

HIGH POINT MIDGET
FOOTBALL

CLUB, INC.

CONSTITUTION AND BY-LAWS

HIGH POINT MIDGET FOOTBALL CLUB, INC.

Revised May 13, 2009

Amended May 24, 1999

CONSTITUTION AND BY-LAWS

ARTICLE I Name and Purpose

SECTION 1. The name of this organization shall be referred to as the High Point Midget Football Club, Inc., herein referred to as "the corporation".

SECTION 2. The major objectives of this program are to inspire the young people involved to practice the ideals of good health and citizenship and to help them build character. To bring them together through the common interest of athletics and sportsmanship. To keep the welfare of the children first and foremost, while keeping the program free of adult ambition and personal glory, and to install a competitive spirit in our team.

ARTICLE II Membership

SECTION 1. Membership of the High Point Hawks shall consist of each family whose child participates in the High Point Hawks program, or any parent or player alumni of the High Point Hawks organization willing to actively participate in association functions, who petitions the Executive Board of the current year during, or prior to, the month of January, and is approved for continued membership. Officials elected in the immediately preceding elections are automatically approved for continued membership and need not petition the Board.

SECTION 2. The board at the last regular meeting of the preceding year shall establish the registration fees. A late registration fee and date at which it takes affect will also be set at this time.

SECTION 3. Registration fees shall be payable upon date of registration. The Board must approve any exceptions.

ARTICLE III Officers and Elections

SECTION 1. The officers of the Corporation shall be as follows:

President

Vice President

Secretary

Treasurer

SECTION 2. Said officers shall be elected for a term of one year by Dec. 1st at a general membership meeting.

SECTION 3. Installation of officers shall take place at January meeting.

SECTION 4. In the event of a vacancy of any elected officers, there will be a special election to fill the specified vacant position.

SECTION 5. Voting of the elected officers shall be by written ballot.

ARTICLE IV Officers and the Board of Directors

SECTION 1. The board of directors shall consist of a minimum of six (6) and up to fifteen (15) members, being; President, Vice President, Secretary, Treasurer, League Rep., Alt. League Rep., Equipment Manager, Coaching Director, Cheerleading Director, and six (6) members at large.

SECTION 2. **Duties of the officers:**

President:

- A. Shall call and preside over all meetings.
- B. Shall be ex-Officio member of all committees.
- C. Shall be empowered to take all other action not in conflict with the constitution, which he deems necessary to effect the purpose of the Corporation.
- D. Shall appoint three (3) members-at-large to the board of directors with the approval of the board. Outgoing President shall be one of the members-at-large appointed by the President to the Board of Directors, if he so wishes. (If he wishes not to serve, the President may appoint anyone in his place with board approval).
- E. Will not head coach a team. **Added 10/07 – Updated 5/09**

Vice President

- A. Shall assume all duties in the absence of the President.
- B. Shall appoint an Equipment Manager and two (2) assistants with the approval of the Board.
- C. Shall direct the Equipment Manager to attend all Board Meetings and have a vote on the Board.
- D. Shall in conjunction with the Equipment Manager, maintain an inventory of all equipment and present a written account of same at the March meeting.
- E. Shall oversee the maintenance and grounds committee.

SECRETARY

- A. Shall record all minutes of the meetings.
- B. Shall assume all duties in the absence of the President and Vice President.
- C. Mail all meeting notices and inform members of all-important developments.
- D. Send members all amendments to the by-laws.
- E. Shall keep a record of all registered members of the Corporation.

TREASURER

- A. Shall make a financial statement at all regular meetings.
- B. Shall submit copies of the financial report to the President and Vice President.
- C. Shall prepare the books for audit as directed by the board or upon resignation.
- D. Shall deposit all moneys collected into a local bank designated by the Board of Directors and insured by the FDIC.
- E. Shall spend funds only as authorized by the Board of Directors.
- F. Checks may be signed by the President in the absence of the Treasurer.

