

# Plantation Athletic League By-Laws



Effective March 9, 2021

# **Plantation Athletic League Mission and Purpose Statements**

## **Mission Statement**

**"To make a difference in the lives of the children of the City of Plantation."**

## **Purpose Statements**

### **Public Relations**

It is our intent to develop programs to increase both the private and business community's awareness of the benefits and potential of the Plantation Athletic League's programs to the community. PAL will achieve this through channeled communications to the City of Plantation, the community and the media.

### **Program Quality Control**

PAL's goal will be to provide a service to the community, which is consistently fair to all who participate while providing opportunities for recreation, personal and athletic growth and sportsmanship for the participants. This will be achieved through the establishment of such programs as: Consistently fair team selection processes, coaches training and certifications, clinics, adherence to code of ethics, and opportunities for participants to officiate.

### **Cost Effective Operations**

It is necessary as a non-profit volunteer organization to provide services at the lowest cost possible to the participants. To achieve this PAL will pursue more participation from our community businesses through sponsorship, marketing, promotion, and advertisement.

### **Resource Management**

To serve as a central resource for the recruitment, training, and deployment of volunteers who coach the children of the City of Plantation. PAL will be proactive in defining and scheduling the volunteer resources and facilities required to accommodate the sports programs and special events. Coordination from the broader perspective is required in order to minimize conflicts, which arise from overlapping seasons and travel programs. PAL will need to manage growth trends or be faced with establishing limits to our activities.

### **Awareness**

To heighten the community's awareness of PAL's efforts to improve the quality of the recreational sports activities available to the children of the City of Plantation. PAL shall seeks to demonstrate and promote the concepts of team participation, spirit of competitiveness and fair play, both on and off the field, by players, coaches, officials, family and fans alike; and Whereas, PAL believes that the safety and welfare of our children are primary concerns and that, since today's youth are tomorrow's leaders, the mental and physical capabilities developed today will determine how well they handle their responsibilities tomorrow.

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## **ARTICLE I ORGANIZATION**

The Plantation Athletic League (hereinafter referred to as "PAL") is a non-profit organization under the laws of the State of Florida. The address shall be P.O. Box 16303, Plantation, Florida 33318. PAL shall be vested in the PAL Board Member. PAL shall be bonded to the extent of \$100,000.

These By-Laws shall be considered as accepted after reading and approval by a two-thirds majority of the PAL Board Members present who constitute a quorum.

## **ARTICLE II DEFINITIONS**

**“Participant(s)”** shall mean any child who is registered to participate in a sport in the PAL program in the than current Fiscal Year.

**“Voting Member(s)”** shall mean (a) the parents or legal guardians of current registered Participants in the PAL program; and (b) approved coaches and assistant coaches provided such person has completed and signed a coaches application; and (c) a team sponsor which has sponsored a team in the than current fiscal year; and (d) all PAL Board Members except as defined in Article XV. Voting Members shall be entitled to one (1) vote for all elections of members of the “PAL Board Members.” Refer to Article XII, “Voting,” for voting procedures.

**“Elected Officers” Leadership Committee** shall mean the President, Vice President, and Treasurer.

**“PAL Board Member(s)”** shall mean the Elected Officer(s) and all elected Sports Commissioner(s).

**“PAL Board”** shall mean the PAL Board Member(s).

**“Commissioner(s)”** shall mean the chief operating officer of his/her sport who shall have the responsibilities as set forth in the table of organization of these By-Laws.

**“Administrator”** shall mean an individual appointed by a Commissioner whose responsibility will include scheduling of games, responsible for any tryouts and assignment of players, recruitment of coaches, assigning officials and enforcing the rules within their specified sport and age group or any other responsibilities set forth in the particular Sports Organizational Guidelines.

**“Annual Meeting”** shall mean the June meeting at which elections will be held.

**“Fiscal Year”** shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup> of each year.

**“Good Standing”** shall be defined as those Participants, Voting Members, PAL Board Members, Commissioners, and other individuals who may not be specifically identified, who are current with all financial obligations and are not subject to any disciplinary action, investigation, or complaint.

**“Organizational Guidelines”** (AKA Policy & Procedure Guide) shall mean the Guidelines established for the operation of each particular sports program conducted by PAL. These Guidelines shall be created and adopted by the particular sport and approved by the PAL Board. The Guidelines may be amended annually by the sport and amendments shall be approved by the PAL Board. Said Guidelines shall include but not be limited to the following topics: The organizational hierarchy of the sport such as the number of their Sports Administrators, Formation of teams such as age groups,

conducting tryouts or ratings, conducting drafts, equipment procurement, fund raising, competition rules, scheduling, officiating, and other issues necessary for the operation of a particular sport.

**“Sports Administrators”** shall mean the individuals comprising the particular sports administrators under the sports Organizational Guidelines. These individuals must be listed with the PAL Board on an annual basis and posted on the website.

**“Sports Board”** shall mean all individuals that assist the Commissioner of a particular sport but are not vested with the voting rights of a PAL “Board Member”.

