

**Colts Neck Youth Football League, Inc. d/b/a/ Colts  
Neck American Youth Football  
By-Laws**

**1.0 NAME**

**1.1 Name** The name of the organization shall be Colts Neck Youth Football League, Inc. The colors of the organization shall be green and silver.

**1.2 Change of name.** This franchise may change its name by a 3/4ths majority of the Executive Board at its regular meeting provided proper notification is given all members.

**1.3 Use of name**

**A)** No person or persons affiliated with this franchise may issue any statement, either written or verbal, to any newspaper, radio, television or any other communication media which might be interpreted to be an official statement, policy or position of this franchise or any of its affiliates without the expressed permission of the *Board of Directors*.

**B)** No person or persons affiliated with this franchise may use or indirectly imply the name of Colts Neck Youth Football League, Inc., this franchise or any of its affiliates for any other purpose except to further the purposes and objectives as specified herein.

**C)** The President shall serve as the official spokesperson for this franchise, except in those instances where the President and the Board of Directors direct other personnel to handle public relations.

**2.0 ORGANIZATIONAL OBJECTIVES AND RESTRICTIONS**

**2.1 Objectives.** The purpose of this corporation/franchise shall be to provide an organized format where our youth are introduced to football, cheerleading and related activities in an atmosphere which communicates sportsmanship, fair play and fellowship, with supervisors emphasizing safety in all coaching techniques. Further, it shall be the policy of this organization to promote academic achievement among all its participants. This organization shall be family oriented, community based and supported by all its members to insure the ultimate benefit of its youthful participants.

**2.2 Restrictions.** Nothing contained in 2.0 herein shall be construed to limit this corporation's involvement or participation in any other youth sports program. This organization and/or its officers shall be non-commercial, non-sectarian and non-partisan and shall seek to inspire all participants equally with no deference to sex, race, creed, physical handicap, national origin or ability. The organization shall not be conducted or operate for profit and no part of any proceeds from fees, dues or other income shall be used for the benefit of any member or individual.

**3.0 IDENTIFICATION DESIGNATION**

**3.1 Corporate Seal.** There shall be a corporate seal, which shall be a circular impression having inscribed thereon the name of the corporation and the year of its incorporation.

**3.2 Insignia.** The official insignia of this corporation shall include but not be limited to the official insignia of American Youth Football, Cheer.

**3.3 Logo/Mascot/Team Colors.** The logo, mascot and team colors for all teams and squads offered by this corporation shall correspond with Colts Neck High School.

#### 4.0 AFFILIATION

**4.1 Affiliate Designation.** This organization shall be an autonomous entity and shall be a franchise of the Jersey Shore American Youth Football League, Inc., herein referred to as "HLA" (Highest Local Authority) Wall, New Jersey and American Youth Football, herein referred to as "National". As long as this franchise is affiliated with the aforementioned HLA, it shall adhere to and uphold the laws and rules of same insofar as they affect, empower, and prescribe the function of all Pop Warner franchises.

#### 5.0 FISCAL YEAR

**5.1 Fiscal Year Designation.** The fiscal year of this corporation will begin April 1 and end March 31.

#### 6.0 MEMBERSHIP

**6.1 Types.** Membership shall be afforded to all persons who subscribe to the purposes and objectives as specified herein. There shall be five categories of membership as follows:

**A) Regular Membership** -shall be afforded to persons 18 years of age or older who meet the following conditions:

1. Parents or legal guardians whose children are participants and who reside within our assigned territory.
2. Coaches and/or other individuals with no participants in the program but who donate their time to programs, projects or activities each year at the request and authorization of the *Board of Directors*.

**B) Associate Memberships** -shall be afforded to high school and college students that have not attained the age of 18 but who donate their time to programs, projects or activities of the franchise. All associate members must have parental permission to apply for membership.

**C) Probationary Memberships** -This is a status of membership conferred upon all regular members who fall into one or more of the following classifications:

1. Members whose dues are not current.
2. Members who have not met their volunteer commitment or paid the participation fee.
3. Members who have not met the attendance requirements or who have been suspended or put on probation.
4. Members who have not read, signed and agreed to abide by the terms of the Parent's Code of Conduct (refer to Section 14 WPW Policy Handbook).