BOARD OF DIRECTORS

- A. Shall consist of three (3) members-at-large chosen by the President with Board approval.
- B. Three (3) registered members elected from the floor at the election meeting.
- C. The Coaching Director, Cheerleading Director, League Rep. and Fund Raising Chairman shall be members of the Board appointed by the President, with the approval of the Board. The Equipment Manager and Alt. League Rep. shall be a member of the Board appointed by the Vice President with approval of the Board. Each member is designated one vote. No board member or officer shall vote in any other capacity.
- D. The officers.
- E. A quorum of the Board shall be 3/4. A simple majority vote shall prevail on all issues.
- F. The President shall vote only to break a tie.
- G. Any town or district whose registrants comprise ten percent or more of the team's total registration and not represented on the newly elected Board, the President will appoint representatives from each non-represented district.

COACHING DIRECTOR

- A. Shall be responsible for the proper assignment of each player to a

- particular squad, keeping in mind the best interest of each player.
- B. Shall completely monitor a working program for the season including calisthenics, drills, practice procedures and general play programs.
 - C. Will not coach a team. He will be an observer and advisor.
 - D. Will make sure **all** coaches are properly certified as per article V sect. 2.
 - E. Shall be the first step in any grievances between players (parents) and coaches.
 - F. The Coaching Director will be in attendance at the Board meetings and have a vote on the Board.

CHEERLEADING DIRECTOR

- A. The Cheerleading Director will be in attendance at Board meetings and have a vote on the Board.
- B. Shall be responsible for the proper assignment of each child to a particular squad, keeping in mind the best interest of each child.
- C. Will make sure **all** Cheerleading coaches are properly certified as per article V sect. 2.
- D. Shall be the first step in any grievances between cheerleaders (parents) and coaches.

ARTICLE V The Coaches

SECTION 1. The coach of each team shall comply with the league rules for weight and age limits for his/her classification. Each coach shall be assigned his/her players by the Coaching Director, based on age and weight of the playing participant as prescribed (NJYFL By-Laws).

SECTION 2. No one except coaches approved by the Board of Directors will be permitted to work with a team during practice and games. **All** coaches and assistants must comply with P.L. 1986, Ch13, 1986 Senate No. 1678; 1-C.2A: 62A-6; an act providing civil immunity from liability to certain volunteer athletic coaches and officials and supplementing Title 2A of the New Jersey statutes.

SECTION 3. Coaching Director should not serve as an officer of the Corporation.

SECTION 4. It is each coach's responsibility to conform to NJYFL by-laws and to see that there are no more than six (6) coaches/adults on the sidelines during a scheduled game, and that there is no interference with the officiating of the game.

SECTION 5. Each coach is to notify the Head Coach of any dropouts or injuries and notify the Equipment Manager if uniforms have not been returned.

SECTION 6. Coaches are to maintain discipline on his or her team. Any and all infractions are to be reported to the Head Coach.

SECTION 7. All Head Coaches may attend board meetings. This is done in a nonvoting capacity.

SECTION 8. Any fine assessed against High Point Midget Football, Inc. due to the unacceptable actions of a coach, will be the coaches responsibility and failure to reimburse High Point Midget Football, Inc. will result in the coach being suspended until the coach pays the fine in full to High Point Midget Football, Inc.

SECTION 9. Selection of Coaches

All head coach candidates must be approved by majority vote of the board. In the event of a split vote (tie), the president of High Point Midget Football shall cast the deciding vote.

(1a) All coaches must be board approved, and must possess an NJYSA certification or the equivalent thereof.

(1b) All coaches seeking a head coaching position for the upcoming season must submit a letter of intent to the president of High Point Midget Football no later than March 30 of the upcoming season year. The letter of intent must clearly state level(s) and position(s) of interest to the candidate, and must identify them in order of preference. The terms "Level" and "competitive level" shall refer to the names used to define levels of play in the current program structure. (Example.... Flag, Pony, Super Pee Wee, Pee Wee, and Midget.)

(1c) The board shall then compile a grid indicating each of the applicable levels, and known head coach candidates for each, based on the content of the letters of intent and the coaching roster from the previous season.

(1d) Upon completion of 1c, the board shall meet in closed session for the purpose of voting to confirm each head coach candidate. The board shall vote, on private ballot, to ratify each listed coach for a)head coaching responsibilities, b)assistant coaching responsibilities, or c) not approved, at the level(s) indicated for that coach on the ballot form. The board may optionally ratify coaching candidates for head coaching or assistant coaching positions other than the level requested. Coaches should be evaluated on their ability to meet the requirements of the coaching position in question. The board president and/or coaching director shall be present during the vote to clarify the requirements of all positions balloted if such is requested or desired.

