

New Milford Jr. Football League Bylaws

Effective Date 04/12/2017

TABLE OF CONTENTS

Article 1 - ORGANIZATION	3
Article 2 - PURPOSE	3
Article 3 - MEMBERSHIP	3
Article 4 - MEETINGS	3
Article 5 - VOTING	3
Article 6 - ORDER OF BUSINESS	4
Article 7 - ORGANIZATIONAL STRUCTURE	4
Article 8 - BOARD OF DIRECTORS	4
Article 9 - ROLES AND RESPONSIBILITIES	5
Article 10 - COORDINATORS	10
Article 11 - AMENDMENTS	10
Article 12 - LEAGUE RULES AND EXCEPTIONS	10
Article 13 - REFUND POLICY	11
Article 14 - DISSOLUTION	11
Article 15 - EFFECTIVE DATE	11
Article 16 - PRIVACY STATEMENT	11

Article 1 - ORGANIZATION

Section 1.1 The name of the organization shall be “New Milford Junior Football League” and referred to in abbreviated form as “NMJFL”.

Article 2 - PURPOSE

Section 2.1 The purpose of the organization shall be to develop, organize and promote amateur football and cheerleading activities for the youth of New Milford, NJ, giving all participants equal opportunities while teaching teamwork, sportsmanship and a winning mindset in a positive environment.

Article 3 - MEMBERSHIP

Section 3.1 Membership in this organization shall be open to all individuals in sympathy with its purpose.

Section 3.2 To be eligible to participate as a player in NMJFL, the individual must live within the boundary of the Borough of New Milford. Exceptions will require majority approval by the Board of Directors, so long as this is within the guidelines of our member league(s).

Article 4 - MEETINGS

Section 4.1 Regular meetings of the Board of Directors shall be held on the second Wednesday of each month and are subject to change at the Board’s discretion.

Section 4.2 All regular meetings shall be open for a public session prior to the working meeting, which is a closed session.

Section 4.3 The presence of not less than two-thirds of the Board of Directors shall constitute a quorum and shall be necessary to conduct the business of this organization.

Section 4.4 Special meetings may be called by the President with 24 hours’ notice by email, text, telephone, or in person as official record to the Board of Directors and Coordinators.

Article 5 - VOTING

Section 5.1 At all meetings, except for the election of the Board of Directors, all votes shall be by show of hand. For the election of the Board of Directors, ballots may be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot.

Section 5.2 At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for the election of the Board of Directors. At all votes by ballot, the Chairman of such meeting shall prior to the commencement of balloting, appoint a committee of three who shall act as “Inspectors of Election” and who shall, at the conclusion of such balloting, certify to the Chairman the results and be responsible for ensuring that the results are officially recorded and accurately represented in the minutes of that meeting.

Section 5.3 No inspector of election shall be a candidate for office or shall be personally interested in the question voted upon.

Section 5.4 Only the Board of Directors is eligible to vote on items requiring a vote to be taken.

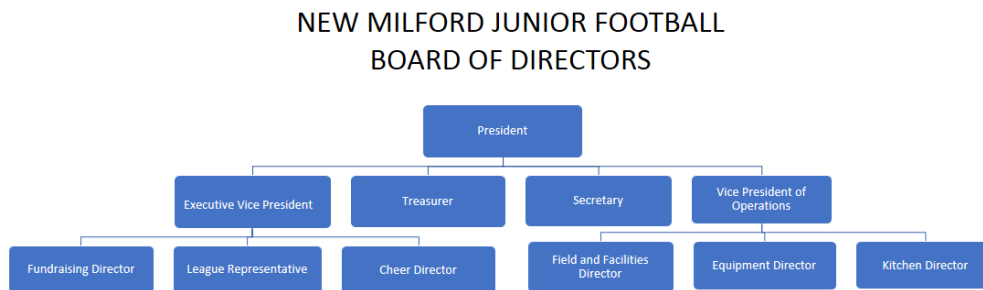
Section 5.5 The President will only vote on items requiring a vote to be taken when it is necessary to break a tie result. The exceptions to this are any votes requiring a two-thirds majority, the election of the Board of Directors, and the appointment of Coordinators. Under these exceptions, the President will have a single vote of equal weight to the vote of each director of the Board of Directors.

