

BY-LAWS
Of the
CONRAD WEISER COMMUNITY ASSOCIATION, INC.

ARTICLE I - OFFICES/PURPOSE

1. The registered office of the Corporation shall be at Womelsdorf, Pennsylvania.
2. The Corporation may also have offices at such other places as the Board of Directors (see Appendix D, Definitions) [herein after referred to as the Board] may from time to time appoint or the activities of the Corporation may require.
3. The primary purpose of this Association is to support and improve community programs in the Conrad Weiser [Area] School District through private funding.
4. The secondary purpose of this Association is to provide the minimum framework/guidelines necessary for the operation of each Member Youth Program (see Appendix D, Definitions). The minimum framework/guidelines address the following:
 - Child Protection guidelines
 - Financial Reporting by this Association and by each Member Youth Program.
 - Insurance requirements for players and volunteers and general liability.
 - Requesting Use of Facilities
 - Reporting fundraising plans and monies collected.
 - Provide tax exemption status for purchase of equipment and supplies.
 - Code of Conduct
5. CWCA permits each Member Youth Program the ability to fundraise by maintaining a non-profit status and by obtaining appropriate licenses.
6. The Corporation is responsible for securing annual accounting services responsible for preparing an annual report and the corporation's tax return. Each Member Youth Program is to provide the financial data to the accounting service.

7. The Corporation provides Director and Officer Insurance for its officers, directors (see Appendix D, Definitions) and the officers of each Member Youth Program.

ARTICLE II - SEAL

1. The Corporate seal shall have inscribed thereon the name of the Corporation, the year of its organization and the words "Corporate Seal, Pennsylvania".

2. The Board of Directors determines the amount of initiation fee, if any, and annual dues payable by the Member Youth Programs. Determination of annual dues is based upon the approval (by a quorum (see Appendix D, Definitions)) of an annual budget for the Corporation and the necessary monies required to support the annual budget, any written future plans and the goals of the corporation.

ARTICLE III - MEMBERS

1. Members shall be residents of the Conrad Weiser [Area] School District or have children attending the Conrad Weiser Schools. [a school in the Conrad Weiser Area School District]

2. Determination of annual dues is a result of an annual budget (approved by a quorum) to support the specific short and long term goals of the Corporation.

3. The Board of Directors, by affirmative vote by the majority of the membership, may suspend or expel a member for cause after an appropriate hearing, and may, by a majority vote of the membership present at any regularly constituted meeting, terminate the membership of any member who becomes ineligible for membership, or suspend or expel any member who shall be in default in the payment of any dues or assessments.

3b. Upon written request signed by a former member and filed with the Secretary, the Board of Directors may, by a majority vote of the membership present at any regularly constituted meeting, reinstate such former member to the membership upon such terms as the Board of Directors may deem appropriate.

4. Membership in this Corporation is not transferable or assignable.
5. New members may be added by an affirmative vote by the majority of the existing members at any regularly constituted meeting.
6. All members must abide by a Code of Conduct. At a minimum each Youth Member Program must include one in their Safety Manual, have it displayed and available for distribution to members. Appendix F contains a Code of Conduct at a minimum needs to be followed.

ARTICLE IV - MEETING OF MEMBERS

1. Meetings of the members shall be held at the Conrad Weiser High School or at such other place or places, either within or without the Commonwealth of Pennsylvania, as may from time to time be determined by the Board of Directors.
2. The annual meeting shall be held during the February Meeting in each year when an Executive Board of Directors (see Appendix D, Definitions) shall be elected. Other business normally transacted may properly be brought before the meeting. If the annual meeting shall not be called and held within six (6) months after the designated time, any member may call such meeting.
3. An agenda for each regular and annual meeting shall be prepared and distributed at the beginning of each meeting. See Appendix A for a guideline of the minimum topics to be discussed at each meeting.
- 4a. Special meetings of the members may be called at any time by the President, or the Board of Directors. At any time, upon written request of any person who has called a special meeting, it shall all be the duty of the Secretary to fix the time of the meeting which shall be held not more than thirty (30) days after the receipt of the request. If the Secretary shall neglect or refuse to fix the time of the meeting, the person or persons calling the meeting may do so. Business transacted at all special meetings shall be confined to the objects stated in the call and matters germane thereto.
- 4b. The Executive Secretary shall be responsible for notification of the Board of Directors and

person or persons requesting the special meeting the date, time and place of the special meeting at least 2 days prior to the meeting. If the Secretary shall neglect or refuse to give notice of the special meeting, the person or persons, or another member of the Board of Directors calling the meeting may do so.

5. Persons authorized or required to give notice of a special meeting of members may, in lieu of any written notice or personal contact of a meeting of members may, give notice of such meeting by causing notice of such meeting to be officially published in the Reading Eagle/Times and/or the Merchandiser.

6. A meeting of members duly called shall not be organized for the transaction of business unless a quorum is present. The presence in person by each full-status (not probationary) Member Youth Program who are Directors shall constitute a quorum. The President of the Corporation shall only vote in the event of a tie.

