

Juneau Youth Football League By-Laws

Article I: Officers

Section 1.

The name of this corporation is Juneau Youth Football League, Inc., hereinafter referred to as the League.

Section 2.

The principal office of the corporation in the State of Alaska shall be located in Juneau, Alaska. The corporation may have such other offices within the State of Alaska as the Board of Directors, hereinafter referred to as the Board, may designate.

Article II: Purpose and Policy

Section 1.

Purpose:

1. To finance and supervise an amateur youth football and cheer league.
2. To finance and provide general support for the Juneau Douglas High School football teams and cheer squads in accordance with the current memorandum of agreement between the League and the Juneau School District.
3. To help participants build healthy bodies, strong minds, self esteem, and good character.
4. To help participants develop skills and proficiency in football and cheer regardless of ability.
5. To teach participants the concepts of team work, good sportsmanship, pride, loyalty, honesty, and courage
6. Establish an understanding of the commitment necessary by parents and participants in order to enhance their success, both on and off the field.

Section 2.

Policy: The League is not formed for pecuniary or financial gain, and no part of the assets, income or profit is distributable to or inures to the benefit of its trustees or officers. The corporation shall not participate in nor intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Article III: Membership

Section 1.

(a) **Eligibility:** Membership in the corporation shall be available without regard to race, color, creed, sex or national origin. Full membership in the corporation is achieved by one parent or guardian, per child, paying the annual player/cheerleader registration fee. Coaches, and other members of the general public, who are nineteen (19) years old or older, may become members by paying an annual membership fee (as set by the board during the annual membership meeting) per person. The term of membership shall be from annual membership meeting to annual membership meeting (January). The board may waive the annual membership fee for good cause.

(b) **Associate Membership:** Associate membership shall be obtained, per membership year, without cost to players or cheerleaders who have paid that year's registration fee or the registration fee has been paid on their behalf. Associate membership allows the member to participate in fund raising events sponsored by the corporation. Voting and other privileges extended to full members are not afforded to associate members.

Section 2.

Good Standing: Any person meeting the requirements of Section 1(a) shall be deemed a member in good standing and shall be eligible to vote in membership meetings or to serve in any elective or appointive office.

Section 3.

Only League members authorized by the Board may make expenditures of funds or incur expenses in the name of the League. Expenses incurred by any other League member shall be paid for in advance by the member and the bill presented for consideration at the next regular Board meeting.

Section 4.

The Board of Directors, upon 2/3 vote of the entire Board, shall have the authority to suspend, discharge, or otherwise reprimand any elected or appointed official, player, League member, or other person whose conduct is considered detrimental to the best interest of the Juneau Youth Football League. Request for appeals for disciplinary action must be submitted in writing to the President at least 3 days prior to the next regularly scheduled Board meeting.

Article IV: Board of Directors

Section 1.

Powers and Duties: The Board shall have full charge of the property and business of the organization, with full power and authority to manage and conduct the same, subject to the instructions of the general membership. The Board shall create and designate such special committees as it may deem necessary in addition to the committees listed in Article VI: Committees and Article VII: Financial Administration.

Section 2.

Qualifications: No person may serve as a Director of the League unless he/she is a member in good standing of the League as provided in Article III, Section 1(a).

Section 3.

The Board shall have fifteen (15) members, who shall be elected from the membership at large.

Section 4.

No member of the board may vote on a matter in which the member or his/her family would obtain a financial gain that is not available to all members. Family includes the spouse, child, sibling, the spouse of a sibling, parent of a board member or the parent of a spouse of a board member. Financial interest means a money interest in a transaction or the conferral of a benefit upon the Board member not conferred upon member of the League in general. Upon a Board member's disclosure of the financial interest, the Board may elect to waive the conflict of interest if 10 members of the Board vote to waive the conflict.

Section 5.

Board members have a fiduciary responsibility to the League for the management of its affairs. It is their obligation to exercise their best judgment while conducting the League's affairs. They hold the League's property and money in a constructive trust and shall exercise their duties with due diligence.

Section 6.

Within two weeks of election to the Board of Directors, an electee to the Board shall provide a completed "State of Alaska, Department of Public Safety, Request For Criminal Justice Information" form to the President. The President

will submit the form and review the response with Board members during an Executive Session at a regular Board of Directors meeting. The responses will be kept in a "Confidential-Personal Information" file until the Board member has left the Board at which time it will be destroyed. No board member may serve if convicted, either before or after the member's election to the Board, of a crime involving moral turpitude, domestic violence, abuse of a child, or theft. Upon discovery of a conviction of any of these enumerated crimes, the Board shall request the Board member's resignation. If the board member does not resign, the Board shall remove the individual from the board by a simple majority of those present and voting.