Probationary Membership status shall remain in full force and effect until such time as any of the above conditions are rectified or the probationary period has been successfully completed. While any member is designated as "probationary" they shall have no voting privileges. ***Probationary members are not considered members in good standing.***

***Any adult who has been suspended from American Youth Football or any youth sport organization for a period of one year must apply for reinstatement of his or her child after the sanctioned period. The reinstatement will require the adult to appear in front of the Executive Board to present and discuss the issue. After hearing and reviewing the issue, the Executive Board will decide by majority vote (balloted) on whether the adult and child can be reinstated. "the adult has a second offense, he***

***or she will be permanently banned from American Youth Football and the child/children permanently removed from American Youth Football.***

- D) Sustaining Memberships** -shall be afforded upon any business-or community entity or group that makes a donation either monetary or in goods and services which exceeds \$500.00 during the course of the fiscal year. A certificate suitable for framing shall be presented to all sustaining members. These members shall not have voting privileges within the organization.
- E) Honorary/Lifetime Members** -shall be afforded to all past Presidents upon completion of their term of office as well as any person the organization wishes to honor. This can be done by a unanimous vote of the *Board of Directors*. These members shall have not voting privileges within the organization.

Regular memberships begin with the acceptance of registration. Regular memberships shall continue in the event of the renewal of registration for the following season. However, should the member not seek renewal of registration for the following season, all privileges, policies and obligations dictating membership shall cease.

***All persons included in the General membership must read, have full understanding, sign and abide by the Parent's Code of Conduct (refer to Section 14 WPW Policy Handbook).***

**6.2 Term.** With the exception of honorary lifetime memberships whose term shall be perpetual, all memberships in this franchise shall run from January 1, to December 31.

**6.3 Dues.** Annual dues shall be charged to those persons who meet the requirements of membership as set forth herein. The actual dollar amount shall be set annually by the *Board of Directors* with a majority vote.

**6.4 General Membership.** The General membership shall be comprised of regular, probationary, honorary lifetime and associate members. Regular members shall have full voting rights as stated herein provided they have attended three consecutive General Membership meetings in the course of the fiscal year. Probationary, honorary lifetime and associate members shall have no voting privileges.

## **7.0 ELECTED OFFICERS**

**7.1 Positions.** The elected officers of the *Board of Directors* shall serve a terms of two (2) years. The elected positions as follows:

- (1) President
- (2) First Vice -President
- (3) Second Vice -President
- (4) Secretary
- (5) Treasurer
- (6,7) Director(s) of Cheerleading
- (8) Scholastic Programming Director
- (9) Director of Public Relations
- (10) Equipment Manager
- (11 ) Director of Football

## 8.0 APPOINTED OFFICIALS

8.1 **Optional positions.** The following officers may be appointed by the President with the advice, counsel and consent of the elected officers in 7.0. The appointed positions are as follows:

- |                                    |                                 |
|------------------------------------|---------------------------------|
| (1) Assistant Director of Football | (2) Assistant Equipment Manager |
| (3) Team Parent Coordinator (2)    | (4) Shack Coordinator (4)       |
| (5) Special Events Coordinator (3) | (6) Membership Director         |
| (7) Field and Grounds Manager      | (8) Cheer Equipment Manager     |
| (9) Merchandising                  |                                 |

8.2 **Officer's Charge and Oath of Office.** Unless a more elaborate ceremony is planned, the outgoing President shall at the December meeting, every two years, swear in the newly elected President. In the event a President succeeds himself, he may be sworn in by the Secretary. The incoming or current President shall also swear in all newly elected officers annually. In a more elaborate setting, an HLA officer, local magistrate, mayor or Notary Public may swear in all officers. The following charge shall be given by the person administering the oath prior to giving the oath of office:

### CHARGE TO OFFICERS

The office to which you have been elected or appointed is one of dignity and importance. In accepting this office, you undertake a responsibility which is not to be assumed lightly nor carelessly discharged. You are charged with the duties of seriously and resolutely furthering the purposes and objectives of Colts Neck Youth Football League, Inc., in this community. With laws and rules of American Youth Football Little Scholars, Inc. and the Jersey Shore American Youth Football League, Inc. as your guide, you must be ready to exercise the functions of the office with which you are entrusted, further you are charged with upholding and enforcing the Bylaws and Administrative Policy of this corporation and thereby governing this corporation in accordance with democratic principals, under which every person who wishes to speak shall be heard, toward the end that the best opinion shall prevail through the expressed will of the majority.

Person administering Oath: "**Do you accept this charge?**"

Person being sworn: "**I do.**"

Person administering Oath: "**Raise your right hand and repeat after me:**

**"I state your name do solemnly swear (or affirm) that I will faithfully execute the office that I am about to assume and will to the best of my ability, serve to protect and defend the purposes and objectives of Colts Neck Youth Football League, Inc."**

## 9.0 TERMS OF OFFICE

9.1 **President.** The term of office of the President shall be for two (2) years which shall constitute one term. No individual may hold this office for more than two (2) consecutive terms (four years). The President shall serve from the first day after the December General Membership meeting and shall serve for two (2) years or until his/her successor shall have been qualified and elected.