7. Any issue or actions voted upon at a meeting must be recorded in the minutes by the Executive Secretary or representative of the Executive Secretary and reported at the next scheduled meeting.

8. Every Director of the Corporation shall be entitled to one (1) vote. No Director shall sell his (his/her) vote for money or anything of value. An annual List of appointed or elected Directors must be submitted by each Member Youth Program at the annual meeting in February or upon appointment. The right of a Director to vote, and his (his/her) right, title and interest in or to the Corporation or its property, shall cease on the termination of his (his/her) appointment by the Member Youth Program.

9. Voting may be by ballot, voice vote or any other reasonable means determined by the Board of Directors. Elections for Board of Directors need not be by ballot except upon demand made by a member at the election and before the voting begins.

10. In advance the Board of Directors may appoint judges of election, who need not be members, to act at such meeting or any adjournment thereof. If judges of election are not so appointed, the presiding officer of any such meeting may, and on the request of any member shall make such appointment at the meeting. The number of judges shall be one (1) or three (3). No person who is a candidate shall act as a judge.

11. A majority vote of the Board of Directors, with at least one (1) director from each full-status Member Youth Program identified in Appendix B must be present to carry a primary issue and all monetary expenses.

ARTICLE V – BOARD OF DIRECTORS

1. The business and affairs of this Corporation shall be managed by its Board of Directors, consisting of three (3) directors from each Youth Member Program (see APPENDIX B), who shall be natural persons of full age [the age of majority] and who must be residents of the Conrad Weiser School District.

Each Member Youth Program named in APPENDIX B shall choose its directors on the Conrad Weiser Community Association. One of the directors must be the Treasurer of the Youth Member Program. The Directors shall serve for a one (1) year term or until a qualified successor is elected. The President of the Conrad Weiser Community Association shall not hold a director position during his/her term as president.

2. In addition to the powers and authorities by the By-Laws expressly conferred upon them, the Board of Directors may exercise all such powers of the Corporation and do all such lawful acts and things as are not by statute or by the Articles or by this By-Laws directed or required to be exercised or done by the members.

3. The meetings of the Board may be held at such times and at such place or places within the Commonwealth or elsewhere, as a majority of the Board may from time to time appoint, or as may be designated in the notice calling the meeting.

4. Notice for an upcoming regular meeting shall be identified in the agenda from the prior meeting as stipulated in Appendix A.

5a. One (1) Director from each Youth Member Program (See Appendix B) shall be necessary to constitute a quorum or the transaction of the business and the acts of a majority of the Board of

Directors present at a meeting at which a quorum is present shall be the acts of the Board of Directors.

5b. Two-thirds (2/3) of all directors and at least one (1) from each Youth Member Program must be present at a meeting to constitute a super-quorum (see Appendix D, Definitions). A super-quorum is required to approve a By-Law amendment.

6. The Board of Directors may, by resolution adopted by a quorum of the Board of Directors in office,

establish one or more committees to consist of one or more Board of Directors of the Corporation.

Any such committee, to the extent provided in the resolution of the Board of Directors or in the By-Laws, shall have and may exercise all of the powers and authority of the Board of Directors, except that no such committee shall have the power or authority as to the following:

A) The submission to members of any action required by statute to be submitted to the members for their approval;

B) The filling of vacancies in the Board of Directors;

C) The adoption, amendment or repeal of the By-Laws;

D) The amendment or repeal of any resolution of the Board; or

E) Action on matters committed by the By-Laws or resolution of the Board of Directors to another committee of the Board.

7. The Board of Directors may designate one or more of its Board of Directors as alternate members of any committee, who may replace any absent or disqualified member of any meeting of the committee. In the absence or disqualification of a member of a committee, the member or members thereof present at any meeting and not disqualified from voting, whether or not they constitute a quorum, may unanimously appoint another Board Director to act at the meeting in the place of any such absent or disqualified member. Each committee of the Board shall serve at the pleasure of the Board.

8. The Board of Directors, officers or employees of the Conrad Weiser Community Association shall receive no financial compensation for services rendered on behalf of said Association.

9a. The Board of Directors has the right to remove officers as they see fit.

9b. The Youth Member Programs have the right to remove their Directors without assigning cause.

10. The Board of Directors may declare vacant the office of a director if he/she is declared of unsound mind by an Order of Court or is convicted of a felony, or if within sixty (60) days after notice of his/her selection, he/she does not accept such office either in writing or by attending a meeting of the Board of Directors, and fulfill such other requirements of qualification as the By-Laws may specify.