Article V: Officers and Chairs of Committees

Section 1.

The officers of the League shall be a President, Vice-President, Secretary, Treasurer, Publicity Director, Equipment Manager, Director of Coaches, Director of Player Safety, Director of Cheer, Director of Fields and Facilities, Senior Division Representative, Junior Division Representative, Peewee Division Representative, Bears Representative and Director of Travel. The Board shall elect these officers from its members by a simple majority.

Section 2.

One or more positions may have more than one person in the position at the discretion of the Board if:

- (a) At the annual membership meeting an alternate name is declared on the ballot indicating a combined position and the primary candidate is elected or,
- (b) A board member requests a second person as an alternate and receives majority approval of the board. Fourteen days after board approval, the alternate can represent the respective position as a voting board member.
- (c) A combined position (limited to two members for any position) includes voting privileges by either one but not by both at the same board meeting.

Section 3.

Past Presidents: all past Presidents shall be ex-officio (non-voting) members of the Board.

Section 4.

President: shall preside at all meetings of the corporation and of the Board, shall be, ex officio, a member of all committees. He/she shall have such usual powers

of supervision and management as may pertain to the office of President and perform such other duties as may be designated by the Board.

Section 5.

Vice-President (Finance Director): shall in the event of the absence or disability of the President, possess all the powers and perform all the duties of that office until such time as the Board shall select one of its members to fill the vacancy; shall serve as Finance Chairman; shall be responsible for raising funds for operation of the League, including but not limited to: overseeing grant applications, corporate sponsorships, concession and gate operations for all high school games. He/she will also serve as Chairman of the Budget Committee which is responsible for the preparation and monitoring of the budget. He/she recommends fee schedules to the Board for consideration and approval. The Vice-President shall perform such other duties as the President and Board may designate.

Section 6.

Secretary: shall keep minutes of all meetings of the corporation and of all meetings of the Board. He/she shall notify all officers of their election. He/she shall sign with the President, all contracts and other instruments when so authorized by the Board and shall perform such other functions as may be incident to the office. Such other functions shall include maintaining a roster of active members and conducting, roll call votes at meetings when requested to do so by the Chairman in charge of the meeting, and maintaining the official League files and records (except current year financial records that shall remain under the supervision of the Treasurer).

Section 7.

Treasurer: shall have custody of all funds belonging to the League; shall keep a full and accurate account of the receipts and expenditures; shall keep a full and accurate account of the assets and liabilities; and shall make disbursement in accordance with the approved budget, as authorized by the Board; coordinate with the Vice President in all fund raising duties. The Treasurer shall present a financial statement at every regular meeting of the Board and at other times when requested by the Board; shall make reports to the membership when requested by the Board and at the regular meetings of the membership; shall be responsible for the maintenance of such books of account and records as conform to the requirements of the By-Laws.

Section 8.

Publicity Director: shall serve as the head of public relations for the League prepare and distributes news releases and League schedules to local news media, prepare membership newsletters, secure public recognition for sponsors and donors, and other public relations activities. The Publicity Director also maintains the League's website and coordinates/oversees photographers for games as well as any team and/or individual pictures; arranges for guest speakers; and sees that all donors receive appropriate acknowledgment and appreciation from the League for donations.

Section 9.

Equipment Manager: shall maintain inventory and control over all League property including uniforms, sideline markers, footballs, clocks and timing equipment, etc. The Equipment Manager may not be a coach. The manager prepares projections of League equipment needs, costs of obtaining equipment, and maintaining an inventory of League property. He/she is responsible for generating all documentation necessary for monitoring and tracking equipment purchases and distribution, including written purchase orders, packing slips that have been checked against goods received, and backorder documentation. He/she is also responsible for receiving and receipting payments for lost equipment.

Section 10.

Director of Coaches: He/she cannot be a head coach. He/she shall hear coaches' complaints, problems and assist with solution, shall define coach's role and responsibilities; shall be responsible for assigning coaches for each team within the pee wee, junior, and senior divisions. He/she shall establish the league schedule for all divisions in consultation with the representative from each division. He/she will conduct the annual coaches meeting and any additional meetings/clinics to pass on information and discuss concerns. Oversees recruitment, selection, and annual evaluation of all coaches, ensuring all have adequate understanding of football principles and safety. The Director of Coaches will ensure that each coach and assistant coach has completed the Request For Criminal Justice information form, assure that the form has been submitted and a response received.