(1e) At each level, the order of precedence for right of refusal to a vacant head coaching position shall be as follows:

First right of refusal shall go to the head coach of the level from the previous season. A Head Coaching position shall not be considered vacant until it has been declined by the previous season's head coach.

Second right of refusal shall go to a head coach one competitive level up from the vacated position. In the event that there is more than one head coach meeting this criterion, the order of right of refusal shall be in order of seniority by years of experience as a head coach. In the even that the board fails to approve the most senior coach, the right of refusal shall fall to the next senior and continue until the position is filled. If this process fails to fill the position, the selection process shall proceed to

third right of refusal.

Third right of refusal shall go to an experienced assistant coach at the level in question, providing said coach can meet all of the following criteria:

Has served as assistant coach on the level in question for a minimum of 2 seasons, having direct responsibility for either the defensive or offensive squad for at least 1 of those seasons.

Has the endorsement of the previous head coach, coaching director, or other current board approved head coach of an equal or higher competitive level.

Has submitted a letter of intent as stated in (1b) (Note: this requirement may be waived by majority decision of the board)

Has been, or can be by a majority show of hands, approved by the board of High Point Midget Football as a head coach at the level in question. In the event that there is more than one assistant coach meeting this criterion, the order of right of refusal shall be in order of seniority by years of experience as an assistant coach at the level in question.

Fourth right of refusal shall go to a head coach one level down from the vacated position. In the event that there is more than one head coach meeting this criterion, the order of right of refusal shall be in order of seniority by years of experience as a head coach. In the even that the board fails to approve the most senior coach, the right of refusal shall fall to the next senior and continue until the position is filled. If this process fails to fill the position, the selection process shall proceed to fourth right of refusal.

Fifth right of refusal shall go to any approved head coach from the previous season in order of previous experience at the vacant level, then by years of experience as a head coach. In the even that the board fails to approve the most senior coach, the right of refusal shall fall to the next senior and continue until the position is filled. If this process fails to fill the position, the selection process shall proceed to final right of refusal.

Final right of refusal shall go to any approved assistant coach from the previous season in order of previous experience at the vacant level, then by years of experience as an assistant coach. In the even that the board fails to approve the most senior coach, the right of refusal shall fall to the next senior and continue until the position is filled. If this process fails to fill the position, the board shall determine, by consensus, the process to be used in seeking a qualified candidate from outside the current organization to fill the position.

ARTICLE VI **Resolution of Disputes and Discipline of Adult Memberships**

SECTION 1. The Board of Directors shall have the power to discipline and expel its own personnel, boys, girls and all adults connected therewith (including coaches) as the need may arise.

SECTION 2. In the event that a member of the tribunal conducting the hearing is the charged party or the original charging party, such person(s) shall remove themselves from the voting procedure, other than testimony relating to the particular issue or issues.

SECTION 3. Each situation will be given the full consideration of the Board as to the degree of charge, and render the decision accordingly.

SECTION 4. All hearings shall be heard at a public meeting. The Board shall then have the right and privileges to go to Executive session behind closed doors, if they feel such charges warrant.

SECTION 5. The charged party will have the right to attend the hearing and present their defense as outlined under Article 6, Subsection 2.

ARTICLE VII Player Responsibility

SECTION 1. No boy/girl shall be registered or on any approved squad without the written consent from his/her parents or legal guardians.

SECTION 2. No boy/girl shall be registered as a qualified player without an examination performed by a N.J. certified physician. "Said" physical shall have taken place within six (6) months of the date of registration. Proof of physical shall be presented on a certified N.J. Physician stationary and shall be dated no later than six (6) months prior to the registration date. No verbal statements shall be accepted.

SECTION 3. The sustainment of sound physical condition shall be attested by the constant vigil of the team coaches and/or by the individual's family physician.

SECTION 4. Mouthpieces shall be supplied by the organization at no charge to the participant. Replacements shall be charged a minimal fee.

SECTION 5. Registration fee shall be designated by the Board of Directors.