11. A Board Director of the Corporation shall stand in a fiduciary (see Appendix D, Definitions) relationship to the Corporation and shall perform his/her duties as a member of any committee of the Board upon which he/she may serve, in good faith, in a manner he/she reasonably believes to be in the best interests of the Corporation, and with such care, including reasonable inquiry, skill (see Appendix D, Definitions) and diligence (see Appendix D, Definitions), as a person of ordinary prudence would use under similar circumstances. In performing his/her duties, a Board Director shall be entitled to rely on good faith on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared by any of the following:

- 1) One or more officers or employees of the Corporation whom the Board Director reasonably believes to be reliable and competent in matters presented;
- 2) Counsel, public accountants or other persons as to matters which the director reasonably believes to be within the professional or expert competence of such person;
or
- 3) A committee of the Board of Directors upon which he/she does not serve, duly designated in accordance with law, as to matters within its designated authority, which the director reasonably believes to merit confidence.

A Board Director shall not be considered to be acting in good faith if he/she has knowledge concerning the matter in question that would cause his reliance to be unwarranted.

In discharging the duties of their respective positions, the Board of Directors, committees of the Board and individual Board Directors may, in considering the best interests of the Corporation, consider the effects of any action upon employees, upon suppliers and customers of the Corporation and upon communities in which offices or other establishments of the Corporation are located, and all other pertinent factors. The consideration of those factors shall not constitute a violation of this **Section**.

Absent breach of fiduciary duty, lack of good faith or self-dealing actions taken as a Board Director or any failure to take any action shall be presented to be in the best interests of the

Corporation.

A Board Director of the Corporation shall not be personally liable for monetary damages as such for any action taken, or any failure to take any action unless:

- A) The Board Director has breached or failed to perform the duties of his/her office under this **Section**; or
- B) The breach or failure to perform constitutes self-dealing, willful misconduct or recklessness.

The provision of this **Section** shall not apply to:

- A) The responsibility or liability of a Board Director pursuant to any criminal statute; or
- B) The liability of a Board Director for the payment of taxes pursuant to local, State or Federal Law.

12. Board of Directors, as such, shall not receive any stated salary for their services, but by resolution of the Board, a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board PROVIDED that nothing herein contained shall be construed to preclude any Board Director from serving the Corporation in any other capacity and receiving compensation therefore.

ARTICLE VI - OFFICERS

1. The Executive Officers of the Corporation shall be chosen by the Directors from the pool of Directors or from someone who is affiliated with one of the Youth Member Program. Executive Officers shall include a President/Chairperson, Vice-President/Co-Chairperson, Secretary, Treasurer and such other officers and assistant officers as the needs of the Corporation may required. The President/Chairperson and Secretary shall be natural persons of full age [the age of majority]; the Treasurer, however, may be a Corporation, but if a natural person, shall be of full age [the age of majority]. They shall hold their offices for a term of one (1) year and shall have such authority and shall perform such duties as are provided by the By-Laws and as shall, from time to time, be prescribed by the Directors. It shall not be necessary for the officers to be directors or any number of offices may be held by the same person. The Board of Directors may secure the fidelity (see Appendix D, Definitions) of any and all such officers by bond or otherwise.

2. Any officer or agent may be removed by the Board of Directors whenever in its judgment the best interests of the Corporation will be served thereby, but such removal shall be without prejudice to the contract rights of any person so removed.

3. The President/Chairperson shall be the chief executive officer of the Corporation; he/she shall preside at and chair all meetings of the members and directors (following the agenda in Appendix A); he/she shall have general and active management of the affairs of the Corporation; he/she shall see that all orders and resolutions of the Board of Directors are carried into effect, subject, however, to the right of the Board of Directors to delegate any specific powers, except such as may be by statute exclusively conferred on the President/Chairperson, to any other officer or officers of the Corporation. He/She shall execute bonds, mortgages and other documents requiring a seal, under the Seal of the Corporation. He/She shall be the EX-OFFICIO (see Appendix D, Definitions) member of all committees and shall have the general powers and duties of supervision and management usually vested in the office of President/Chairperson. The President/Chairperson upon election to office shall cease to be a Director from any Youth Member Organization.

4. The Vice-President/Co-Chairperson shall act in all cases for and as the President/Chairperson in the latter's absence of incapacity, and shall perform such other duties as he/she may be required to do from time to time.

5. The Secretary shall attend all sessions of the Board and all meetings of the members and act as clerk thereof, and record all votes of the Corporation and the minutes of all its transactions in a book to be kept for that purpose; and shall perform like duties for all committees of the Board of Directors when required. He/She shall give or cause to be given, notice of all meetings of the members and of the Board of Directors, and shall perform such other duties as may be prescribed by the Board of Directors or President/Chairperson, under whose supervision he/she shall be. He/She shall keep in safe custody the corporate seal of the Corporation, and when authorized by the Board, affix the same to any instrument requiring it. The Secretary shall maintain an original copy of the By Laws and all addendums and present all new Directors with a copy.