**“PAL Website”** is the electronic website maintained by PAL for informational and communication purposes. It shall be used to inform the public of the administrators of PAL, the means to contact administrators, the programs operated by PAL, a means of notifying the public of registration, schedules, public notices required in accordance with the By-Laws, rules and regulations, general public relations and news items, and other information approved by the PAL Board.

### **ARTICLE III AMENDMENTS**

These By-Laws may be amended, modified or repealed, and new By-Laws may be adopted at any scheduled meeting of the PAL Board by the affirmative vote of a majority of the PAL Board Members in attendance. Notice of any proposed changes shall be provided to each PAL Board Member no less than three (3) days prior to the PAL Board meeting when the issue will be voted upon.

### **ARTICLE IV QUORUM**

**Quorum:** A quorum shall consist of half (50%) plus one (1) of the duly elected PAL Board Members be present at the meetings and a majority vote shall govern, for the transaction of business at any meeting of the PAL Board, provided that if less than a majority of the PAL Board Member(s) are present at said meeting, a majority of the PAL Board Member(s) present may adjourn the meeting from time to time without further notice. A Sport's Commissioner may appoint a Sports Administrator to act as his or her proxy if unable to attend a Board Meeting.

**Parliamentary Authority:** The rules contained in the current editions of Robert's Rules of Order, newly revised, or its successors thereto shall govern in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules or order, which PAL may adopt.

### **ARTICLE V PARTICIPATION, REGISTRATION FEES AND COACHES**

**Participation:** Participation in PAL shall be for the residents of the City of Plantation and the surrounding areas who are eligible to participate in any sports program in accordance with the rules established by the PAL Board Member(s) for that particular sport as indicated in the duly authorized and enacted “Policy and Procedure Guide” for each sport conducted under the authority of PAL, Incorporated herein, by reference hereto. In the event that the number of Participants must be limited registration priority will be given first to Plantation residents, then to non-residents previously enrolled in the PAL program, then to any other non-residents. Registration in PAL is not transferable or assignable. Registration fees for individual sports activities shall be on a seasonal basis. PAL does not advise any player to participate in two (2) sports at the same time, however if an exception has been granted by the PAL Board and a player participates in a Travel program and a Recreational program such player must be advised that the Recreational program (Tier One) will take priority over the Travel Program (Tier Two). It will be the

Commissioner's responsibility to notify the coaches at all drafts if any player has been approved to participate in a Recreational and a Travel program at the same time. No player shall be allowed to participate in two (2) Recreational sports programs that take place during the same time period.

**Registration Fees:** The PAL Board shall set registration fees for each sport. A late fee shall be charged to participants who register after the close of initial registration. The amount of the late fee shall also be set by the PAL Board. A late fee may be waived at the discretion of a Sports Commissioner if it is determined to be necessary to attract additional participants to the sport or if it would create an undue financial hardship

**Refunds:** Registration fees are non-refundable except as set forth below:

- (a) The participant relocates to another City and adequate proof is provided; and/or
- (b) The participant suffers a medical condition preventing participation and adequate proof is provided; and/or
- (c) The participant is cut from a travel program prior to the teams formation; and/or
- (d) The participant requests a refund a minimum of thirty (30) days prior to the player's draft of the sport.

Any refund provided will be less a \$25.00 administrative fee.

**Failure to comply:** Any participant, coach, administrator, commissioner, parent or game official who fails to comply with any established Sports Rules or Regulations, the PAL Coaches Code of Conduct, or the PAL Parental Code of Conduct is subject to penalty including probation, suspension, termination or dismissal.

The appropriate disciplinary action shall be determined by the individual Sports Commissioner or his designee.

Notice shall be provided to the PAL Board if any penalty exceeds a one year suspension. Appeal may be taken

which shall be heard by member of the Grievance Committee whom shall be appointed for the purpose.

**Financial Obligation:** Sponsors, parents, coaches, or Participants who have any financial obligation to PAL for fees, lost or damaged equipment or, for any other reasons, shall not be permitted to participate in any function, nor shall that person be permitted to serve in any administrative capacity or function as a PAL Board Member until such financial indebtedness to PAL has been satisfied.

**Equipment/Funds Usage:** PAL equipment or funds shall not be used for any purpose or program unless such purpose or program has received proper approval from the PAL Board Member(s).

**Special Events:** The PAL Board shall approve in advance all PAL Special Events.

**Trophies:** Individual trophies shall be presented to the Participants of all first and second place teams within each recreational sport governed by PAL. Additional trophies may be given by each sport as defined in the Policy and Procedure guide for each sport. Coaches shall not assess parents or Participants to provide individual trophies, similar awards, or uniform accessories, not provided by PAL to Participants.

**Coaches Application and Code of Conduct:** Individuals desiring to coach in any capacity as a recreational and or travel coach must submit a "Coach's Application," as determined by the PAL Board, and agree to a personal background

investigation. PAL will at all times maintain an agreement with a reputable company that will provide services needed to run background checks including conducting checks within the sexual predator's database. The PAL Board Members will approve ALL coaches, Recreational and Travel. A Sports Commissioner may require additional background checks for team managers, chaperones, or any other positions in their particular sport.