SECTION 6. Registration fees shall be payable upon date of registration. Any exceptions must be approved by the Board of Directors.

Section 7. In order for proper placement of each football player, each player must be weighed in at registration. Due to the safety of the individual player and the players around him/her - it is the HPMF Board's policy NOT to allow more than a single weight class jump when placing a football player. **Added 5/08**

Section 8. The flag level program is open to players age 5-7 (utilizing the cut off date of September 1st) – no flag player can move up to the pony level without written consent from the HPMF Board as well as the player's parents. **Added 11/08**

ARTICLE VIII Changing the By-Laws

SECTION 1. These By-Laws may be changed by having all changes read thirty (30) days in advance of the change. All changes will be made available to each

registered member ten (10) days in advance of voting upon them.

SECTION 2. The registered membership must be present before any portion of an Article can be amended and a majority vote is necessary to change the By-Laws.

ARTICLE IX Meetings

SECTION 1. Regular membership meetings shall be held a minimum of quarterly, with additional meetings as needed, with dates and times set by the Board of Directors. Board meetings shall be held as required.

SECTION 2. No regular meeting shall be official without representation of the registered membership.

SECTION 3. No meeting can be called without at least seven (7) days notice.

SECTION 4. All meetings shall be governed by Robert's Rules of order.

SECTION 5. An attempt shall be made at least seven (7) days in advance of said meeting to post notice in local papers and radio stations.

SECTION 6. Three (3) consecutive absences at regularly scheduled meetings by an Officer or Board Member shall be automatic grounds for dismissal from the Board.

ARTICLE X Voting

SECTION 1. One (1) vote per registered member of the organization.

ARTICLE XI Standing Committees

SECTION 1. Immediately after elections, the President may appoint the following committees:

Finance Committee

Coaches Committee

Equipment Committee

Fund Raising Committee

Refreshment Stand Committee

Publicity Committee

Field and Grounds Committee

ARTICLE XII Dissolution of the Corporation

SECTION 1. If dissolution of the Corporation occurs, all assets at that date shall be donated for sports activities in the High Point Regional sending district.

SECTION 2. In the event the Corporation is dissolved, the remaining assets will be distributed by the majority vote of the membership.

SECTION 3. In the event of relocation of the Corporation away from the High Point Regional Sending District, said Corporation will be dissolved, and Article XII, Sections 1 and 2 shall prevail.

ARTICLE XIII Compensation

SECTION 1. No officer, member of the Board of Directors, or coach can receive a remuneration for any position held with the Corporation. Furthermore, be it resolved, that no officer, member of the Board of Directors or coach should be allowed to profit personally from his or her position within the High Point Hawks Midget Football Club, Inc. All athletic officials, coaches, and volunteers, shall comply with P>L>1986 CH13, 1986 Senate No.1678-, as so stated in article V, Subsection 2.

SECTION 2. When feasible, bids over \$300.00 shall be posted in the public record and must be approved at public meeting.

SECTION 3. The logo cannot be used for display or profit, without the express written consent of the Board of Directors. Any inference to High Point Midget Football Club, Inc. and or High Point Hawks Football Club shall be prohibited without express written consent of the Board of Directors. No specific equipment and/or clothing issue shall be required without the express written approval of the Board of Directors.

ARTICLE XIV Intolerable Behavior

SECTION 1. If in the opinion of the Coaching Director \ Cheer leading Director, a child demonstrates intolerable behavior (behavior that radically digresses from normal standards of discipline and safety), the Coaching Directors shall direct by registered written communications to the parents and or guardians to be in attendance at all practices and games, to insure the child's proper behavior. Failure of the parents and or guardians to comply within four (4) days of receipt of notification of said notice shall result in the child's immediate and permanent dismissal.

ARTICLE XV Vendors

SECTION 1. We will only deal with reputable vendors, based on proof of capability and favorable credit references.

ARTICLE XVI Division of Teams

SECTION 1. Pony and/or Super Pee Wee teams must be split into two teams when registration reaches 34 players, and may be split into two teams when registration reaches 30 players, at discretion of the Board.