6. The Treasurer shall have custody of the corporate funds and securities and shall keep full and

accurate accounts of receipts and disbursements in books belonging to the Corporation, and shall keep the monies of the Corporation in a separate account to the credit of the Corporation. He/She shall disburse the funds of the Corporation as may be ordered by the Board or Directors, taking proper vouchers for such disbursements, and shall render to the President/Chairperson and Board Directors, at the regular meetings of the Board of Directors, or whenever they may require it. A written account (see Appendix C) of all his/her transactions as Treasurer and of the financial condition of the Corporations shall be provided each meeting. The Treasurer shall present an annual budget at the November meeting to be approved at the December meeting.

ARTICLE VII - VACANCIES

1. If the office of any officer or agent, one or more, becomes vacant for any reason, the Board of Directors may choose a successor or successors, who shall hold office for the unexpired term in respect of which such vacancy occurred.

2. Vacancies of the Board of Directors, including vacancies resulting from an increase in the number of Board Directors, shall be filled by a majority of the remaining members of the Board, though less than a quorum, and each person so elected shall be a director until his/her successor is elected by the members, who may make such election at the next annual meeting, or at any special meeting duly called for that purpose and held prior thereto.

ARTICLE VIII – BOOKS AND RECORDS

1. The Corporation shall keep an original or duplicate record of the proceedings of the members and the Board of Directors, the original or a copy of its By-Laws, including all amendments thereto to date, certified by the Secretary of the Corporation, and an original or duplicate membership register, giving the names of the Directors, and showing their respective addresses and the class and other details of the membership of each. The Corporation shall also keep appropriate, complete and accurate books or records of account. The records provided for herein shall be kept at either the registered office of the Corporation in this Commonwealth, or at its principal place of business wherever situated.

Day to day operations will be set up by the Board of Directors through a set of procedures and can be changed at any meeting.

2. Every member shall, upon written demand under oath stating the purpose thereof, have a right to examine, in person or by agent or attorney, during the usual hours for business for any proper purpose, the membership register, books and records of account, and records of the proceedings of the members and Board of Directors, and to make copies or extracts therefrom. A proper purpose shall mean a purpose reasonably related to the interest of such person as a member. In every instance where an attorney or other agent shall be the person who seeks the right to inspection, the demand under oath shall be accompanied by a power of attorney or other such writing which authorized the attorney or other agent to act on behalf of the member. The demand under oath shall be directed to the Corporation at its registered office in this Commonwealth or at its principal place of business wherever situated.

ARTICLE IX - MEMBERSHIP CERTIFICATES

1. Membership in the Corporation may be evidenced by Certificates of Membership, in which case they shall be in such form and style as the Board of Directors may determine. The nonprofit status of the Corporation shall be noted conspicuously on the face of each certificate. They shall be signed by the President/Chairperson or other member of the Board.

ARTICLE X - TRANSACTION OF BUSINESS

1. The Corporation shall make no purchase of real property nor sell, mortgage, lease away or otherwise dispose of its real property, unless authorized by a vote of one (1) director from each Youth Member Program (as indicated in Appendix A). Unless otherwise restricted by these By-Laws, no vote or consent of the directors shall be required to make effective such action by the Board. If the real property is subject to a trust the conveyance away shall be free of trust and the trust shall be impinged upon the proceeds of such conveyance.

2. Whenever the lawful activities of the Corporation involve among other things the charging of fees or prices for its services or products, it shall have the right to receive such income and, in so doing, may make an incidental profit. All such incidental profits shall be applied to the maintenance and

operation of the lawful activities of the Corporation and in no case shall be divided in any manner whatsoever among the directors, or officers of this Corporation.

3. All checks or demands for money and notes of the Corporation shall be signed by such officer or officers as the Board of Directors may from time to time designate.

ARTICLE XI - ANNUAL REPORT

1. The Board of Directors shall present annually to the members a report (see Appendix for C for format), verified by the President/Chairperson and Treasurer or by a majority of the Board of Directors, showing in appropriate detail the following:

A) The assets and liabilities, including the trust funds of the Corporation as of the end of the fiscal

year immediately preceding the date of the report.

B) The principal changes in assets and liabilities including trust funds during the year immediately

preceding the date of the report.

C) The revenue receipts of the Corporation, both unrestricted and restricted to particular purposes

for the year immediately preceding the date of the report, including separate data with respect

to each trust fund held by or for the Corporation.

D) The expenses or disbursements of the Corporation, for both general and restricted purposes, during the year immediately preceding the date of the report, including separate data with respect to each trust fund held by or for the Corporation.

E) The number of members of the Corporation as of the date of the report together with a statement of increase or decrease in such number during the year immediately preceding the date of the report, and a statement of the place where the names and addresses of the current members may be found.

This report shall be filed with the minutes of the meeting of the members.