**Use of Alcohol:** Pursuant to the City of Plantation policies, alcohol use is not permitted at any City of Plantation Park. In addition PAL funds are not to be utilized for the purchase or consumption of alcoholic beverages in any manner. For PAL events not held at a City of Plantation Park, all Florida, County, and City laws regarding the usage of alcohol shall apply. Discretion regarding the use or consumption of alcohol at any PAL function or event is recommended.

**Use of Non-City Facilities:** If at anytime PAL utilizes a non-City owned facility such as a County Park, or School gymnasium or athletic field, PAL shall abide by all rules and policies governing such usage.

**Selection of Coaches:** Head Coaches shall be selected by the Commissioner of each sport who may consider the following criteria when making selections:

- (b) PAL membership
- (c) Knowledge and experience in the sport;
- (d) Prior history of discipline or complaints;
- (e) Prior coaching experience;
- (f) Plantation residency.

The selection as a head coach is a privilege, not a right, and holding the position of head coach the previous season does not automatically guarantee a head coaching spot the following season.

**Suspended Players and or Coaches:** Each Sports Commissioner will be responsible for informing the PAL Board in regard to every player and coach (in writing) that has either quit the sport or has been levied a one year suspension, with all details and documentation relating to the incident that caused such action to be taken. It will be the responsibility of the Sports Commissioner to document (in writing or via email) and to also supply an updated list to each Sports Commissioner prior to each registration period to prevent any conflict. This section applies to players and coaches in both the Travel and Recreational programs. Additionally, the Sport's Commissioner must inform the PAL Board if any such individual makes any application or nomination for a PAL administrative position.

**PAL Exclusive Vendors:** PAL may have agreements in place with vendors who provide their services exclusively to PAL, such vendors shall be listed on a separate attachment which shall be updated from time to time as necessary and made a part of these By-Laws. Any attempt by a Commissioner to circumvent exclusive vendor relationships will not be tolerated, the PAL Board may upon a two thirds majority vote dismiss the Commissioner from the PAL Board for such actions.

**PAL other Vendors:** Sports Commissioners have the responsibility to use their best efforts and judgment to obtain equipment, uniforms and supplies at a reasonably competitive price without substitution of quality. Commissioners are encouraged to leverage their purchasing power by joining together to make purchase if possible. Any Sports Commissioner that enjoys a relationship with a vendor that supplies items to that sport shall disclose said relationship to the PAL Board prior to doing business with the vendor so as to avoid any appearance of impropriety.

**Marketing/Advertising Materials:** Any and all publications, including but not limited to brochures, pamphlets, and tournament booklets, shall be approved by the PAL Board. No PAL publication of any kind shall include any advertisement that is not in the best interest of the participants of PAL, participants meaning the children in the PAL programs. PAL will not promote gambling in any PAL publication. Alcohol, tobacco products, or any morally questionable advertising will not be permitted.

## **ARTICLE VI RULES GOVERNING SPORTS**

**Rules Governing Sports:** No sports program shall be permitted to function unless the Rules and Regulations, Organizational Guidelines, draft procedures, ratings procedures, pay scales used for all umpires or referees for recreational sports, and a list of potential coaches of that program have been presented to and approved by the PAL Board Members and made a part of these By-Laws, prior to the beginning of that sport's season. Draft and rating procedures must be incorporated into and made a part of each Sports Guidelines and Rules and/or Regulations as applicable. This process must be accomplished prior to the start of every season regardless of whether changes were, or were not made, to the prior year's Rules and or Guidelines. It will also be the responsibility of each Sports Commissioner to post a copy of all approved Rules and Guidelines governing their respective sport on their PAL sports website.

**Rule Changes:** A Sport may change or modify its rules after commencement of its season in order to foster fair play or for the benefit of the sport. Any change must be approved by a majority of the individual Sports Board which shall then notify its coaches of the newly approved changes.

## **ARTICLE VII MEETINGS**

All Meetings must be noticed at least 48 hours in advance on the PAL website, open to the public and conducted at a City-owned facility, or virtually online if a city-owned facility is not available.

**Regular Meetings:** The PAL Board shall meet a minimum of four (4) times per year including the Annual Meeting which shall be held the second Tuesday of June at 7:00pm, unless a change is otherwise published. Notice of any PAL Board meeting shall be communicated to each PAL Board Member no less than 48 hours prior to the scheduled meeting along with the proposed meeting agenda. Notice shall also be posted on the PAL website.

**Annual Meeting:** The meeting in June shall be known as the Annual Meeting and shall be for the purpose of receiving reports of the Nominating Committee, and of electing PAL Board Member(s), and for any other business, which may arise. The newly elected PAL Board Member(s) shall take office on July 1<sup>st</sup> of that same year. Prior to the Annual Meeting, the President shall appoint a Nominating Committee in accordance with the provision of Article XII of these By-Laws. At said meeting, the Nominating Committee shall be subject to the approval of a quorum of the PAL Board. .. Notice of this meeting will include notice of the Annual Elections. An announcement of the elections will be made at the May meeting of each year and will also be posted on the PAL web-site one month in advance of these elections so as to provide for individuals to be nominated and run for any of the available positions. Additional notice of this meeting with a copy of the advance agenda will be provided to all PAL Board Members not less than 48 hours prior to the meeting.