Article 6 - ORDER OF BUSINESS

Section 6.1

- a. Roll Call
- b. Recognition of Guests
- c. Approval of the Minutes of the preceding meeting
- d. Old and Unfinished Business
- e. New Business
- f. Reports of Board of Directors
- g. Reports of Coordinators
- h. Adjournment

Article 7 - ORGANIZATIONAL STRUCTURE



Article 8 - BOARD OF DIRECTORS

Section 8.1 The business of this organization shall be managed by a Board of Directors consisting of up to 9 members, each of whom will also be an officer of this organization.

Section 8.2 The Board of Directors shall serve for a term of 2 years. The terms of office shall be staggered evenly, as follows:

- a. Even years: President, Treasurer, Fundraising & Sponsor Chairperson, League Representative, Field & Facilities Chair.
- b. Odd years: Vice President, Secretary, Equipment Director, Cheerleading Coordinator.

Section 8.3 The Board of Directors to be chosen for the ensuing years shall be elected at the January regular meeting of the Board of Directors. Only Board members present may vote (no proxies).

Section 8.4 Board of Director Candidates must state intent in writing by the December regular meeting to the President of NMJFL.

Section 8.5 The Board of Directors shall have the control and management of the affairs and business of this organization and has the right to take any action deemed to be in the best interest of the organization.

Section 8.6 The Board of Directors may at its own discretion change the rules and regulations pertaining to meetings as necessary.

Section 8.7 Vacancies in the Board of Directors shall be filled by appointment from the President. The appointment will last until the end of the term as determined in Section 8.2.

Section 8.8 The President of the organization by virtue of his office shall be Chairman of the Board of Directors.

Section 8.9 A Director may be removed for cause as determined by not less than a two-thirds majority vote of the Board of Directors.

Section 8.10 If circumstances should occur where more than one member of a family is represented on the Board of Directors, special voting rules will take effect to eliminate the possibility of collusion. When both members vote in the same manner, their vote shall count collectively as one vote and not two separate votes. When both members have an opposite vote, their votes shall count separately, and be recorded as such.

Section 8.11 The Board of Directors may adopt and adjust outstanding rules which regulate or concern the management of the organization.

Article 9 - ROLES AND RESPONSIBILITIES

Section 9.1 President

- a. Chairman of the Board of Directors.
- b. Authority as may be reasonably construed as belonging to the Chief Executive of any organization.
- c. Preside over all meetings of the Board of Directors and appoint all committees.
- d. Prepare an agenda and keep meetings focused, productive and on time.
- e. Assure NMJFL objectives are met and NMJFL philosophies are upheld.
- f. Spokesperson for the NMJFL. Will review and approve NMJFL press releases and announcements and interface with the local media as required.
- g. The President at his discretion may spend money outside of a regular scheduled meeting up to \$1,000.00. An amount greater than \$1,000.00 requires a majority vote by the Vice President of Operations, Executive Vice President, Treasurer and Secretary.
- h. Attend external meetings or events representing NMJFL, except in instances where it is the responsibility of the League Representative to do so.
- i. Secure monthly meeting location.
- j. Primary contact for New Milford Chief of Police regarding any issue with background checks.
- k. Coordinate, analyze and authorize purchase of merchandise available for sale.
- l. Coordinate and purchase league uniform order.
- m. Provide guidance and consultation to the Board of Directors and Coordinators.
- n. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games covering all leagues throughout the season.

- o. Plan, prepare and conduct NMJFL coaches meeting to kick off the season.
- p. Manage league mailboxes within NMJFL voice mail and email systems on a regular basis and handle questions and issues in a timely manner.
- q. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.
- r. Along with the Vice President(s), build and provide a planning budget for the new season so that decisions can be made by the Board of Directors for establishing registration fees.
- s. Maintain the NMJFL bylaws, Board of Director and Coordinator roles and responsibilities, and schedule of activities which define when the various responsibilities need to be completed throughout the year.
- t. Provide backup responsibility for any of the other Directors on the Board of Directors.
- u. Form a committee and conduct an annual audit of the financial state of the organization.
- v. Plan, prepare and oversee all aspects related to registration.
- w. Co-sign all checks with a value of \$500.00 or greater.