ARTICLE XII - NOTICES

1. Whenever written notice is required to be given to any person, it may be given to such person, either personally or by sending a copy thereof by [United States Postal Service] first class mail, postage prepaid, charges prepaid, to his/her address on the books of the Corporation, or, in case of Board Directors, supplied by him/her to the Corporation for purposes of notice. If the notice is sent by mail, it shall be deemed to have been given to the person entitled thereto when deposited in the United States Mail or with a telegraph office for transmission to said person. A notice of meeting shall specify the place, day and hour of the meeting and any other information required by statute or these By-Laws. When a special meeting is adjourned it shall not be necessary to give any notice of the adjourned meeting or of the business to be transacted at an adjourned meeting, other than by announcement at the meeting at which such adjournment is taken.

2. Whenever any written notice is required to be given under the provisions of the statute or the **Articles** or By-Laws of this Corporation, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Except as otherwise required by statute, neither the business to be transacted nor the purpose of a meeting need be specified in the waiver of notice of such meeting. Attendance of a person at any meeting shall constitute a waiver of notice of such meeting, except where a person attends a meeting for the express purpose of objecting, at the beginning of the meeting to the transaction of any business because the meeting was not lawfully called or convened.

ARTICLE XIII - MISCELLANEOUS PROVISIONS

1. The fiscal year of the Corporation shall begin on the first day of January.

2. One or more persons may participate in a meeting of the Board or of the members by means of conference telephone or similar communications equipment, by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this **Section** shall constitute presence in person at such meeting.

3. So long as the Corporation shall continue to be organized on a non-stock basis, the Board of Directors shall have authority to provide for the members to make capital contributions in such amounts

and upon such terms as are fixed by the Board of Directors in accordance with the provision of §5541 of the Nonprofit Corporation Law of 1988.

4. The Board of Directors, by resolution, may authorize the Corporation to accept subventions (see Appendix D Definitions) from members or non-members on terms and conditions not inconsistent with the provisions of §5542 of the Nonprofit Corporation Law of 1988, and to issue certificates therefore.

5. The members of each individual Member Youth Program will have sole authority to decide membership rules for youth participation in their programs.

6. Each individual Member Youth Program is responsible for its own budget.

A) All monies will be held for deposit by the Treasurer of each Member Youth Program and/or the Corporation.

B) An auditing committee will be selected by the Board of Directors of the Corporation which will consist of at least four (4) people, one from each Member Youth Program, who will audit the books during the month of December. Any of these four members of the audit committee who feels there is a discrepancy in the books may call for a vote of the Board to investigate.

C) Any Member Youth Program may apply for a loan from the Treasurer of the Corporation.

A

vote from each full-status Member Youth Programs is needed to carry such a request.

7a. In the event that any Youth Member Program within the Conrad Weiser Community Association should vote to dissolve its program, it shall first apply its assets toward the satisfaction of all of its liabilities. After all of the liabilities have been satisfied, any assets remaining including, but not limited to, its sports equipment, shall be reverted to the CONRAD WEISER COMMUNITY ASSOCIATION.

7b. IN THE EVENT that the Conrad Weiser Association should vote to dissolve its association, it shall first apply its assets toward the satisfaction of all of its liabilities. After all of the liabilities have been satisfied, any assets remaining including, but not limited to, its sports equipment, shall be

distributed to the CONRAD WEISER LIONS CLUB. The Conrad Weiser Lions Club qualifies as a Pennsylvania Nonprofit Corporation which satisfies the requirements of §501(c)(3) of the Internal Revenue Code.

ARTICLE XIV - INDEMNIFICATION

1. The Corporation shall indemnify (see Appendix D, Definitions) each of its Board of Directors, officers, officers of each Youth Member Program and employees whether or not in service as such (and his/her executor, administrators and heirs), against all reasonable expenses actually and necessarily incurred by him/her in connection with the defense of any litigation to which the individual may have been a party because he/she is or was a Board Director, officer or employee of the Corporation. The individual shall have no right to reimbursement, however, in relation to matters as to which he/she has been adjudged liable to the Corporation for negligence or misconduct in the performance of his/her duties, or was derelict in the performance of his/her duty as Board Director, officer or employee by reason of willful misconduct, bad faith, gross negligence or reckless disregard of the duties of his/her office or employment. The right to indemnity for expenses shall also apply to the expenses of suits which are compromised or settled if the Court having jurisdiction of the matter shall approve such settlement.

The foregoing right of indemnification shall be in addition to, and not exclusive of, all other rights to that which such Board Director, officer or employee may be entitled.

2. Each Youth Member Program shall have a Safety Manual, updated annually, and provided to all officers and coaches. Safety Manuals should be available at each practice field and during each official game or scrimmage.

ARTICLE XV – AMENDMENTS

1a. These By-Laws may be adopted, amended or repealed by the Board of Directors present at any special or regular meeting of the members or of the Board of Directors.