**Special Meetings:** Special meetings of the PAL Board shall be called for by the President, or any member of the PAL Board upon a minimum of forty-eight (48) hours notice to each PAL Board Member. The PAL Board Member authorized to call special meetings may fix any place for holding any special meeting called by them. Only those subjects specifically noted on the agenda of the special meeting shall be brought forth before the PAL Board for discussion and decision.

**Emergency Meetings or Votes:** An emergency meeting or vote may be called by the President or by a majority decision of the PAL Board upon a minimum of two (2) hours notice to each PAL Board Member. Only those subjects specifically noted on the agenda of the emergency meeting shall be brought forth before the PAL Board for discussion and decision.



Said vote or decision shall be conducted by electronic mail in order to give all members, including those not in attendance, the opportunity vote on the emergency subject. Said electronic vote shall stay open until a majority is reached, but no later than 48 hours.

**Telephone Meetings:** Subject to the provisions of applicable law and these By-Laws regarding notice of meeting, PAL Board Member(s) may, unless otherwise restricted by statute, by the Articles of Incorporation or by these By-Laws, participate in and hold a meeting of such PAL Board Member(s) or Committee by using conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other, and participation in a meeting shall constitute presence in person at such meeting, except when a PAL Board Member participates in the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting was not lawfully called or convened.

**Notice of Waiver:** Any PAL Board Member may waive notice of any meeting by providing written or electronic mail waiver of notice to the President of the PAL Board. The attendance of a PAL Board Member at any meeting shall constitute a waiver of notice of such meeting, except where a PAL Board Member attends a meeting for the express purpose of objection to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular, special, or emergency meeting of the PAL Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or these By-Laws

## ARTICLE VIII MEETING AGENDAS

The following format of agenda shall be used for all types of meetings:

**Annual Meeting:**

Call to order	President
President’s Report	President
Nominating Committee Report	Chairman, Nominating Committee
Introduction of Nominees	Chairman, Nominating Committee
Appointment of vote counters	Chairman, Nominating Committee
Election of Board Members	Chairman, Nominating Committee
Announcement of results of balloting	Chairman, Nominating Committee
Announcement of the next Regular Meeting	President
Adjournment	President

**Regular Meetings:**

Call to order	President
Introduction of guests	President
Disposition of Minutes	Person designated by President
City Report	City Representative
Sport Reports	Individual Commissioners
Financial Report	Treasurer
Committee Meetings	As required
Old business	President
New business	President
Announcement of the next regular meeting	President
Adjournment	President

**Special Meetings:**

Call to order	President
Announcement of the purpose of the Special Meeting	President

Announcement of the individuals who called the Special Meeting	President
Discussion	All
Decision	
Adjournment	President
<b>Emergency Meetings:</b>	
Call to order	President
Announcement of the subject to be discussed	President
Discussion	All
Decision	
Adjournment	President

**ARTICLE IX  
TERMS AND QUALIFICATIONS OF PAL BOARD MEMBER(S)**

No member shall be eligible for election unless he/she is a member in Good Standing of PAL. The number of PAL Board Members shall be increased or decreased as needed upon a majority vote of the PAL Board Members eligible to vote.

- a) The term of each Elected Official of the PAL Board Member shall be two (2) years.
- b) The term of each Sports Commissioner shall be two (2) years.
- c) In order to preserve continuity through staggered terms, at least three (3) PAL Board Member(s) shall be elected each year.

All positions shall be elected by the Voting Members, unless otherwise stated herein. Each candidate may run for only one position. All vacancies during the year shall be filled according to Article X.

**LEADERSHIP COMMITTEE (Elected Officers)**

All candidates for the office of the President, Vice President must be a current PAL Sports Commissioner. In the event that a qualified PAL Board Member cannot serve, then the PAL Board can vote by a majority to elect a current PAL Sports Board Member who has served at least two (2) years on such PAL Sports Board. In the event that a PAL Board Member and/or a PAL Sports Board Member cannot run or does not wish to run, the PAL Board will review all available candidates as long as such available candidate is a PAL Voting Member in good standing with PAL. No Member of the PAL Board shall be employed by or hold an elected position with the City of Plantation during his/her term as a Member of the PAL Board.

**COMMISSIONERS**

All candidates for the positions of Commissioner must have served as a PAL sport league administrator and/or served as a PAL Board Member for at least one (1) year including the year immediately prior to the election, and must be a member in Good Standing.

Each Commissioner will provide the PAL Board members with a contact list, including addresses, phone numbers and email addresses of it sports Board members indicating their responsibility on the sports Board,

At the time that a new sports program is instituted, a new Commissioner shall be appointed by the President with the approval of a two-thirds majority of the current PAL Board Member(s), to serve until the next Annual Meeting. Thereafter, the new Commissioner shall be elected by the Voting Members.