Section 9.2 Executive Vice President and Vice President of Operations will equally share the responsibilities noted below and/or as delegated by the President with the exception of 9.2(b) as stated.

- a. Reports to the President of the organization.
- b. Executive Vice President becomes acting President of the organization with all the rights, privileges and powers as if he/she had been the duly elected President in the event of the absence or inability of the elected President to exercise his/her office.
- c. Provide overall coordination of field scheduling.
- d. Coordinate the annual camp, pep rally and the awards ceremony.
- e. Attend/participate in field allotment meetings with the Borough of New Milford and represent NMJFL in all matters pertaining to field development.
- f. Along with the President, build and provide a planning budget for the new season so that decisions can be made by the Board of Directors for establishing registration fees.
- g. Manage Vice President's mailboxes within NMJFL voice mail and email systems on a regular basis and handle questions and issues in a timely manner.
- h. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.

Section 9.3 Secretary

- a. Reports to the President of the organization.
- b. Keep the meeting minutes and records of the organization.
- c. Official custodian of the records and seal of the organization.
- d. Archive all meaningful electronic information and data.
- e. Prepare and email action items within 3 days and meeting minutes within 7 days of each meeting of the Board of Directors.
- f. Give and serve all notices to members of this organization.
- g. Manage organization's post office box and regularly check and process player registrations and supplier invoices.
- a. Organize and coordinate picture day.

- b. Maintain current contact information list for the Board of Directors and Coordinators.
- c. Manage Secretary's mailbox within NMJFL email system on a regular basis and handle questions and issues in a timely manner.
- d. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.
- e. Maintain the league website with updated and timely information on an as needed basis.
- f. Create, maintain and publish registration information for all league members.
- g. In conjunction with Treasurer, proactively address any collections issues or past due receivables.
- h. Responsibility of the Yearbook
- i. Manage and maintain all coach certifications.

Section 9.4 Treasurer

- a. Reports to the President of the organization.
- b. Care and custody of all monies belonging to the organization and be solely responsible for such monies or securities of the organization.
- c. Sign checks or drafts of the organization, and prepare such checks for co-signature by the President.
- d. Manage and reconcile bank accounts.
- e. To not spend money without the approval of the Board of Directors except that the President can direct the Treasurer to spend up to \$1,000.00 on a specific item.
- f. Keep accurate records for all financial transactions and maintain a general journal (chronological listing of transactions by account) for the organization.
- g. Provide current financial reports at the monthly Board of Directors meeting.
- h. Manage all deposits and expenses and provide timely payment of invoices upon Board approval.
- i. In conjunction with the Secretary, proactively address any collections issues or past due receivables.
- j. Manage Treasurer's mailbox within NMJFL email system on a regular basis and handle questions and issues in a timely manner.
- k. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.
- l. Aid in registration process with secretary.
- m. Coordinate all volunteer scheduling and distribute the return of volunteer fees.

Section 9.5 League Representative/Director

- a. Reports to the Executive Vice President of the organization.
- b. Represents and speaks on the behalf of the NMJFL Board of Directors at all league meetings.
- c. Presents league updates to the Board of Directors at the monthly meeting and solicits input for Board approval of recommendations on matters concerning the NMJFL position in the league meetings.
- d. Coordinates all member league activities (MFL or other) within the NMJFL
- e. Manage League Representative's mailbox within NMJFL email system on a regular basis and handle questions and issues in a timely manner.
- f. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.

Section 9.6 Cheerleading Director

- a. Reports to the Executive Vice President of the organization.
- b. Oversees the entire cheerleading program for the NMJFL.
- c. Presents league updates to the Board of Directors at the monthly meeting.
- d. Manage Cheerleading Director's mailbox within NMJFL email system on a regular basis and handle questions and issues in a timely manner.
- e. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.

