

# **United Counties Junior Football League, Inc.**

## **Organization By-Laws** **Revised and Adopted March, 2010**

**Said By-Laws will be in affect March 2010 until March 2012**

### **Article – 1 – Name**

The name of this non-profit organization shall be United Counties Junior Football League Incorporated February 21, 1996.

### **Article – 2 – Purpose**

The purpose of the United Counties Junior Football League, Inc. shall be to implant firmly in the youth of our communities the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority, so that they may be well-adjusted, stronger, and happier children and will grow to be decent, healthy and trustworthy adults.

### **Article – 3 – Delegate**

Each member community shall be represented by one delegate or his alternate to be appointed by that organization of community. Each delegate will cast one vote on all matters to be decided. Each member community shall cast one vote on all matters. Delegate or Alternate is one who is listed with the Secretary of the League. The league Secretary must be informed prior to the next meeting of any change in a Delegate or Alternates status.

### **Article – 4 – Officers**

The officers of this organization shall consist of the five officers listed below. These positions will be elected on a 2-year basis through nomination at the October meeting and a vote at the November meeting. The term of these elected officers will run two years, from January 1<sup>st</sup> of the New Year to December 31<sup>st</sup> of the second year. All delegates and/or alternates shall be allowed to run for an officer position. Anyone outside of the membership shall be allowed to run according to the following guidelines:

- 1) He/she is deemed of good character by their own delegate/alternate, or another person recognized by the league
- 2) He/she is invited and introduced by their own delegate/alternate, or another person recognized by the league at the September meeting
- 3) He/she is subsequently nominated for a certain position at the October meeting

If a delegate/alternate is elected to an Officer Position, he/she will no longer be a delegate for his/her town. Said town must appoint a delegate/alternate by the next scheduled meeting

- A. President: To preside over all meetings of this organization, call special meetings when necessary, to appoint special committees when needed, to have

- general supervision over the activities of the organization, to countersign orders of payment of monies, to uphold by-laws and rules of the organization.
- B. Vice President: To perform the duties of the president in his absence. To countersign orders of payment of monies, and to assist the president in all activities of the organization.
  - C. Second Vice President: To perform the duties of the Vice President if absent. To track game stats and scoring. To help in the formation of the season's game schedule.
  - D. Treasurer: To deposit all monies of the organization promptly, to disperse monies as authorized by the organization, to keep all financial records of the organization and to render a report, financial status of the organization at every meeting. \*The checking account must have dual signatures from the president, the treasurer or the vice president.
  - E. Secretary: To keep a record of all meetings in a book set aside for that purpose. To keep minutes at the meetings and mail copies to all delegates and officers. To keep all other records except financial, as are necessary for proper conduct of the organization. To send all notices of all organization meetings and report all correspondences. To all records and scores.

#### **Article – 5 – Meetings**

Regular business meetings are to be held on the second Wednesday of the month, at 7:30pm during the regular season. Beginning August 1<sup>st</sup>, monthly meetings will begin at 8:30pm and continue through November. The president shall notify all representatives and schedule special meetings when needed. Only officers, delegates, and alternates are to reside at regular business meetings. Any outside party wishing to attend meetings must contact his/her delegate or a member of the board. All outside parties shall be introduced by his/her delegate or a member of the board, and their purpose for attending the meeting shall be addressed either prior to or after the regular meeting.

#### **Article – 6 – Finances**

The fiscal year shall be January 1<sup>st</sup> to December 31<sup>st</sup>. Annual dues for the year shall be \$700.00 per year. This is due at or before the March meeting. Town's with dues arrears, as of September 1<sup>st</sup> will automatically be suspended from the organization. A minimum balance of \$400.00 shall be maintained at all times.

Any organization that resigns from the league shall forfeit their share of the current balance. In the event of dissolution of the league any monies remaining in the treasury shall be dispersed equally to all organizations participating at the time.

#### **Article – 7 – Insurance**

Each organization agrees to provide proof of liability and medical insurance coverage for the current year by July Meeting with liability insurance in minimum amount of \$500,000.00 on a certificate of insurance.

### Article – 8 – Committees

The standing committees of this organization shall be comprised of the following four committees.

1. **Membership** – The committee shall consist of the full membership to include all league delegates.

The committee's responsibilities shall be the recruitment application, pre-screening, pre-interviewing and recommendation of all new organizations seeking membership into Untied Counties Junior Football League Inc.

2. **Rules Enforcement** – The committee shall consist of the presiding league officers.

The committee's responsibilities shall include handling all protest and/or appeals, investigating all alleged rule infractions, maintaining that rules are followed, and all disciplinary procedures as necessary. Ruling will be made before the next scheduled game and reported at the next scheduled meeting of the delegates.

This committee renders final determination. Should a committee member's town be involved in a dispute, that officer or delegate will be replaced with an officer or delegate chosen by the league officers, until a final determination is rendered.

3. **The Registration** – The committee shall consist of the presiding league officers. The committee's responsibilities shall include the establishment of the appropriate date, time and place of the official registration.

Determination of a player's eligibility by age under current rules package and recommendations for and collection of all appropriate paperwork as may be required by the league.