No PAL Board Member shall serve as a PAL Board Member in more than one position simultaneously, unless placed temporarily in such position by the Leadership Committee.

Responsibilities of the individual PAL Board Member(s) shall be as shown in the table of organization and shall be for the benefit of PAL.

## **ARTICLE X REMOVAL OR RESIGNATION OF BOARD MEMBERS**

**Removal of a PAL Board Member:** A PAL Board Member(s) may be removed from office for malfeasance (malfeasance shall be defined as intentionally doing something either legally or morally wrong which a PAL Board Member had no right to do involving dishonesty, illegality, or knowingly exceeding such PAL Board Members authority for improper reasons) or misfeasance (misfeasance shall be defined as management of a PAL program or other responsibility in which there are errors and an unfortunate result through mistake or carelessness, but without evil intent and/or violation of law). Charges in writing against any PAL Board Member may be brought before the PAL Board by any Voting Member of PAL. Said charges shall be directed to the PAL Board which shall investigate the charges. Written notification of the charges, stipulating the name of the accuser, must be sent to the PAL Board Member in question by the President via facsimile or by certified mail, return receipt requested, seven (7) days prior to the Special Meeting to be held to deliberate the charges. A PAL Board Member may also be removed for non-attendance at three consecutive regular board meetings absent just cause. The PAL Board Member in question may appear before the Special Meeting of the PAL Board Member(s) convened for the sole purpose of reviewing the charges and the PAL Board findings. At said Special Meeting, the PAL Board Member may be removed from office by a two-thirds vote of the PAL Board Member(s) present; excluding the PAL Board Member in question, provided a quorum is present. Notwithstanding the foregoing, if a PAL Board Member knowingly and or intentionally commits any act that is not in the best interest of the overall PAL program and such act or inaction is causing a negative impact on the overall PAL program, the PAL Board may upon a two thirds majority vote of the PAL Board remove such PAL Board Member or ask such PAL Commissioner to resign his/her position on the PAL Board. Additionally, the PAL Board may determine additional options as may be required as alternates courses of action in reaching resolution for this section. The decision of the PAL Board final is binding and in force for the time period set forth in the final decision.

1. The Mayor shall have the right to suspend a PAL Board Member at his/her discretion, provided the suspension is made in writing. While suspended, such Member may not attend meetings of the PAL Board, and may not vote on any matters before the Board. Unless such suspended Member obtains a timely administrative review of the his or her suspension, the Member shall have been deemed to have resigned his or her Membership on the PAL Board, and such deemed-resigned Member shall not be able to qualify for re-election to fill the vacancy created by his or her deemed resignation (or qualify for election to any other PAL Board vacancy), for a period of two years or such shorter time designated by the Mayor in his or her suspension notice.
  - a. A suspended PAL Board Member can request an administrative review of his or her suspension by filing a written request to the PAL Board within 30 days of receipt of notification of his or her suspension. A failure to timely request an administrative review, shall result in a deemed resignation of the suspended Member.
  - b. Upon receipt of a timely written request for an administrative review of a suspension, the PAL Board shall determine whether it wishes to facilitate such review, and if so, shall within thirty (30) days of receipt of a suspended Member's written request, by majority vote, appoint two persons to an Administrative Review Panel. A failure by the PAL Board to appoint two persons to an Administrative Review Panel within such thirty (30) day period shall result in a deemed resignation of the suspended Member.

- c. Once the PAL Board appoints two members to the Administrative Review Panel, the Chairperson of the Parks and Recreation Advisory Board shall be notified of the PAL Board's decision to facilitate an administrative review of the suspension, and he or she shall call a regular of special meeting of the Parks and Recreation Advisory Board within the next ensuing thirty (30) day period for the purpose of appointing two other persons to serve on the Administrative Review Panel, and failing the Parks and Recreation Board to make such appointment within such period, the appointments shall be made by resolution of the City's governing Body at the next reasonably available regular meeting of the City Council.
- ci. The four (4) appointed members of the Administrative Review Panel shall then meet for the purpose of appointing by majority vote a fifth member to the Panel.
- cii. No elected official, employee, or officer of the City may be appointed to the Administrative Review Panel.
- ciii. After considering the matter, the Panel may determine to take no action concerning the suspension (such that it is upheld and the Member therefore being deemed resigned), or it may modify such suspension in any way it deems fit, or it may terminate the suspension. The decision of the Panel will be binding on the affected Member, the City, and PAL.
- civ. Meetings of the Administrative Review Panel, and its deliberations, will be informal: witnesses need not be sworn, and interested persons do not have cross examination privileges. The affected Member will be given notice in writing at least five (5) days prior to the date the Panel will consider the matter and both the affected suspended Member and the Office of the Mayor may submit written or oral comment to be considered by the Panel. The Panel shall meet in a room or virtual online website approved by the City Clerk, and minutes of the Panel's meetings shall be kept.