Section 9.7 Fundraising Director

- a. Reports to the Executive Vice President of the organization.
- b. Organizes and oversees all fundraising programs approved by the Board of Directors for the NMJFL.
- c. Manage all sponsor needs for the organization.
- d. Contact prior year sponsors to request sponsorship renewal for the upcoming season via mass mailing, emails and/or phone, as well as be the point of contact for all new sponsors, including unsolicited ones.
- e. Obtain and store electronic format of sponsor's logos and wording.
- f. Coordinate with the Treasurer to ensure that all sponsors have paid in full.
- g. Liaison with team parents of each team to coordinate all fundraising activities.
- h. Presents league updates to the Board of Directors at the monthly meeting.
- i. Manage Fundraising and Sponsor Chairperson's mailbox within NMJFL email system on a regular basis and handle questions and issues in a timely manner.
- j. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.

Section 9.8 Equipment Director

- a. Reports to the Vice President of Operations of the organization.
- b. Manage all equipment needs for the organization to include: equipment, uniforms, fundraising clothing, and other items deemed necessary in coordination with the President.
- c. Maintain storage location used to store all NMJFL equipment.
- d. Provide an annual budget for the purchase of new equipment.
- e. Ensure that all equipment complies with known safety requirements.
- f. Ensure that league specific equipment is available to the appropriate teams.
- g. Arrange for and ensure equipment return at the end of the season.
- h. Coordinate with coaches in the event of a delinquent equipment return or missing equipment.
- i. Inventory the equipment and itemize new/replacement equipment needs in preparation for next year.
- j. Be available throughout the season to replace defective, damaged or lost equipment.
- k. Manage Equipment Coordinator's mailbox within NMJFL email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
- l. Cooperatively work with the Board of Directors and Coordinators to achieve the best interest of the organization.

Section 9.9 Field and Facilities Director

- a. Reports to the Vice President of Operations of the organization.
- b. Responsible for all duties involving our buildings and storage facilities.
- c. Responsible for the coordination of field setup and breakdown.
- d. Maintenance of practice equipment to include: tackle dummies, chutes, sleds etc.
- e. Maintenance of medical equipment including first aid kits and AED.
- f. Work in conjunction with the Equipment Director.
- g. Manage Field and Facilities Coordinator's mailbox within NMJFL email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
- h. Utilize volunteer schedule from Treasurer as needed.
- i. Annually prepare budgets, assess needs for building, practice equipment and vehicles, etc.
- j. Responsible for all keys and locks for buildings, storage facilities, lights, gates, vehicles, etc. List of keys to be handed out will be determined by the President.
- k. Cooperatively work with Board of Directors and Coordinators to achieve the best interest of the organization.

Section 9.10 Trustee(s)

- a. Trustee is a valued member of the program.
- b. Has been a previous NMJFL member of the Board of Directors and in good standing for a minimum of three terms.
- c. Trustee will be appointed by President and voted on by the majority of the Board of Directors.

- d. A Trustee's experience is vital to the success of the program. A Trustee can offer input pertaining to all NMJFL business in both open and closed executive board sessions.
- e. Trustee serves at will of the Board of Directors.
- f. The removal of a Trustee requires a 2/3 vote from the Board of Directors.

Article 10 - COORDINATORS

Section 10.1 Coordinators are appointed members by the President. These roles are at the option and discretion of the President.

Section 10.2 Coordinators report to the Board of Directors but are not elected positions and do not have Board of Director equivalent voting rights.

Section 10.3 A President's appointment should be clearly defined and captured in the Board's monthly meeting minutes. Coordinator(s) shall serve a one year term and be appointed annually.

Section 10.4 In the absence of a volunteer coordinator, the volunteer role can be filled by one of the Board of Directors as assigned by President.

Article 11 - AMENDMENTS

Section 11.1 These bylaws may be altered, amended, repealed or added to by an affirmative vote of not less than a two-thirds majority of the Board of Directors.

Article 12 - LEAGUE RULES AND EXCEPTIONS

Section 12.1 The NMJFL will abide by the rules of The Meadowlands Football League as required. In the event the Meadowlands Football League rules do not clearly address a specific issue then NMJFL rules will apply as set forth below.