Section 11.

Director of Player Safety: serves as the head of the Player Safety Committee and shall ensure that trained first aid personnel and equipment are available at all games. He/she shall establish and maintain records on all practice and game injuries and determine, where possible, how the injury could have been

prevented, and recommends rule interpretations and changes to promote player safety. In coordination with the Director of Coaches, the Director shall run a mandatory safety clinic for all coaches of the League during the first week of the season, before contact begins. The Director of Player Safety shall attend the annual parents meeting and present information on player safety.

Section 12.

(a) Director of Cheer: Recruits, trains, and assigns adult cheer advisors for each team, coordinates and oversees the League cheer program including but not limited to uniforms and accessories, expectations of cheer squads and travel rules. Coordinates the selection of the League cheer squads in all divisions based on guidelines approved by the Board prior to the start of the season. Develops post season Cheer squad selection criteria for approval by the Board. The Director of Cheer will assist the Equipment Manager with the ordering, distribution, monitoring, and reclaiming of cheer equipment.

(b) He/she also serves as the head of the Lower Division Awards Committee. He/she arranges all awards banquets/recognition dinners for the lower divisions; selects and secures all awards to be presented by the League.

Section 13.

Director of Fields and Facilities: Ensures that the artificial turf field is prepared for all High School and youth football games, including placement and dis-assembly of barrier flagging, field lighting, scoreboard, public address (PA) system and all other field duties required to conduct competitive football games. Assures that playing field is up to code and that the field is secure before and during games. Assures all broadcast equipment and personnel are scheduled and all equipment is properly functioning. Assigns practice fields and times for all division teams in coordination with the City of Juneau's Division of Parks and Recreation.

Section 14.

Senior Division Representative: liaison between parents, players and the board for football players in that division. Organizes and delegates to parents the responsibilities of field support prior to games, return of the field equipment to the equipment shed after games, participation in fund raising events, and with the Division coaches and assistant coaches registers and assigns teams based on guidelines presented to the Board for approval prior to the start of the season. In conjunction with the Division Coaches coordinates any changes, additions or waivers in team members following the initial team assignment for

the season. Presents proposed changes to the Board for approval. Assists the Director of Coaches in developing the season game schedule and makes Recommendations to the Board any post season games and selection guidelines.

Section 15.

Junior Division Representative: liaison between parents, players and the board for football players in that division. Organizes and delegates to parents the responsibilities of field support prior to games, return of the field equipment to the equipment shed after games, participation in fund raising events, and with the Division coaches and assistant coaches registers and assigns teams based on guidelines presented to the Board for approval prior to the start of the season. In conjunction with the Division Coaches coordinates any changes, additions or waivers in team members following the initial team assignment for the season. Presents proposed changes to the Board for approval. Assists the Director of Coaches in developing the season game schedule and makes recommendations to the Board any post season games and selection guidelines.

Section 16.

Peewee Division Representative: liaison between parents, players and the board for football players in that division. Organizes and delegates to parents the responsibilities of field support prior to games, return of the field equipment to the equipment shed after games, participation in fund raising events, and with the Division coaches and assistant coaches registers and assigns teams based on guidelines presented to the Board for approval prior to the start of the season. In conjunction with the Division Coaches coordinates any changes, additions or waivers in team members following the initial team assignment for the season. Presents proposed changes to the Board for approval.

Section 17.

Bears Representative: Act as liaison between the high school football team, parents, and High School Athletic Director and the League, assure player eligibility, coordinate varsity games including game security and volunteers; coordinate arrangements for visiting teams in conjunction with the Director of Travel; and act as liaison and make an active effort to inform of pertinent issues and activities of the League the following parents, ASAA, Railbelt Conference, Juneau School District, and the Juneau School Board.

Section 18.

Director of Travel: Coordinates all travel and facilities for youth and high school teams (football and cheer) traveling from as well as to Juneau, including

negotiating air fares and guidelines for travel by the League with Alaska Airlines and/or the travel agent for the League. Establishes rosters of players, cheerleaders, coaches and League representatives traveling and coordinates with travel agent or airline representative to assure that tickets are correct. Verifies travelers on invoices are correct for each trip before payment is made by Treasurer. Assures that all travelers have travel rules. Maintains ledger of airline credits received for last minute changes to travel roster and assures that those credits are used for future travel only by authorized League representatives. If frequent flier airline miles are awarded to the League Director of Travel maintains a ledger of the total miles accumulated, the total miles used and by whom, and the balance of the mileage account.