**Resignation of a PAL Board Member:** Any PAL Board Member may resign at any time by giving written notice of such resignation to the President or Vice-President. If the offices of the President or Vice-President are vacated by resignation, the resignation may be submitted to any other PAL Board Member. The acceptance of any resignation shall not be necessary to make it effective. At the time of resignation, all materials and/or records belonging to PAL, shall accompany the written resignation, unless other arrangements between the PAL Board Member resigning and the PAL Board Member receiving the resignation are made at that time.

**Vacancies:** A vacancy on the PAL Board shall be filled temporarily until a new individual is elected to fill the vacancy at the next Annual Meeting. Vacancies on the PAL Board shall be filled in the following manner. The President shall appoint a Nominating Committee to select a slate of candidates to be presented to the PAL Board Members, one of whom shall be selected to fill the existing vacancy by a majority vote of the PAL Board Members. It is the responsibility of the Nominating Committee to interview the potential candidate and to determine if such candidate is a member in Good Standing, this must be completed prior to adding the potential candidate's name to the slate of nominees. The term of office for the new PAL Board Member will terminate upon completion of the original term elected.

## **ARTICLE XI DISSOLUTION**

**Dissolution:** The PAL Board Members may dissolve PAL, by a majority vote at any regular meeting of the PAL Board Members or Special Meeting called for that purpose. In the event that circumstances necessitate the dissolution of PAL, the PAL Board shall first approach the City of Plantation and subsequently approach the Mayor and the members of the City Council. This shall be followed by a complete disclosure of the circumstances by email to the members, and such email shall state a special meeting date to be scheduled at least ten (10) days later. In the event that the final decision is to dissolve PAL, the PAL Board Member(s) shall be directed to proceed with the orderly dissolution and liquidation. No member, or other individual, shall receive directly or indirectly any of the proceeds to be distributed. Upon dissolution of PAL, any remaining assets subsequent to costs and expenses shall be distributed to the City of Plantation Parks and Recreation Department for the public purpose to benefit the youth of Plantation. Any portion of the assets not accepted by the City of Plantation will be donated to an exempt organization recognized by the Internal Revenue Service under section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

## **ARTICLE XII COMMITTEES**

**Standing Committees:** Standing Committees shall be designated and appointed by the President to serve until the next Annual Meeting. The following shall constitute the permanent Standing Committees of PAL:

**Elected Officers (Leadership Committee):** The President, Vice President, Treasurer shall constitute the Elected Officers of the PAL Board (Leadership Committee). The President shall act as chairman. In the event of the absence or disability of the President, the Vice President shall act as chairman of the PAL Board, unless otherwise determined by the President or by the PAL Board. Except as otherwise provided by statute, the Articles of Incorporation, of these By-Laws, any and all business may be transacted at any meeting of the PAL Board, and neither the purpose of, nor the business to be transacted at, any meeting of the PAL Board need be specified in the notice or waiver of notice of such meeting. Except as otherwise provided by statute, the Articles of Incorporation or these By-Laws, at all meetings of the PAL Board the presence of a majority of the members of the PAL Board shall be necessary and sufficient to constitute a quorum for the transaction of business, and the act of a majority of those present at any meeting at which a quorum is present shall constitute the act of the PAL Board. The PAL Board shall be responsible for developing and maintaining a set of PAL Administrative Guidelines & Procedures for the PAL Board. These Administrative Guidelines & Procedures shall be posted on the PAL web site.

**PAL Board Authority:** The PAL Board may appoint an Attorney, a Physician, an Accountant, or an Auditor, or such other person to advise PAL.

**Nominating Committee:** The Nominating Committee shall consist of two PAL Board Members selected by the President from a list of volunteers and approved by the PAL Board. It shall be the responsibility to the Nominating Committee to determine the eligibility of candidates for all elected offices and conduct the election in accordance with the PAL By-Laws.

**Election Notice:** Prior to the Annual Meeting the Nominating Committee will place a notice of general elections on the PAL Website, The notice will be similar in content to the following; "PAL will hold its Annual Meeting of Elections on (date), if you meet the pre-requisite and would like to nominate either yourself or another individual as a PAL Board Member, please email a resume listing your qualifications and a brief summary of yourself. Resumes should be emailed to [palsportsinformation@gmail.com](mailto:palsportsinformation@gmail.com). All nominations must be received by (date); Nominations will not be accepted after Midnight on (date) (This date will be set 7 (seven) days prior to the meeting to allow the Nominating Committee to review the eligibility of the candidates). The

Annual Meeting of Elections will begin promptly at 7:00 PM.” The notice will state all positions up for re-election along with the pre-requisites for those positions.

**Voting:** Election of PAL Board Member(s) will be by secret ballot, with Voting Members in attendance only voting for one PAL Board Member at a time beginning with President, then Vice President, then Director of Communications and Information Technology, then Treasurer, then the balance of PAL Board Member(s) as required. It shall be the responsibility of the members of the Nominating Committee to conduct the election including the counting of the votes cast. The candidate receiving the highest total votes of the Voting Members present shall be deemed elected and will be announced by name only. A vote count will be provided upon a request from any Voting Member who casts a vote.