9.2 **Other Positions.** All other elected officers shall also have a terms of two (2) years. They shall also serve from the first day after the December General membership meeting and shall serve for two years or until their successors shall have been qualified and elected. Recognizing the need to balance the elected Board positions of Colts Neck Youth Football League, Inc. and to better insure the continuity of the Board from year to year, the President, Second Vice-President, Co-Directors of cheerleading, and Equipment Manager shall be elected in even years. The First Vice-President, Treasurer, Secretary, Public Relations Director, Scholastic Programmer and Director of Football shall be elected in odd years.

**9.3 Appointed Officers.** All appointed officers shall serve for a period of one (1) year.

**9.4 Vacancies.**

**(A)** Any officer or member of the Board of Directors elected or appointed, who misses four (4) *unexcused* Board meetings without good cause shall be determined to have vacated his/her office. Board of Directors may, at that time, take actions to ascertain the intentions of this officer in writing with a ten (10) business day reply required. Said notification must be sent via Certified Mail with a return Receipt Requested. Should no answer be forthcoming, the vacancy shall be confirmed and the Board of Directors will proceed as specified herein.

**(B)** Should a vacancy occur in any other office, that vacancy shall be filled by appointment by the President with the advice, counsel and consent of the Executive Board . This appointment is for the remainder of the term.

**9.5 Impeachment.** Any officer may be removed from office for just cause by the Executive Board. Written notice must be given to the officer in an impeachment process. Said officer shall have ten days in which to respond to charges and answer same. Notice of impeachment shall state charges, names and addresses of persons making charges, along with the date, time and location of the impeachment hearing. A vote by a 2/3rds majority of the Executive Board shall be needed to impeach. The officer charged in the impeachment process shall have the right to be represented by counsel and the Executive Board shall set rules governing such a hearing.

**10.0 OFFICER'S DUTIES.** The officers listed in **7.0** and **8.0** herein shall be charged with the duties that correspond to their respective offices. Further, all officers may be assigned additional duties by the president in as much as they may be relative to their position . ***It is expected that the officers listed in 7.0 and 8.0 shall fulfill their duties. Failure to do so shall result in a Written warning issued from the President. If the duties and requirements of the office remained unfulfilled the President has the authority to remove the officer from the board with a consenting 213 majority vote of the Executive Board.***

**10.1 President.** The President shall serve as Chief Executive Officer attending to the day to day business and concerns of the corporation . He/She shall preside over all Executive Board, Board of Directors and General Membership meetings and shall appoint committee chairpersons and members of committees and, further, shall service as an ex-officio member of the same.

The President shall receive applications for and recommend all coaching personnel with the advice of the Directors of Football and Cheering. He/She shall upon his/her election, meet with the outgoing Board of Directors or newly elected officers to formulate a "Planned Year of Action" and "Annual Operating Budget". He/She shall strictly uphold and enforce all laws and rules of the HLA as they relate to this corporation as a franchise thereof.

**10.2 First Vice-President.** The First Vice-President shall preside over al meetings where the President is not in attendance. He/She shall be responsible to serve as the HLA's representative to the Jersey Shore Football League and shall be charged with participant registration and team certification . He/She shall be the insurance liaison and shall keep a record of an matter dealing with participant's injuries and dealings with HLA insurance carrier.

**10.3 Second Vice-President.** The Second Vice-President shall preside at all meetings where both the President and First Vice-President are not in attendance. He/She shall oversee all of the Cheerleading activities.

**10.4 Secretary.** The Secretary shall be charged with keeping an accurate record of all hearings, meetings, proceeding, correspondence and official documents of the corporation. He/She shall send out all meeting notices. The Secretary is also responsible for roll call at all Board of Directors meeting.

**10.5 Treasurer.** The Treasurer shall have sole care and custody of all moneys and securities due and owing to this corporation. He/She shall be charged with depositing same into an interest bearing account as designated by the *Board of Directors* within three (3) business days of receipt. He/She shall upon his/her election, draw up an Annual Operating Budget for presentation to the *Board of Directors* and shall give a written report at all meetings. Copies of report shall be made available to all *Board of Director* members.

**10.6 Director of Public Relations.** The Director of Public Relations shall send out all press releases with the approval of the President. He/She shall also serve as acting Secretary at any meetings where the Secretary is not in attendance and shall be charged with keeping an accurate accounting at such meetings. The position carries with it corresponding secretarial duties which shall include but not be limited to announcements to all coaching personnel, parents and participants regarding game time and locations, upcoming events, functions and related data.