1b. Proposed changes and adoption of changes to the BY LAWS need to follow the steps listed below:

- A) The proposed change must be presented to the Board of Directors and approved by a majority vote at either a special meeting or regular meeting for which a quorum is present.
- B) Each director review the proposed changes with their Youth Member Program Executive Officers and members to determine acceptance.
- D) The proposed change is read at the next CWCA regular meeting of which a quorum (one member from each Youth Member Program) is present and a vote is taken. If the vote is approved by majority the proposed change will be voted upon at the next CWCA regular meeting of which a super-quorum (two-thirds of all directors with at least one director from each Youth Member Program) is present. If the vote is not approved, the issue is dead.
- C) Upon approval (majority vote by a super-quorum) during the second the CWCA regular meeting, the amendment is incorporated into the BYLAWS by the Secretary and a copy is provided to each director at the next regular Meeting. If not approved, the issue is dead.

ARTICLE XVI – USE OF FACILITIES

Use of all facilities (indoor and outdoor) within the community is to be discussed at meeting or discussed between Youth Member Programs who typically share use prior to formally requesting use. Record of facility usage is to be maintained by the CWCA Secretary.

ARTICLE XVII – CHILD PROTECTION

Each Member Youth Program is to obtain an annual Criminal Background Check and a CWCA Volunteer Form from each volunteer. A master report by each Member Youth Program is to be provided to the CWCA Secretary who is responsible for keeping the information on file. It is at the discrepancy of each Youth Member Program to determine responsibility for fees associated with background check information.

ARTICLE XVIII – YOUTH MEMBER PROGRAM STATUS

1. Youth Member Programs can either be Full-Status or Probationary-Status. Full-status Youth Member Programs have full voting status. Full-status eligibility required the following:

- A) Representation at all CWCA monthly meetings,

- B) Written monthly financial documentation
- C) Established organization with Executive Officers

Any Youth Member Program who misses 2 meetings and/or fails to provide financial documentation will automatically move to Probationary-Status. The Youth Member Program will remain in Probationary-Status for a minimum period of one year or until they have attended 12 consecutive meetings.

2. Any non-member youth program can join CWCA upon a unanimous vote by each Full-Status Youth Member Program. The new Member Youth Program will automatically be on Probationary-Status for minimum of one year or until they are able to meeting the requirements of a Full-Status Youth Member Program.

APPENDIX A
CWCA MEETING AGENDA

- I. Call Meeting to order – Attendance Sheet Completed
- II. Review Last meeting minutes
- III. Treasurers Report
- IV. Club Reports:
 - Football Cheerleading
 - Soccer Cheerleading
 - Football
 - Soccer
 - Basketball
 - Baseball
- V. Old Business
- VI. New Business
- VII. Adjournment with notice of next meeting date, time & place

APPENDIX B
FULL-STATUS
MEMBER YOUTH PROGRAMS

Conrad Weiser Soccer Program
Conrad Weiser Baseball/Softball Program
Conrad Weiser Lions Club Basketball
Conrad Weiser Little Scouts Football Program
Conrad Weiser Little Scouts Football Cheerleading Program

PROBATIONARY-STATUS
MEMBER YOUTH PROGRAMS

Conrad Weiser Soccer Cheerleading Program

APPENDIX C

FINANCIAL STATEMENT FORMATS – PART 1

CWCA Monthly Meeting Financial Report:

Conrad Weiser Community Association
Financial Report
May 31, 2005

Checking Account Balance at 5/31/05: 5,366.31

Saving Account Balance at 5/31/05: 11,546.08

Certificate of Deposit Balance at 5/31/05: 10,878.54

	Through May 31, 2005	Budget
Revenue:		
Head Tax (Base or 1300 Children)	0.00	6,500.00
Sam's Club Reimbursement	0.00	219.00
Total	0.00	6,710.00
Expenses:		
Accountant	0.00	2,250.00
Sam's Club	240.00	240.00
Contributions to Sr. Class	0.00	100.00
State Registration	0.00	250.00
Other Expenses	0.00	250.00
	240.00	3,090.00
Net Increase (decrease) in net Assets	<u><u>(240.00)</u></u>	<u><u>3,620.00</u></u>

Checks Written During Month
No Checks written for the month

Deposits made during Month
No Deposits for the Month

APPENDIX C

FINANCIAL STATEMENT FORMATS – PART 2

Member Youth Program Financial Report Format:

CWCA STATEMENT OF SUPPORT, REVENUE & EXPENSES

For the Year Ended December 31, 200X

	Program		
	Baseball	Basketball	Cheerleading
Public support:			
Contributions	\$ 5,909	\$ 2,000	\$ 150
Revenues:			
Registration fees	19,830	6,150	3,419
Fund raisers	31,146	-	18,134
Concession sales	6,818	-	-
Camps and clinics	-	-	-
Miscellaneous income	150	-	-
Interest income	-	-	-
Total revenue	57,944	6,150	21,553
Total public support & revenues	63,853	8,150	21,703
Expenses			
Registration	-	-	-
Referees and umpires	2,956	-	-
Fund raisers	14,772	-	10,863
Uniforms	11,843	144	3,018
Contributions	-	-	-
Repairs and maintenance	1,502	-	-
Insurance	2,542	-	650
Tournaments	2,000	290	260
Trophies and prizes	780	-	792
Parties	2,666	-	706
Concessions	2,608	-	-
Charters, dues and licenses	1,727	900	57
Programs and banners	-	-	-
Camps and clinics	-	-	1,840
Rent expense	-	-	250
Printing and postage	-	-	60
Supplies	4,225	135	293
Depreciation	11,691	250	2,192
Bank charges	-	-	24
Professional fees	-	-	-
Advertising	-	-	-
Miscellaneous expense	1,320	1,086	-
Total expenses	60,631	2,805	21,005
Increase (decrease) in net assets	\$ 3,222	\$ 5,345	\$ 698

APPENDIX D – DEFINITIONS

Board of Directors: Includes all CWCA officers and appointed directors from each Youth Member Program.