Section 19.

Southeast Alaska Officials Association Representative (SAOA): The SAOA shall be permitted to appoint a representative as an ex officio (non-voting) member of the Board.

Section 20.

A Board member who serves as a division representative may not be a head coach or assistant coach in the division he/she represents.

Section 21.

No member of the Board may vote on any issue that directly affects a member of his/her family's participation in League activities if the effect of the action on that participation is greater on that family member than other League participants.

Article VI: Committees

Section 1.

The Board may establish an Executive Committee whose members, at a minimum, shall be the President, Vice President, Secretary, and Treasurer. The Board may appoint other Board members to the Executive Committee. The Board, at its discretion, shall assign tasks to the Committee, and the Board may delegate to the Committee any of its powers or authority.

Section 2.

The President may establish other permanent or temporary committees and may assign tasks and appoint Board members to those Committees.

Article VII: Financial Administration

Section 1.

Fiscal Year: The fiscal year of the League shall commence on the first day of January and end on the last day of December of each year.

Section 2.

Budget Committee: The President shall appoint a budget committee by March 1 of the next fiscal year to prepare a budget for that year and submit it to the Board for review and approval. The committee shall have up to five members, one of whom shall be the Vice President of the League. The Budget Committee shall meet periodically during that fiscal year to review performance under the budget and to review proposed changes to the budget. The committee may recommend changes to the budget and submit those changes to the Board for review and approval.

Section 3.

Audit Committee: The president shall appoint an audit committee composed of three members. At least one of the members of the committee shall be familiar with financial statements and financial controls. The audit committee may meet from time to time during a fiscal year and review the league's expenditures for compliance with the current budget. The president may also appoint persons not on the board to assist the committee in the performance of its duties. The audit committee shall supervise the annual accounting review performed by an accounting firm regulated under AS 08.04. The audit committee may recommend to the board that an Accounting Review be conducted by an accounting firm regulated under AS 08.04. If approved by the board, the audit committee shall supervise the Accounting Review.

Section 4.

Check Authorization Procedure: The treasurer shall not pay any bill without an itemized invoice from the vendor, the bill is for a good or service authorized by the annual budget, and the invoice is approved for payment by another board member by the completion of a check request form or as evidenced by a second signature on the check. The Board may authorize the payment of an item of expense not included in the current budget if: (1) the expense was reasonably incurred to support the operations of the League, (2) the item of expense is of the sort normally expected in the operation of the Leagues program, and (3) the amount of the expenditure is reasonable given the service or good provided and the League's financial condition.

Section 5.

Dual control: The treasurer shall issue no check over \$1000.00 without two signatures by persons authorized by the board of directors to sign on behalf of the League. The persons authorized to sign checks on behalf of the League are the President, Vice-President, Secretary, and Treasurer.

Section 6.

The Board shall adopt cash handling procedures in the League's rules, adopted under Article XIV, regarding the handling of the league's cash by Board members and league volunteers. The intent of the cash handling rules shall be to guarantee accurate counts of the money and to maintain a chain of custody of the cash, and to provide protection of those individuals handling the league's cash receipts.

Article VIII: Meetings

Section 1.

Annual Meeting Membership: The Annual Membership Meeting shall be held during the month of January, the exact date to be determined by the Board. Notice stating the day, time and location of the meeting and purpose for which it is called shall be publicized at least three times in the local daily newspaper prior to the week of the meeting or mailed to each member not less than seven (7) days prior to the meeting. The Annual Meeting shall elect Directors and transact other business as may properly come before it. The annual meeting may constitute a Membership Meeting as referred to in Article VII Section 1.

Section 2.

Other Membership Meetings: In addition, special meetings of the membership shall be called by the President at the request of no less than ten (10) members of the Board or twenty (20) members from the membership eligible to vote at membership meetings. The time and location of the meeting shall be determined by the Board. There shall be public notice of the meetings not less than one (1) week prior to the meeting.

Section 3.

Annual Rules Meeting: The Board shall hold an Annual Rules Meeting by the end of April each year. At this meeting the Board will review the League rules including eligibility and modify them as the Board deems appropriate. During the period between Annual Rules Meeting, the rules may be amended only by a two-thirds (2/3) vote of the Board.

Section 4.

Quorum: Twenty (20) eligible members shall constitute a quorum at all membership meetings of the League and a simple majority of those members establishing a quorum may decide an issue.