Each newly elected PAL Board Member shall take office on July 1<sup>st</sup> and shall hold such office until his/her successor shall have been duly elected or until he/she shall resign or otherwise be removed from office.

**Budgetary Committee:** The budget committee shall consist of the PAL Board Member(s) so appointed. It shall be the duty of each Commissioner to prepare the yearly budget for their sport’s program. Each proposed budget shall be presented for approval to the PAL Board at least thirty (30) days prior to the beginning of registration for the program. Upon approval, the budget shall be observed, followed and enforced. Each PAL Board Member assigned a budget shall supervise the disbursement of his/her budget allocation. However, in no event may his/her total expenses exceed revenue without PAL Board approval. If at the time of budget preparation a sports program has a revenue balance, that amount will remain with the sports program and may be included in the proposed budget.

All travel sport programs will be required to use the same budget categories for income and expenses. Individual travel teams will require the team manager to maintain a ledger and receipts for the particular team expenses

**Grievance Review Committee:** A Grievance Review Committee shall be appointed by and chaired by the President and shall be comprised of PAL Board Member(s) only. The Grievance Review Committee shall have full power to levy punitive measures to parents, coaches, or Participants for violation of rules or misconduct. Any charge submitted to the Grievance Review Committee shall be in writing and signed, and said copy of charges shall be sent to the plaintiff in question. The accused shall be invited in advance to appear at the Grievance Review Committee meeting at which the charges will be discussed. Decision of the Grievance Review Committee will be considered final and will be in force for the full period of the time set forth in the decision. Each sports committee will conduct its own grievance hearing. Appeals will be to the PAL (Board) in accordance with the established guidelines. A copy of the Grievance Policy and associated forms are hereby incorporated into these By-Laws and attached hereto for reference.

**Ad Hoc Committees:** The President or the PAL Board may appoint Ad Hoc committees. Other persons, who are not on the PAL Board, can be appointed to help with jobs as the PAL Board sees fit. Any person may be removed by the PAL Board Member(s) authorized to appoint such person whenever in their judgment the best interests of PAL shall be served by such removal.

**Committee Exceptions:** Except for the PAL Board, no Committee shall be vested with the power to enter into any agreement or contract, or otherwise obligate PAL. No PAL Board Member has the authority to make an agreement or contract with any person attempting to bind PAL in any manner, and in no event shall any Committee have authority to sign any agreement or contract binding PAL.

## **ARTICLE XIII LEADERSHIP COMMITTEE RESPONSIBILITIES**

**President:** The responsibilities of the President shall be those normally associated with such office and include the President acting as the principle officer of PAL. The President shall preside at all meetings of the PAL Board. The President may sign all legal documents, appoint all committees and perform all duties pursuant to the office of President. The President shall appoint those committees necessary in order to carry out efficiently the objectives of PAL.

**Vice President:** The responsibilities of the Vice President shall be those normally associated with this office and include, in the absence of the President, or in the event of the inability or refusal of the President to act, the performing of the duties of the President and, when so acting, shall have all the powers and be subject to all the restrictions of the President. The Vice President shall perform other duties as defined in the table of organization or as assigned by the President.

**Treasurer:** The duties of the Treasurer shall be those normally associated with this office. The Treasurer shall also maintain vigilance over the non-profit and tax exempt status of PAL and file such reports as are required by the State of Florida and the Federal Government to maintain the legal incorporated status of PAL. The Treasurer shall prepare a statement of financial condition at the conclusion of each fiscal quarter and shall present this report to the Board. . The Treasurer will establish the appropriate budget categories to be used by the travel sports programs.

## **ARTICLE XIV AUTHORIZATION TO EXPEND OR COMMIT TO EXPEND**

The PAL Board Members individually and collectively assume a fiduciary responsibility to the Participants and Voting Members, and this fiduciary responsibility shall be exercised to the best of their individual and collective ability. Each commissioner is authorized to expend or commit to expend those funds available in their respective sports budget for the sole purpose of PAL related expenses only. Expenditures are limited to those necessary to promote and advance the sport including player's equipment, uniforms, safety, game officials, concessions, opening night or championship game festivities and all-star games. Subject to fund availability and at the sole discretion of a Commissioner, an appreciation dinner may be held for administrators, directors, game officials or volunteers.

All requests or commitments to expend in excess of budgeted amounts shall be brought before the PAL Board at any meeting for deliberation and decision. It is the responsibility of each Commissioner to maintain a balanced budget.