4. **Rules and By-laws Committee** –

- a. Appointed by the president, consisting of 5 members, 2 delegates, one board member and 2 past delegates in good standing.
- b. Duties involve review of rules and by-laws.
- c. Present recommendations to full voting membership.

### Article – 9 – Amendments

- A. Any votes to amend these by-laws rules must have 100% participation by towns in good standing.
- B. Notices shall be mailed to each delegate two weeks prior to the scheduled meeting where a playing rule or a by-law vote is to be taken.
- C. Should there be less than 100% attendance for a vote, the absentee delegate must have his vote transmitted to the board prior to the scheduled vote and the board shall cast that member's vote by proxy. Should the board not receive that member's vote the board shall cast that member's vote.

- D. Any and all proposed amendments to these by-laws shall be read at the February meeting and voted upon at the March meeting. A three-quarter vote of the 100% voting membership shall be required to change or amend any by-law.
- E. All playing rules will be covered under the basic rules package reviewed at the March meeting and voted at the April meeting each year. A two-thirds vote of the voting membership shall be required to change or amend any basic playing rule.

#### **Article – 10 – Member in Good Standing**

- A. Shall have dues paid as outlined in Article 6 of these by-laws.
- B. Shall be represented at all meetings by a delegate or his alternate.
- C. Any member's delegate or alternate who misses two consecutive meetings will be fined \$50.00. This fine must be paid on or before the next meeting. Consecutive meetings missed will accrue at a fine of \$50.00 per meeting.
- D. Any member who as defined by article 10 will be considered not a member in good standing and will not be allowed to vote.

#### **Article – 11 – Disclaimer**

Should any article or section of these by-laws be found to violate any local, state, or national rule regulation, or statute, any such determination shall not affect the remainder of these by-laws.

#### **Article – 12 – New Members**

A new organization acceptance requires a 75% vote of all current voting membership. Probation shall be for (3) three calendar years. New members cannot vote on league business during their probationary years. In addition to annual dues a new organization entering the league must match the treasury balance as of January 1<sup>st</sup> of the current year divided by the current amount of towns in the league. That number will be the share and will be added to the annual dues for the 1<sup>st</sup> year. All new probationary members will be reviewed following the 1<sup>st</sup> season. Acceptance for permanent membership into the United Counties Junior Football League, Inc. requires a 2/3 vote of the voting membership. Should a team be denied full membership, there is no refund.

#### **Article – 13 – Discipline (A) Infraction (B) Penalties**

##### ***A. Infractions, and not limited to:***

1. Age or weight misrepresentation at time of registration
2. Residency related to league
3. Field coaches actions towards opposing players, coaches, and officials as well as his own staff.
4. Actions of players on and off the field on games days
5. Violations of Rules Package
6. In other matters pertinent to the good and welfare of the organization

**B. Penalties and fines not limited too:**

1. Suspension of players or coaches and referees

- a. 1<sup>st</sup> time one game suspension
- b. 2<sup>nd</sup> time three game suspensions
- c. 3<sup>rd</sup> time remainder of season suspension

1a. each coach suspension will be recorded with the UCJFL for the life term of that coach. After 3 suspensions within that life term the Rules Enforcement Committee has the right to remove the coach from the UCJFL indefinitely.

1b. if the suspension is handed out in the last game of the season (last game includes play-off games and super bowl) then it must be served in the 1<sup>st</sup> game of the next season.

2. Monetary fine may be handed out if the Rules Enforcement Committee after a full review issues a fine. Fines do not apply to players.

3. Fines will be issues to the violating town per coach per suspension accumulating per year.

- a. 1<sup>st</sup> coach \$150.00
- b. 2<sup>nd</sup> coach \$250.00
- c. 3<sup>rd</sup> coach \$500.00
- d. 4<sup>th</sup> coach or more will be subject to a ruling by the Rules Enforcement Committee.

Fine to be paid prior to the next scheduled game or forfeiture of all subsequent games of said team.

If the fine is handed out in the last game of the season (last game includes play-off games and super bowl) then it must be paid before the 1<sup>st</sup> game of the next season.

- 4. Loss of point (points) in league point standings
- 5. Forfeiture of game
- 6. Loss of post season game (games) as host team

**C. Enforcement**

1. Any and all of the six mentioned penalties can be imposed at discretion of the rules enforcement committee as per article 8, par. 2.

2. The rules enforcement committee will contact both the refereeing organization and the town involved to obtain information for the review. Both the referee and coach involved in the suspension may be asked to meet with or will need to produce a written statement explaining the infraction. This information if written will be sent directly to the committee chair person and will be used for the review and decision handed out for that infraction.

3. All decisions of the rules enforcement committee are final and are not subject to appeal.

**Article – 14 – Parliamentary Procedure**

Robert's Rules of Order shall govern anything not covered by these by-laws. (Newly revised addition)

**Article – 15 – League Officials Game Evaluation Form**

If there are any problems with game officials on the playing field the game conduct Evaluation sheet must be completed after said game and given to the League President for Evaluation by the Board and Officials Organization.

**Article – 16 – Membership**

Teams looking for Membership in the United Counties Junior Football League must fill out an application and submit the form prior to the next meeting.