President. The grievance shall be reviewed by the Executive Board at the next scheduled meeting. An impartial committee will be appointed to review the entire case and present its results in writing at the next General Membership Meeting.
 - 5.** The impartial committee shall be comprised of three (3) members in good standing. One (1) of the three members of good standing shall be selected by the accused. The decision of the committee does not have to be final. The accused shall have the right to appeal.

II. APPEALS

- A.** The accused, if found guilty, may appeal to the Executive Board.
- B.** If the appeal to the Executive Board is unsuccessful, the accused may appeal to the membership by personally appearing at an assigned membership meeting.
- C.** Appeals to (1) and (2) above must be made within thirty (30) days of the notice of the verdict and/or thirty (30) days from the denial of the appeal.
- D.** If the appeal is denied from the membership, there shall be no further course of appeal under these By-Laws.

ARTICLE X

I. REMOVAL FROM COMMITTEE OR OFFICE

A. Resignation

1. Upon notification by a member to the organization that he/she is resigning from a committee, office or the organization proper, such member shall turn over to the organization all equipment, property, monies, accounts and records under his/her control or possession that are the property of the organization. Such items to be returned on or before the effective date of said resignation and he/she shall receive a receipt thereof.

B. Death

1. Upon the death of a member, committeeperson, director or officer, an appointed committee shall after a reasonable length of time, contact the nearest kin of such deceased member for the recovery of equipment, property, monies, account records that were in his/her possession and belonged to the organization. A receipt will be issued for the recovery of any/all items.

C. Disciplinary Action

1. Upon the removal of a member of the Executive Board, officer, director, committeeperson, manager, coach, supervisor or any other member from their elected or appointed position, by disciplinary action such member, shall turn over to the organization all equipment, property, monies, account records that may be under their control or in their possession within seven (7) days and shall receive a receipt.

D. Legal Action

1. The Executive Board shall engage any legal aid necessary to enforce any and all provisions of this article, by legal means and actions.

ARTICLE X (cont'd)

I. REMOVAL FROM COMMITTEE OR OFFICE (cont'd)

D. Legal Action (cont'd)

2. Every member of Lansing Knights Youth Organization shall be required to exhaust all internal remedies provided for in these By-Laws, Rules and Constitution before initiating any legal action or proceedings. This is required before initiating any proceedings of any kind in any form against the Lansing Knights Youth Organization, its subordinate bodies or officers thereof.

E. Officer Attendance

1. The name of any board member who shall be absent himself from two (2) consecutive regular meetings of the association without acceptable cause, shall be submitted to the Board of Directors to be decided whether such member shall forfeit the right to hold office. In turn they shall turn over to the organization all equipment, property, monies, accounts and records that may be under his/her control or in his possession within seven (7) days. A receipt shall be issued.

ARTICLE XI

I. ORDER OF BUSINESS

A. Regular and Board of Directors Meetings

1. Meeting called to order
2. Pledge of Allegiance
3. Roll call of Officers
4. Remarks by President
5. Reading and approval of previous meeting minutes
6. Reading of communications
7. Report of Secretary (Highlights of Executive Board Meeting)
8. Report of Treasurer

ARTICLE XI (cont'd)

I. ORDER OF BUSINESS (cont'd)

A. Regular and Board of Directors Meetings (cont'd)

- 9. Report of Committees
- 10. Number in attendance
- 11. Unfinished business
- 12. New business
- 13. Adjournments

ARTICLE XII

I. BONDING

- A. The President, Treasurer and any other individual who shall be a signer or co-signer of any checks or receives or disburses any of the funds of this organization shall be bonded in the amount of five thousand (\$5,000.00) each. The afore-mentioned bond taken out and paid for at the expense of the organization.

ARTICLE XIII

I. REVISIONS, AMENDMENTS AND/OR REPEALS

- A. This Constitution and By-Laws can be altered, amended, revised or repealed at any regular meeting as long as the purpose be presented in writing over the signatures of the Executive Board two (2) weeks or more before action is taken. The proposes of any change in this Constitution and By-Laws must also present a minimum of one (1) copy each of any alterations, amendments, revisions or repeals, per Executive Board Member at the time proposal is submitted.
- B. Any alteration, amendment revision and/or repeal shall go in to effect as soon it is adopted and approved by the attending members of the so noticed meeting.

ARTICLE XIII (cont'd)

I. REVISIONS, AMENDMENTS AND/OR REPEALS (cont'd)

B. (cont'd)

1. Such proposed amendments shall be submitted to the membership the Organization by News Letter or via email. This notification of proposal shall be made fifteen (15) days prior to the membership meeting.
2. If such proposed amendment does not receive a majority vote of approval of the attending membership of good standing, it shall be considered dead.
3. Amendments proposed by the Executive Board shall be submitted to a vote of the Membership.
4. An annual budget shall be proposed by the President and approved by the Executive Board and made known to the Membership via the Organization's News Letter or email.