**10.7 Director of Football.** The Director of Football shall have the responsibility of articulating the specifics of all football programs, recommending candidates for coaching positions to the President, servicing the football *staff*, overseeing the implementation of the HLA's football guidelines, and the hearing of all first level complaints filed against any coach and/or *staff* member.

**10.8 Assistant Director of Football.** Assists the Director of Football in fulfilling the duties of that position.

**10.9 Director(s) of Cheerleading.** The Directors of Cheerleading shall have the responsibility of articulating the specifics of all cheerleading programs, recommending candidates for coaching positions to the President and Vice President of Cheer, overseeing all equipment related to cheerleading as well as the implementation of the HLA's cheerleading guidelines. He/She shall further be responsible for the reviewing of all first level complaints filed against any coach and/or staff member.

**10.10 Equipment Manager.** The Equipment Manager shall have the responsibility of distributing, inventorying and collecting all franchise equipment. He/She will also serve as primary resource in the preparation of an annual equipment needs list which shall consist of both hard and soft goods.

**10.11 Assistant Equipment Manager.** Assists the Equipment Manager in fulfilling the duties of that position.

**10.12 Director of Scholastic Programming.** As per the Jersey Shore American Youth Football League Inc. guidelines, the Director of Scholastic Programming shall have the responsibility of accumulating and preparation of all information relevant to the submission of candidates for honors as American Youth Football Little Scholars. He/She shall also assist head coaches in the preparation of eligibility affidavits for competition. Additionally, the individual shall serve as the chairperson of the football and cheerleading scholarship sub-committee.

**10.13 Team Parent Coordinator.** The Team Parent Coordinator shall seek out and find two qualified volunteers per team or squad to serve as team Parents. Together they shall become part of a very vital communications link and team support network. It shall be the duties of the coordinator to assure that Team Parents for all squads receive pertinent corporate information to enable him/her to solicit team support personnel for fund raisers, social events, concession stand committee members, monitoring, video taping and all of the various areas where manpower is needed to carry on the programs, projects and activities of the corporation. In situations where there are emergencies or special meetings or other vital communications which must get out to the membership or participants, the Team Parent Coordinator will activate the network of team parents to contact and inform participants. The Team Parent Coordinator shall coordinate the annual Picture Day of American Youth Football, traditionally held during the second week of the August practice. This shall include but not be restricted to soliciting bids from photographers, presenting bids for approval by the Board of Directors, coordinating times and sites for Picture Day and distributing order forms to participants.

**10.14 Snack Stand Coordinator.** It shall be the duty of the Snack Stand Coordinator to oversee the operations of the Snack Stand for home games, securing the necessary goods and materials, turning all moneys received over to the Treasurer. He/She shall further set up Snack duty scheduling while working in conjunction with the Team Parent Coordinator.

**10.15 Special Events Coordinator.** It shall be the duty of the Special Events Coordinator to oversee special organization functions which do not fall under the realm of other board positions. He/She shall further be responsible to assist the organization with its immediate and pressing needs. i.e. Major Fund Raisers, Scholastics Banquet.

**10.16 Membership Director.** It shall be the duty of the Membership Director to coordinate the registration and record keeping of both individuals and families who are part of the organization. It is further his/her responsibility to assist appointed and elected Board Members in meeting specific requirements as deemed necessary by the Board.

**10.17 Field and Grounds.** It shall be the duty of the Field and Grounds Director to oversee the care and maintenance of the Football field and all grounds considered part of the Colts Neck Youth Football League, Inc. at Cedar Drive.

**10.18 Merchandising.** *It shall be the duty of the Merchandising Director to oversee all aspects of the handling of merchandise which is sold by the Colts Neck Youth Football League Inc. Organization, exclusive of the items considered as football cheer uniforms. (refer to Sec. 3 N.2 and Sec. 4. No.1 in the WPW Policy Handbook). The duties of the Merchandising Director include but are not restricted to keeping an inventory on stock, ordering stock and distributing ordered merchandise.*

## **11.0 Board of Directors**

**11.1 Composition.** The *Board of Directors* shall be comprised of the officers listed in 7.0 and 8.0

**11.2 Board of Directors -Authority.** The *Board of Directors* may make rules and regulations, administrative policies and resolutions as in their discretion they deem necessary and proper to guide and manage business and affairs' control and protect the assets of the corporation. They shall operate, manage and maintain themselves both individually and collectively in such a manner as to provide for the purposes and objectives as set forth herein. They shall further have the authority to solicit contributions and raise revenue necessary to carry on as specified herein.