Section 12.2 Eligibility of players shall not conflict with the rules of the member league.

Section 12.3 All players will play in the league that matches their grade requirements as outlined below. (The NMJFL recognizes there is language in the MFL bylaws allowing first graders to participate at the Mighty Mite level. The NMJFL does not allow first graders to participate on the Mighty Mite level unless there is an exception). Exceptions to play up will be based on player eligibility (i.e. weight, date of birth) or if team status is jeopardized (not enough players to field a team in a given bracket). A petition to play up will require NMJFL Executive Board approval.

- a. Flag Football – Generally Kindergarten and 1st grade. (no age requirements)
- b. Mighty Mite Football - open to 2nd grade. A player who is eight years of age prior to September 1st is ineligible.
- c. Pee Wee Football - open to 3rd and 4th grade. A player who is 10 years of age prior to September 1st is ineligible.
- d. Junior Football - open to 5th and 6th grade. A player who is 12 years of age prior to September 1st is ineligible.
- e. Senior Football - open to 7th and 8th grade. A player who is 14 years of age prior to May 1st or in High School is ineligible.
- f. Cheerleading eligibility is by grade.

Section 12.4 All potential coaches applying for positions in the NMJFL must

- a. Pass a background check as provided by the NMJFL.
- b. At their own expense, apply for and complete the Rutgers Certification for coaching.
- c. Complete AED/CPR certification.
- d. Complete USA Football Heads Up Certification.
- e. All coaches must participate in coaches' clinics and seminars as prescribed by NMJFL.

Article 13 - REFUND POLICY

Section 13.1 All registrations and payments are considered final at time of registration.

Section 13.2 Any exceptions to the above would be less any uniform and league fees as well as a \$10.00 processing fee, and must be finalized prior to August 1st. All equipment will remain the possession of NMJFL. Players that quit prior to the first scheduled game of the season will not be entitled to receive: jersey, cheer warmup, or other related gear.

Any request for an exception to this policy must be made in writing no later than May 1st of each calendar year along with your reason for requesting a refund, and sent to the President at president@nmjfl.com.

Article 14 - DISSOLUTION

Section 14.1 Upon dissolution of this organization, the Board of Directors shall after the payment of all outstanding debts of the organization donate all remaining assets to a non-profit organization chosen by majority agreement of the Board of Directors.

Article 15 - EFFECTIVE DATE

Section 15.1 These by-laws of the New Milford Junior Football League having been updated and voted upon, receiving a two-thirds majority vote by the Board of Directors are excepted and are effective 4/12/2017 and supersede all previous versions.

Article 16 - PRIVACY STATEMENT

Section 16.1 Any confidential information collected by the NMJFL is the property of the NMJFL.

Section 16.2 About the information we collect - It is our policy to collect and store only the necessary information to help the organization achieve its purpose.

Section 16.3 In most cases, the organization asks clients to provide their name, address, telephone, email and in certain instances Social Security numbers. We never use this information in ways unrelated to the purpose of our organization or share it with outside parties except to the extent necessary to complete registration in the Meadowlands Football League. All personable identifiable information, hereinafter referred to as PII, will be destroyed by the Secretary or President upon successful completion of each season.

Section 16.4 Privacy and the links on our website, links out - The NMJFL website may feature links to our on-line registration service provider, corporate sponsors and other non-profit

organization websites. We do not routinely link to private, commercial or other similar web sites. However, on a case by case basis, we will consider requests from such groups or persons to link to their website. NMJFL will grant such requests only where it is determined that such links will clearly support our purpose and where we have concluded that such links will not in any way jeopardize our reputation, independence, objectivity or purpose. When accessing links, be sure to read the Privacy Policy related to those sites, especially before providing PII as security and privacy policies on the associated pages may differ from this policy. From time to time, NMJFL may decide to link to other websites. The same criteria described above will apply. Such links may be short or long term, at the discretion of the organization.

Section 16.5 Complaint Procedure - If you suspect that we have handled your PII in a manner that doesn't comply with this privacy statement, please contact us by emailing an explanation to our Vice President at VicePresident1@nmjfl.com.

AMENDMENTS AND REVISIONS