Section 5.

Board Meetings: There shall be at least nine (9) regular meetings of the Board annually. The President may call a special meeting at his/her discretion. A majority of the members of the Board shall constitute a quorum and a majority of the members present may decide an issue.

Article IX: Nominations, Elections, Term and Vacancies

Section 1.

Nominations of candidates to the Board members may be made by the Board at the annual meeting or by League members in good standing from the floor of the annual meeting. No nomination is valid unless the consent of the nominee has first been obtained.

Section 2.

(a) The election of Board Members shall be at large and by written ballot. A majority vote of those qualified to vote and voting shall elect a League member to a Board position.

(b) Retiring board members shall deliver to their successors, all League documents, materials and property not later than ten (10) days following the election of successors.

Section 3.

(a) Board members shall serve a three year term. Board memberships shall commence so that not more than one third of the memberships expire each calendar year. The Board may elect a person to occupy the position of Vice President for the first year, President for the second year, and President Emeritus for the third year of that person's term

(b) Board members for expired terms or vacant positions shall be elected annually by the membership at the Annual Meeting and shall assume office immediately. If a Board membership becomes vacant after an election, the Board may appoint a replacement to serve until the next annual election, when

the League membership elects a member of the League to serve the remainder of that term.

Section 4.

Three (3) consecutive absences from a Board meeting of any member shall be deemed a resignation unless the absence is due to a direct conflict with his/her employment or to an illness or unless otherwise determined by a majority vote of the Board.

Section 5.

The Board may vote to remove one of its members from the Board for conduct at board meetings or while performing his/her league duties, provided that just cause for the removal exists. The Board member to be removed shall be given not less than seven days notice of the vote, and shall be allowed an opportunity to respond to the allegations before the Board votes. The Board may remove a board member if the removal is approved by a vote of two thirds (2/3) of the members of the Board.

Article X: Communication

The Board shall provide frequent communication with League members. The Board shall produce at least two (2) newsletters per year to all members, coaches, and parents of players and cheer squads. The newsletter will identify Board members and will inform League members of rule changes, dates of player/cheer team tryouts, practices, and team selection, game and practice schedules and location, vacancies on the board, and other issues of general interest. The Board shall also maintain a website with frequent postings of news about the League and information about its operations. The Board shall conduct annual parent/participant meetings.

Article XI: Property

Section 1.

An inventory of all the League's property shall be taken on an annual basis.

Section 2.

If the League dissolves, the Board shall hold all League property until it can be turned over to a suitable successor. To qualify as a suitable successor, an organization must be operated exclusively for nonprofit, charitable, or educational purposes. The net assets of the League shall not inure to any

private shareholder, individual, or corporation, and shall be distributed to such suitable successor as described above.

Article XII: Parliamentary Authority

The League's operations shall be governed by Roberts Rules of Order which are not in consistent with the terms of these by laws. The President shall appoint the Secretary or Vice President as Parliamentarian who shall advise the Board about correct parliamentary procedure.

Article XIII: Amendments

The Board shall send written notice of proposed amendments, additions, or deletions of these by-laws to League members at least two (2) weeks before the meeting at which they will be considered for adoption. A by-law may be amended repealed or adopted by a minimum two thirds vote of the League members who are present and who vote at that membership meeting.

Article XIV: League Rules

The Board of shall adopt League Rules that interpret, implement, and explain these by-laws and which govern management and operation of the league. These rules should be easily accessible to the membership. These rules must contain a "standard of conduct" for Board members, coaches and players/cheerleaders, and other JYFL participants. These rules may be amended at any time by a two thirds (2/3) vote of the Board, and must be communicated to the membership.

Article XV: Dispute Resolution Procedure

Section 1.

The President shall appoint three (3) board members to a permanent Grievance committee from among the board to hear disputes that arise under the these by-laws or the League rules. Disputes shall be first submitted to the appropriate officer for a particular function area as set out in Article V. The officer to whom the dispute is submitted shall attempt to resolve the matter. If the matter is not resolved to the satisfaction of the aggrieved party, the aggrieved party may request that the matter be decided by the dispute resolution committee.

Section 2.

The dispute resolution committee shall hear the dispute within 48 hours of the submission of the request and shall render its decision within 36 hours.

Section 3.

The decision of the Disputes Resolution Committee can be appealed to Board. The Board may accept the decision of the committee, modify the decision, or take no action at all. The appeal must be in writing and will be scheduled to be heard at the next regular meeting of the Board.