### **11.3 Meetings.**

**A)** The *Board of Directors* shall meet a minimum of once a month from January to December and twice monthly, if needed. Meeting dates and times shall be determined by the *Board of Directors* in January annually and posted in the *Yearly Course of Action*. The *Board of Directors* meetings which are traditionally the second Wednesday evening of every month, are open to the *General Membership*. Additional meeting of the Board of Directors which may occur within the same month are not open to the General Membership.

**B)** All members of the *Board of Directors* shall be expected to attend every meeting. Any *Board of Director* member that misses *four unexcused* meetings without good cause, shall be determined to have vacated that office as per 9.1 (A).

**11.4 Quorum.** A meeting of the *Board of Directors* shall be determined to have a quorum if seven (7) members of the board are present.

**11.5 Executive Board.** The Executive Board shall be comprised of the elected officers listed in 7.0. The qualification for the Executive board **and** the Board of Directors is as follows:

**A) Person desiring to run for any of the elected positions listed in 7.0 must** have served on the Board of Directors for two consecutive years.

**B)** All appointed officers of the Board of Directors must be a member as defined herein for a minimum of one year.

**C)** All officers of the *Board of Directors* must have attained their 21<sup>st</sup> birthday prior to their election or appointment and this provision may not be waived at any time.

**11.6 Executive Board -Authority.** The Executive Board may make rules, regulation, administrative policies and resolutions as in their discretion they deem necessary on matters concerning the integrity, reputation, well-being or welfare of the organization. The Executive Board shall meet, discuss and seek resolution if warranted, on issues concerning coaches, participants, or parents, or on issues which arise that may be sensitive in nature or require an environment of confidentiality.

**11.7 Executive Board -Meetings.** The Executive Board shall be summoned by and shall meet at the discretion of the President. Executive board meetings are closed to all other members other than those specifically named in 7.0.

**A)** All discussions, proceedings and decisions of the Executive Board shall remain confidential. Any breach of confidentiality by an Executive Board member can and will be considered a violation and could result in disciplinary action up to an including removal from the Executive Board with a 2/3rds majority vote of the Executive Board.

**B)** All votes of the Executive Board shall be taken by written secret ballot.

**C)** The President will cast a vote only in cases where the Board vote results in a tie.

**D)** Executive Board members shall not abstain from a vote with the exception of a direct conflict of interest involving a board member or the board member's immediate family) .

**E)** All Executive Board votes are by simple majority unless otherwise stated.

**11.8 Executive Board -Quorum.** A meeting of the Executive Board shall be determined to have a quorum if seven (7) members of the board are present.

## **12.0 Yearly Course of Action**

**12.1 Guidelines.** After the election of officers in December, the newly elected officers shall meet with the outgoing *Board of Directors* in a series of meetings to discuss and propose an activities calendar for the next fiscal year. This calendar shall be known as the **Yearly Course of Action**. This shall be a suggested, flexible guideline for the programs, projects and activities of the corporation during the next fiscal year. It must list meetings, registrations, fund-raiser deadlines, etc. The Yearly Course of Action is an all important tool in the proper administration of the corporation, therefore should a particular **Board of Directors** fail to establish their own as provided in this section shall be mandatory for use by the corporation.

### **JANUARY**

1. New President appoints and swears in all appointed officers
2. Appointment of committee chairpersons and members
3. Begin discussions and work on annual fund-raising & registration
4. Begin business and civic solicitations for Ad Journal/Program Book
5. The Secretary shall write letters and place phone calls to the appropriate authority to place them on notice and request permission for the use of schools for cheerleading pre-evaluation sessions, evaluation dates, competition practices, practice and game fields and facilities



6. Discussion regarding Equipment Managers' report of needs
7. Introduction of Administrative Policy for the year

## **FEBRUARY**

1. Appointment of head coaching positions
2. Business and civic solicitation letters should be mailed with appropriate follow-ups as needed.
3. Raffle permits should be obtained and completed as needed Upon approval, tickets should be printed for distribution at registration
4. Work should begin on advertising March registration
5. Registration announcement fliers should be distributed to all area schools, businesses, public library, etc. prior to the last Monday in February

## **MARCH**

1. Newsletter should be mailed to all members announcing March registration information on fund-raising and the need for volunteers should be included
2. Posters should be prepared announcing registration and requirements for participation
3. Follow up letters and phone calls should be made to businesses for monetary solicitation
4. President shall direct Equipment Managers to check all equipment and uniforms. They must assure that we have a sufficient amount of equipment and uniforms and that they are safe, secure, and in good repair
5. The President shall direct the Equipment Managers to begin ordering approved items
6. First registration and distribution of Administrative Policy