SECTION 2. Placement of players at initial draft:

Players for each team will be selected by the Head Coaches of each team. After mutually agreeing on which coach gets first pick, the coaches will alternate picking one player at a time. The Coaching Director will over see the selection and have final say in placements of players.

All second (or third) year players at each level (Pony and/or Super Pee Wee) will be selected first, then all first year players at each level will be selected. Any exceptions must be approved by the Coaching Director.

The goal of splitting teams in this manner is to have each team as evenly matched as possible, so both teams will play competitively in our league.

SECTION 3.

When registration numbers reach 51 at Pony and/or Super Pee Wee level, a third team should be considered by the Board, Coaching Director and directly involved coaches with ages, experience and talent in mind. A prompt decision is necessary for rostering purposes with the NJYFL.

If a third team is needed, follow Article XVI, Section 2. Placement of players at initial draft, to have as evenly matched and equally competitive teams as possible.

SECTION 4.

Color of Teams

When one team is divided into two, HPMF will use the colors RED and SILVER as their two main colors for distinction at a certain level.

In the event a third team is needed, the color for distinction will be WHITE.

From year to year, if the number of teams stays the same, like color players will stay with their color and move to the next level maintaining their color status, although adjustments may need to be made to maintain the parody rule set forth by the NJYFL, 3/13/01.

If 3 teams go to 2 at an age and weight level jump (Pony to Super, Super to Pee Wee, etc.) a common draft of that group that is coming up will be done by the two Head Coaches and Coaching Director.

If 3 teams go to 2 at a certain level, remaining return players from the WHITE Team will be divided evenly with a common draft by the two Head Coaches and Coaching Director.

ARTICLE XVII HPMF Scholarship Program – Updated 5/09

SECTION 1. The organization shall provide for two (2) \$500.00 scholarships to be issued per year to qualified HPMF program applicants. One such candidate shall be selected from qualified applicants from the cheerleading program, and one from qualified applicants from the football program.

SECTION 2. The funds to support this scholarship on an ongoing basis shall be derived directly from each year's registration funds, unless such funds have been carried over from the previous year as provided for in section 5 of this article. The sum of \$1000.00, apportioned as \$500.00 each from each year's cheerleading and football registration moneys, shall be appropriated by the organization's treasurer, and deposited in a separate scholarship fund account. This deposit shall take place no later than the close of the last planned registration date or July 1 of the calendar year, whichever falls first.

SECTION 3. It shall be the joint responsibility of the treasurer and president to assure that said provision is made each year, and the confirmation of such is reported to the board at the first meeting scheduled after July 1 of each calendar year.

SECTION 4. It shall be the responsibility of the Vice President to appoint a scholarship committee each year. The committee shall be made up of 2 non-coaching board members, one football coach and 1 cheerleading coach. The committee shall have the responsibility of collecting applications, assuring that all required documentation accompanies the applications, reviewing and voting on the acceptability of the applications and supporting documentation, scoring the qualified applications, and determining awarding of the scholarships. Scoring values and conditions are defined on the application form.

SECTION 5. Up to two (2) \$500.00 scholarships or a single \$1000.00 scholarship shall be awarded each year to qualified applicants. The scholarship committee shall have the authority to determine, based on the applications received, and the quality of same, the number and value of scholarships to be awarded for any given year. For any year in which no scholarships are to be awarded, full disclosure of the committee's reasoning for such must be made to the president and vice president for concurrence. Upon concurrence by the President and Vice President, all moneys allocated for the current year scholarships shall be "rolled over" into the next year's fund pool.

SECTION 6. Applications for scholarship awards may be made between the dates of January 1st and April 10th of each year. Applications will be reviewed by HPMF Scholarship Committee with an award made no later than May 15th.

Section 7. Payments of the Scholarship awards will be made out to the recipients or if needed to their legal guardians.

Section 8. The attached application for scholarship form must be completed in full, and forwarded to a member of the scholarship committee as described within this section in order for an applicant to be considered for award.

AMENDMENT II – HPMF Scholarship Application

The attached application for scholarship must be completed in full, and forwarded to a member of the scholarship committee as described in Article XVI sections 1 through 8 of these By-Laws, in order for an applicant to be considered for award.