Director: An appointed representative by a Youth Member Program who attends CWCA meetings to provide Youth Member Program News.

Diligence: Constant and earnest effort to accomplish what is undertaken.

Directors: See Board of Directors.

Executive Board of Directors: The officers of CWCA consisting of President, Vice President, Treasurer and Secretary. These officers are elected by the CWCA directors.

Ex-Officio: By virtue of office or official position.

Fidelity: Faithfulness to something to which one is bound by a pledge, by duty or by a sense of what is right or appropriate.

Fiduciary: A person to whom property or power is entrusted for the benefit of another.

Indemnify: protection, as by insurance, from liabilities or penalties incurred by one's actions.

Member Youth Program: An organization within the Conrad Weiser School district that provides an organized activity for the children in the community and participates with CWCA.

Quorum: The number usually a majority of officers or member of a body that when duly assembled is legally competent to transact business. One member from each CW Youth Member Program must be present to transact business or carry a motion.

Subventions: A grant of money esp. by a government or some other authority, in aid or support of some object, institution or undertaking.

Super-Quorum: (see quorum) Two-Thirds of all CWCA Directors with at least one director from each CW Youth Member Program must be present to carry a motion to amend the By-Laws.

APPENDIX E

CWCA VOLUNTEER FORM & BACKGROUND CHECK FORM

CWCA VOLUNTEER FORM

NAME _____ DATE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME PHONE _____ WORK _____ AGE _____

COMMUNITY AFFILIATIONS _____

PREVIOUS VOLUNTEER EXPERIENCE _____

DO YOU HAVE CHILDREN IN THE PROGRAM? YES ___ NO ___

SPECIAL CERTIFICATION (CPR, MEDICAL, ETC.) _____

HAVE YOU EVER BEEN CONVICTED OF OR PLEAD GUILTY TO ANY

CRIME(S): YES ___ NO ___

IF YES, DESCRIBE EACH IN FULL: _____

IN WHAT CWCA PROGRAM(S) WOULD YOU LIKE TO PARTICIPATE?

BASEBALL ___ BASKETBALL ___ FOOTBALL CHEERLEADING ___

SOCCER CHEERLEADING ___ FOOTBALL ___ SOCCER ___

REFERENCES: LIST 3 NAMES AND PHONE:

As a condition of volunteering I give my permission for the CWCA to conduct a background check on me, which may include a review of sex offender registries, child abuse and criminal history records. I understand that, my position is conditional upon the CWCA receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the CWCA, the officers, and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, CWCA is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of CWCA policies or principles.

APPLICANT SIGNATURE _____ DATE _____

CWCA SPORT OFFICER _____ DATE _____

SEX OFFENDER REGISTRY _____ CRIMINAL HISTORY RECORDS _____

PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK

**FOR CENTRAL REPOSITORY USE ONLY
(LEAVE BLANK)**

**PART I: TO BE COMPLETED BY REQUESTER
(INFORMATION WILL BE MAILED TO REQUESTER ONLY)**

DATE OF REQUEST

*** TYPE OR PRINT LEGIBLY WITH INK ***

NOTE: IF THIS FORM IS NOT LEGIBLE OR NOT PROPERLY COMPLETED, IT WILL BE RETURNED UNPROCESSED TO THE REQUESTER. A RESPONSE MAY TAKE THREE WEEKS OR LONGER TO PROCESS.

WARNING: A PERSON COMMITS A MISDEMEANOR OF THE THIRD DEGREE IF HE/SHE MAKES A WRITTEN FALSE STATEMENT, WHICH HE/SHE DOES NOT BELIEVE TO BE TRUE.

REQUESTER NAME			
ADDRESS			
CITY	STATE	ZIP	

CONTACT TELEPHONE NUMBER (INCLUDING AREA CODE)

			-				-				
--	--	--	---	--	--	--	---	--	--	--	--

REQUESTER IDENTIFICATION (ONLY CHECK ONE BLOCK)

INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY - ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$10.00 PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA." THE FEE IS NONREFUNDABLE.