## **APRIL**

1. First Vice-President must report on registration
2. Program Administrators should plan safety orientation and training clinics for coaches
3. Directors of Football and Cheerleading along with head coaches should meet with high school program coaches to develop program continuity both within the corporate program and the high school program
4. Board should procure the services of area physicians to give medical exams either free or at reduced cost during the last two weeks of June and prior to August 1<sup>st</sup>
5. President, Directors of Football and Cheerleading along with head coaches shall conduct an orientation

## **MAY**

1. Franchise fees due to HLA
2. Second registration if needed
3. Scholarship committee reviews application for HLA Scholarship

## **JUNE**

1. Second Vice-President shall report on Ad Journal solicitation
2. Medical exams for participants
3. Appointment of assistant coaches should be complete
4. First Vice-President should line up scrimmages for August
5. Reservation made for team photos in August
6. Report from Membership Director on registration results

## **JULY**

1. Ready equipment for distribution
2. Insurance premium due to HLA
3. HLA safety orientation, training and rules clinics
4. Notification should be sent to each participant by their coach letting them know of registration requirements that have not been met

## **AUGUST**

1. August 1<sup>st</sup> -The first day of the new season. Practices will start on the first weekday of the month unless otherwise directed by the *Board of Directors*
2. First Saturday in August -equipment issued
3. August 8<sup>th</sup> -First day equipment may be worn and the first day of contact practice providing 10 hours of conditioning has been accomplished
4. August 15<sup>th</sup> -First day of controlled scrimmages
5. Review and complete registration requirements and records by First Vice-President Completion of official rosters with copies furnished to Secretary 9

6. Report from Special Events Coordinator due
7. Registration records and official rosters due to HLA
8. Game schedules and directions to be distributed to members
9. Parents meeting. Seek volunteers for MPR monitors, chain crew, additional coaches if needed, concession stand and other functions
10. Plan Punt, Pass and Kick competition as directed by HLA
11. Cheerleaders evaluation clinics. Request for judges must be made to HLA Cheerleader Vice President

#### **SEPTEMBER**

1. Exhibition scrimmage game
2. Official weigh-in and team certification by HLA
3. Practice sessions go to 3 days/6 hours per week during the first week of school
4. Reports due on planned fund-raisers, Ad Journal, registration and team certification
5. Competition practices begin

#### **OCTOBER**

1. Reports due from awards and Banquet Committee
2. Awards ordered and ceremony planned
3. HLA Scholastic Programming deadline
4. Bowl request for all teams with .500 records or better except Midgets.
5. President and Secretary prepare annual report to be delivered after elections in December
6. Nominations Committee appointed
7. Treasurer shall present proposed budget for upcoming year

#### **NOVEMBER**

1. Election meeting. President delivers "State of Corporation" report
2. The proposed budget is adopted
3. Cheerleading competition. HLA Play-offs and Tournament of Champions. HLA Classic Invitational Bowl games.
4. Post-season bowl games
5. Mid-Atlantic Region play-offs
6. Mid-Atlantic football & cheerleading championships
7. Report of Nominations Committee and nominations closed

#### **DECEMBER**

1. Final arrangements for annual Awards Banquet in late January
2. National American Youth football and cheerleading championships
3. Nominations Committee Chairperson shall be directed to present the slate of officers
4. Elections held
5. Installation of new officers

#### **ANNUAL EVENTS**

1. Monthly Executive Board and General Membership meetings
2. Fund-raisers as outlined in the Yearly Course of Action

### **13.0 GENERAL MEMBERSHIP MEETINGS**

**13.1 General Membership Meetings and Procedures.** General Membership meetings shall be held monthly with proper notification given to all members.

**13.2 Quorum.** A quorum of seven (7) members shall be needed to conduct any business at a General Membership meeting.

#### **13.3 Agenda**

Unless the President proposes a more specific agenda for the conduct of business at a General Membership meeting, this standard agenda will suffice as the order of business at all General Membership meetings:

- A. Call to order
- B. Roll call of officers by the Secretary
- C. Circulation of membership attendance sheet
- D. Secretary's report (minutes of last meeting & correspondence)
- E. Treasurer's report -financial statement in writing
- F. Officers' and Committee Chairmen reports
- G. Program Administrator's report
- H. Old business
- I. Break in meeting (if needed)
- J. New business
- K. Good and welfare
- L. Adjournment

**13.4 Special meetings.** Special meetings with a specific purpose may be called by the President. Notice of such meetings may be publicly posted or delivered in writing to the General Membership via regular mail with seven (7) days notice prior to such meeting.