High Point Midget Football Scholarship

Qualification Criteria

All applicants for the HPMF Football & Cheerleading Scholarship must complete & submit an application for award by April 10th. All applicants must meet a defined set of minimum criteria in order to be considered for award. Applicants must provide documented proof of their ability to meet each minimum criteria at time of application. Grade transcripts; signed affidavits from teachers and/or coaches; certificates confirming honor roll, high honors, football program participation, football program or academic achievement; and copies of newspaper clippings, etc., may be accepted as proof of accomplishments and qualification. Final acceptance of such documents shall be determined by majority vote of the scholarship review committee.

NOTE: The term "football program", for purposes of this document, shall be defined as including associated cheerleading programs.

The HPMF organization will award two scholarships: (1) for qualified football player & (1) for qualified cheerleader – both of which meet the following criteria.

Applicants must have participated in the High Point Midget Football program for a minimum of three consecutive full seasons.

Applicant must have continued to participate in the football programs of High Point Regional High School, Sussex County Vocational / Technical High School, or Pope John High School throughout their tenure at those schools. Admissibility of applicants attending high schools other than those listed herein will be determined by majority vote of the scholarship review committee.

Applicant must have maintained a minimum GPA of 2.5 throughout their four years in high school.

Applicants must have applied, and been accepted to, an accredited college or university based in the continental United States.

Award Points Criteria

Applicants will be awarded points based on a criteria which considers football participation (50 points), football accomplishments (20 point max), and academic performance (~130 points). Applicants must be able to provide evidence in support of all claims made with respect to these areas. Points will be awarded as follows:

Sport Participation - (participation shall be defined as being listed on the active roster for the subject season)

5 points awarded for each year participated in HPMF midget football program beyond the 3 year minimum requirement. (Pony through Midget levels)

5 points for participation in a freshman football program, or junior varsity program during the freshman year.

5 points for each additional year played at a junior varsity level (sophomore through senior years)

10 points for each year played at a varsity level (freshman through senior years)

Sport Accomplishments - (awards, appointments, other documented recognition)

5 extra points for any freshman rostered on the varsity squad.

2 extra points for each accolade accomplished in the sport of football. (MVP Awards; All Conference, All State, All American appointments etc.)

Additionally, 2 extra points will be added for each successive level of accomplishment beyond local level. (for example... All conference would receive 12 points, all state 14, all American 16...etc. A team mvp award = 10 points, a conference championship mvp award=12, state championship mvp award=14 etc..)

Academics performance

2 points awarded for each 0.1 GPA point above the 2.5 average minimum requirement. (for example, a student with a 3.2 average GPA would receive $((3.2-2.5)*10)= 7 \times 2$ points =14 points.)

3 points awarded for each marking period that the student achieved listing on honor roll. (student may not get points for BOTH honor roll AND high honors)

5 points awarded for each marking period that the student achieved listing on high honors roll (student may not get points for BOTH honor roll AND high honors)

10 points for each independent organization and/or society awarded recognition received. (such as Thespian Society, NJEA awards, etc..)

High Point Midget Football Scholarship

Application for award

Name of applicant		Date of application	
Street Address	City	State	Zip
High School Attended		Graduation Year	

GPA Average **Freshman** **Sophomore** **Junior** **Senior** **Average**

College / University Accepted by			
Intended Major/minor			

High Point Midget Football Program History

Level	Cheerleading Years Played	Football Years Played	Position(s) Played	Played on starting: (Check boxes where appropriate)	
				O	D
Pony					
Super PeeWee					
PeeWee					
Midget					

High School Football & Cheer Program History

Level	Cheerleading	Football	Position(s) Played	Played on starting:	
	Years Played	Years Played		(Check boxes where appropriate)	(Check boxes where appropriate)
				O	D
Freshman					
Junior Varsity					
Varsity					

Accolades – Football/Cheerleading

Please briefly list or describe any accolades received during your participation in the High Point Midget Football or high school football programs. (MVP awards, championships, appointment to all area teams, etc.)

Accolades – Academics

Please briefly list or describe any academic accolades received during the course of your high school education. (Honor roll, High honors, NJEA or other external organization academic awards)

Future / Plans

Briefly describe your plans for college and beyond (i.e.....your intended area of study, and what you would like to do with your education upon graduation.)