Travel Sports Expenditures: In addition to the required registration fees, travel sports at time will require additional funding for coaches fees, travel and tournament expenses, along with other expenses deemed necessary by the Travel Director. All expenses will be deemed necessary on a team by team basis. Travel managers will be required to collect the funds for the assessed expenses on a pro rata share basis from the player's families. Said funds may be raised to defer the team's expenses through any and all approved PAL methods for fundraising such as sponsorships, sales, car washes, or donations. The funds, once raised, will be considered a donation to PAL and will be credited to the particular travel team's account, i.e., the baseball U12, softball U10, soccer boys U14. If for any reason an individual team account has a balance or surplus of team funds at the end of the season, said balance or surplus will be carried over the individual team account for the following season, i.e. the baseball U13, softball U11, soccer boys U15. If a team disbands or graduates the PAL program with an account surplus, said surplus funds will pass into the Travel Sports General Account. **AT NO TIME ARE FUNDS RAISED FOR THE BENEFIT OF AN INDIVIDUAL PLAYER. SAID INDIVIDUAL PLAYERS ARE NOT ENTITLED TO ANY REFUND CLAIMED FOR FUND RAISING ACTIVITIES THAT RESULT IN A SURPLUS OF A TEAM ACCOUNT, WHETHER THE PLAYER LEAVES THE PROGRAM FOR ANY REASON WHATSOEVER.**

It is intended that the PAL Board Member(s) authorizing expenditures, individually or collectively, shall do so in a prudent manner and for just purposes and that the PAL Board Member(s) acting individually or collectively, shall be able to justify expenditures in compliance with the fiduciary responsibility granted by the Voting Members.

Voting Members of PAL may inspect the financial books and records of PAL, upon giving the custodian of such books and financial reports seven (7) days advanced written notice. This right of inspection shall not include the right to remove the books, the right to receive copies of said items, or to electronically download, copy, print, or email any of this information. Any violation in regard to this item shall be dealt with to the fullest extent of the law and PAL By-Laws.

## **ARTICLE XV TABLE OF ORGANIZATION**

**The PAL Board shall consist of the following positions:**

1. President
2. Vice President
3. Treasurer
4. Director of  
Communications  
and Information  
Technology
5. Commissioner of Recreational Baseball
6. Commissioner of Travel Baseball
7. Commissioner Basketball



8. Commissioner Dynamites
9. Commissioner Flag Football
10. Commissioner of Recreational Soccer
11. Commissioner of Travel Soccer
12. Commissioner Softball
13. Commissioner Tackle Football
14. Commissioner Tackle Cheerleading
15. Commissioner Lacrosse

**General Responsibilities of all PAL Board Members:**

Each PAL Board Member shall:

1. Attend all regular and special PAL Board and Committee meetings.
2. Be aware that PAL Board duties supersede other activities within PAL.
3. Conduct oneself with the best interest of the entire PAL program.
4. Represent the Voting Members, keeping in mind that communication is important in dealing with any problem.

Each PAL Board Member shall perform the specific duties of the position to which such PAL Board Member is elected and as defined herein and/or contained in the applicable "Policy and Procedure Guide". Any PAL Board Member refusing to perform his/her assigned duties as outlined herein shall be automatically discharged from the PAL Board and the vacancy filled according to Article VI.

**Commissioner(s) who Coach:** A Commissioner of a sport who coaches during his/her sport will excuse himself/herself from any and all issues in his/her age group that would be viewed as a conflict of interest. The Vice-Commissioner of that sport will handle all such issues.

**PAL Board Member(s) Specific Responsibilities**

**The President**

- A. Preside at PAL Board meetings.
- B. Represent PAL at all official functions.
- C. Direct and coordinate all PAL Board Members in their special duties.
- D. Appoint Committees.
- E. Ex officio member of all Committees.
- F. Represent PAL in all national organizations and local inter-organizational activities.
- G. Vote only to break a tie.

- H. Preside at PAL Board Meetings.
- I. Represent PAL at City Council Meetings.
- J. Coordinate PAL matters with City Parks and Recreation Director.
- K. Make general report to the PAL Board Member(s).

**The Vice President**

- A. Assist the President in all his duties.
- B. Represent the President in his absence.
- C. Serve as member of Leadership Committee

A.

**Treasurer**

- A. Collect and disburse monies
- B. Authority to sign checks
- C. Maintain financial records of PAL
- D. Have yearly audit of PAL
- E. Permanent Chairman of Finance Committee
- F. Prepare financial statement and detailed expenditure report on monthly basis
- G. Serve as member of Leadership Committee
- H. Coordinate budget inputs form all PAL Sports Board Members

**Director of Communications and Information Technology**

- A. Maintain PAL Website and Social Media
- B. Create and maintain PAL Member email list
- C. Find sponsors for uniforms, website, banners in parks and other opportunities

**Commissioners/Administrators for Individual Leagues**

- A. Responsible for registration of their league.
- B. Responsible for any tryouts and assignment of players.
- C. Responsible for acquiring coaches.
- D. Responsible for assigning officials.
- E. Responsible for dispensing and collecting equipment for their leagues.
- F. Responsible for all re-scheduling of games within their leagues.
- G. Responsible for any post-season or All-Star games played.
- H. Responsible for scheduling of play-off games.
- I. Responsible for enforcing the rules within their specific area.

**PAL Exclusive Vendors.**

PEPSI - All beverage products including water purchased for the PAL Concession stands will be purchased from Pepsi.

TSS Photography - All team and individual pictures will be purchased through Sports Section; the agreement with Sport Section does not include action photography.