**13.5 Qualification for Voting.** Those persons identified in 7.0 herein as the Board of Directors may vote at a General membership meeting, *with the stipulation that the member has attended three consecutive General membership meetings in that fiscal year.* Any member whose status has been assigned to Probationary Membership as stipulated in these Bylaws, shall not be permitted to vote at any General Membership meeting until this status has been lifted and the member is reinstated as a member in good standing.

### **13.6 Parliamentary Authority.**

**A)** All meetings of Colts Neck Youth Football League Inc. shall be governed by these Bylaws. In instances where the Bylaws do not address issues or circumstances which arise in meetings, the Board of Directors will refer to the parliamentary procedures specified in the Roberts Rules of order

**B)** The conduct of each meeting shall be at the discretion of the President. He/She shall rule on all questions of order and shall be charged with conducting each meeting according to principles of democracy under which every person who wishes to speak shall be heard and that in every matter considered the best opinion shall prevail through the expressed will of the majority and the best course of action taken.

**C)** A 3/4 majority vote of the Board Of Directors shall be needed to overrule the President with regard to decisions made by him/her on questions of order or conduct of the meeting. Motions to overrule must be properly moved and seconded.

**D)** A motion to reconsider or the reconsideration of any previous motion, resolution or business before the General Membership during the fiscal year shall require a 3/4ths majority vote of the Board of Directors present to open discussion of the matter which shall then require 3/4ths majority vote of the members present to overrule that motion, resolution or business.

**13.7 Nominations and Elections.** At the October General Membership meeting, the President shall announce the appointment of a Nominating Committee, the duties of which are:

- A. Solicit nominations from all members in good standing who meet qualifications stated in 11.4
- B. Meet the prospective officers and propose a slate of officers to the General membership
- C. At the November meeting, as for additional nominations from the floor and motion to close nominations
- D. Prepare paper ballots for any positions with multiple nominees
- E. Nominating Committee shall be relieved of duty prior to balloting at the December meeting

**13.8 Balloting.** Contested positions shall be balloted on paper ballots, otherwise the election shall be conducted by having the Secretary cast a unanimous ballot for the uncontested positions.

**13.9 Proxy Balloting.** No proxy and/or absentee balloting shall be allowed and each voting member in good standing, as prescribed herein, shall have one (1) vote.

#### **13.10 Balloting Results and Challenges.**

**A)** The President shall appoint three members to count any contested election ballots. Persons appointed shall not be any of the parties on the ballot so as to prevent any possible conflict of interest.

**B)** The results of any balloting shall be tabulated by the special committee above and sealed. The sealed ballots and results thereof shall be delivered to the Secretary and announced the Secretary to the General membership.

**C)** Challenges to either the election process, balloting or the announcement of the results must be made prior to adjournment of the election meeting or the election will stand.

#### **14.0 COMMITTEES -STANDING**

**14.1 Designations.** Standing Committees of this corporation shall lend stability in their assigned areas by accomplishing duties that remain continuous through changes in administration. The Standing Committees of this corporation may be as follows:

- A. Ways and Means / Fundraising
- B. Registration and Certification
- C. Property Inventory and Management
- D. Communications

#### **15.0 COMMITTEES -SPECIAL**

**15.1 Designations.** The Special Committees of this corporation that may be established from time to time areas follows:

- A. Awards and Recognition
- B. Annual Awards Banquet
- C. Annual Raffle
- D. Constitutional & Bylaws
- E. Nominations

#### **16.0 HEAD COACHES**

##### **16.1 Guidelines**

(A) *Head coaches shall remain in their respective positions unless He/She decides to step down. If a Head Coach steps down recommendations may be submitted by the respective Directors of Football/Cheer with the consent of the President and final approval by a 2/3 majority vote of the Executive Board. Head Coach nominees must be members in good standing (refer to 6.0 sec. C for criteria of members in good standing). Coaches will serve from the time of their appointment until He/She wishes to retire or unless removed for cause by a 2/3 majority vote of the Executive Board. In the event a head coach retires and more than one individual requests the position a special meeting must be held with the individuals and the executive board. At this meeting each candidate will state their accomplishments and credentials. At the conclusion of this meeting the executive board shall vote with the exception of the President. The President shall cast the deciding vote in the event of a tie.*

(B) *Assistant coaches shall be recommended by the Head coach with the consent of the President, and the Director of Football/Cheer, and final approval by a 2/3 majority vote of The Executive Board. Assistant coach nominees must be members in good standing (refer to 6.0 sec. C for criteria of members in good standing). Assistant coaches will serve from the time of their appointment through the end of the fiscal year unless removed for cause by a 2/3*

majority vote of the Executive Board.