FEE EXEMPT NONCRIMINAL JUSTICE AGENCY

*** DO NOT SEND CASH OR PERSONAL CHECK ***

NAME/SUBJECT OF RECORD CHECK (LAST)	(FIRST)	(MIDDLE)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER (SOC)	DATE OF BIRTH (DOB)	SEX	RACE

REASON FOR REQUEST (CHECK ONE BLOCK)

- EMPLOYMENT (IF APPLICABLE, CHECK ONE OF THE FOLLOWING)
 ELDER CARE
 CHILD CARE
 SCHOOL DISTRICT
 ADOPTION/FOSTER CARE
 OTHER (SPECIFY)

ONLY CHECK THIS BLOCK IF YOU WANT TO REVIEW YOUR ENTIRE CRIMINAL HISTORY

- INDIVIDUAL ACCESS AND REVIEW OR FIREARMS CHALLENGE-ENTIRE CRIMINAL HISTORY
 (AVAILABLE ONLY TO SUBJECT OF RECORD CHECK OR LEGAL REPRESENTATIVE WITH LEGAL AFFIDAVIT OF LEGAL REPRESENTATIVE ATTACHED)

REQUESTER CHECKLIST

- DID YOU ENTER THE FULL NAME, DOB, AND SOC?
 DID YOU ENCLOSE THE \$10.00 FEE (CERTIFIED CHECK/MONEY ORDER)?
 *** DO NOT SEND CASH OR PERSONAL CHECK ***
 DID YOU ENTER YOUR COMPLETE ADDRESS INCLUDING ZIP CODE AND TELEPHONE NUMBER IN THE BLOCKS PROVIDED?

AFTER COMPLETION MAIL TO

PENNSYLVANIA STATE POLICE
CENTRAL REPOSITORY - 164
1800 ELMERTON AVENUE
HARRISBURG, PA 17110-9758
 717-783-9973
 BUSINESS HOURS 8:15 am - 4:15 pm (Monday - Friday)

PART II: CENTRAL REPOSITORY RESPONSE ONLY

DO NOT WRITE BELOW THIS LINE

INFORMATION DISSEMINATED

- NO RECORD
 CRIMINAL RECORD ATTACHED

INQUIRY DISSEMINATED BY

SID NUMBER

THE INFORMATION DISSEMINATED BY THE CENTRAL REPOSITORY IS BASED ON THE FOLLOWING IDENTIFIERS THAT MATCH THOSE FURNISHED BY THE REQUESTER.

- NAME
 SOCIAL SECURITY NUMBER
 DATE OF BIRTH
 RACE
 SEX
 MAIDEN/ALIAS NAME

CERTIFIED BY

(DIRECTOR, CENTRAL REPOSITORY)

This response is based on a comparison of data provided by the requester in Part I against the information contained in the files of the Pennsylvania State Police Central Repository only, and does not preclude the existence of criminal records which might be contained in the repositories of other local, state, or federal criminal justice agencies.

APPENDIX F

CODE OF CONDUCT

All Member Youth Programs are leadership-training programs that instill in youths, during their most impressionable years, the virtues of character, courage and loyalty. Member Youth Programs teach children the rewards of teamwork, a respect for authority and the self-discipline that will enable the youth of today to become leaders of tomorrow.

The guidance and example volunteers provide to the children of our Youth Member Programs will be carried with them throughout the rest of their lives.

By keeping this in mind, you will be helping to create exciting childhood memories.

CODE OF CONDUCT

No Alcohol allowed in any parking lot, field or common areas used within a Youth Member Program complex.

No Smoking allowed anytime on any parking lot, field or common areas within a Youth Member Program complex.

No Parking on the Grass or Apartment lot; there will be no parking on the grass at all Conrad Weiser Schools and no parking in the apartment parking lot by the Wernersville complex.

No Profanity or abusive language.

No Playing in Parking Lots at any time.

No Throwing of rocks, cans, bottles, sticks or other debris.

No climbing fences and No horse play at any time.

No Pets allowed within a Youth Member Program complex during use.

Observe all posted signs. Players and spectators should be alert at all times for inappropriate behavior by players, spectators and coaches. It is the responsibility of the person witnessing the inappropriate behavior to notify an official or take reasonable action. If force is required 911 should be called.

During a Practice or Game, players must remain with the team or in the team bench area in an orderly fashion at all times.

After each game, each team must clean up trash in the team bench area and around stands and playing field areas.

Player/Volunteer Pledge – Youth Member programs are encouraged to recite a player and volunteer pledge prior to the start of each game.

All players, parents and volunteers are to respect each other and equipment. Arguing with or yelling at a game official will not be tolerated and most likely result in ejection from the game.

**Failure to comply with the above may result in expulsion from the
Youth Member Program field or complex.**

CWCA BY-LAWS AMENDMENT

EFFECTIVE December 1, 2004, the Per Capita of each child participating in a CWCA organization will be increased to THREE DOLLARS (\$3.00) due by December 1st of each year. Each individual group will be responsible for making payment to the treasurer of the CWCA. These monies will be deposited into the main account of the CWCA.

Effective 13 October 2004