(C) All coaches are required to read, fully understand, sign and abide by the Coaches' Code of Conduct (refer to CNPW Policy Handbook, Sec. 6).

#### **17.0 AUXILIARIES.**

The *Board of Directors* shall sanction and encourage the establishment of an auxiliary unit with the express purpose of serving as a support entity to augment and enhance the fund-raising capabilities of the corporation. The sole purpose of the auxiliaries shall be to put the FUN in FUNdraising and thereby recruit support from within the membership who might not traditionally become involved in such activities.

#### **18.0 LEGAL COUNSEL**

The Board of Directors may appoint a Legal Counsel to assure that all necessary matters of the corporation are attended to. Said Legal Counsel shall be an attorney in good standing licensed to practice in the State of New Jersey.

#### **19.0 SALARIES**

No officer or member shall for any reason of his/her office or standing, be entitled to receive any salary or compensation. Nothing herein shall be construed to prevent same from receiving reimbursement from this corporation for duties, goods or services delivered and/or performed other than that as an officer or member. The Board may vote to hire and fix the compensation of any and all vendors which at their discretion they may determine to be necessary and proper in the conduct of the business of the corporation.

#### **20.0 GIFTS AND BEQUESTS.**

All moneys and properties, real or personal, received by gift or bequest shall be devoted to the purpose stipulated in any such gift or bequest but, only if such purposes are within the lawful purposes of this corporation, shall any such gift or bequest be accepted. The *Board of Directors* is authorized to accept and receive in the name of the corporation all such moneys and properties given for the purposes of the same in trust or otherwise as provided for in these Bylaws.

#### **21.0 DISPOSITION OF FUNDS AND PROPERTY**

None of the funds, assets or property of this corporation shall be divided among its *Board of Directors*, officers or members. In the event of the dissolution of this corporation, its assets shall be given to the Colts Neck Township Parks and Recreation Department.

#### **22.0 PERSONAL LIABILITY**

The *Board of Directors* of this corporation shall have no authority or power to bind the individual members at any time whether personally or to call upon them for payment of any sum of money or any assessment whatsoever, other than that sum that they may at any time personally agree in writing to pay by way of donation to this corporation for its purposes or as otherwise provided in these Bylaws. Nor shall any member of the Executive Board or Board of Directors have any personal liability and/or be subject to any claims for damages of any kind for conduct or actions taken in good faith consistent with and pursuant to these Bylaws. All persons and/or corporations extending credit to, contracting with or have claim against this corporation shall look only to the contract or claim of money that may otherwise become due or payable to them from the corporation; the *Board of Directors* officers or members, present or future, shall not be personally liable.

**23.0 ADMINISTRATIVE POLICIES**

In accordance with these Bylaws, the Board of Directors shall establish Administrative Policies to assure continuity and fairness in the proper administration of its programs. Said policies must be introduced and approved by the Board of Directors by a simple majority vote. Said policies may be in writing and take effect immediately upon their approval and be available to each member for review at their request. The Colts Neck Youth Football League, Inc Administrative Policies include but are not limited to The Parent Code of Conduct, The Coach Code of Conduct, Cheerleader Competition Attendance Notice and Policy, the Grievance Procedure, the Procedure of Probation, Suspension and Expulsion, the Procedure for Hearings and The Participant's Bill of Rights. These, and other administrative policies are state in the Colts Neck Youth Football Leagues Policy Handbook.

**24.0 AMENDMENTS**

Any amendment, changes, be they additions or deletions to the Bylaws of this corporation shall be submitted by the Bylaw Committee to the *Board of Directors* for their approval. Any amendments or changes shall be read at two consecutive meetings of this corporation's *Board of Directors* and voting must take place immediately after the second reading.

**25.0 OVERRIDE**

The Bylaws will stand unless amended/changed by a two thirds (2/3rds) vote of the Board of Directors present at a regular meeting of the membership.

**Attest**

**Notice is hereby given that the provisions of these Bylaws, were were presented for the first reading on June 12, 2013 at a General Membership meeting. The Bylaws were read, discussed and ratified at the next General Membership meeting held on July 10, 2013.**

**I hereby certify that on July 10, 2013, a General Membership meeting of Colts Neck Youth Football League, was held commencing at 8:00 P.M., and that these Bylaws were presented for a reading. There being a quorum present, these Bylaws were duly adopted by a majority vote of those present.**

Initially Approved: July 10, 2013

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Secretary**