



**Juneau Youth Football League**

**By-Laws**

**Revised May 2011**

## ***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:

To finance and supervise an amateur youth football and cheer league.

To help participants build healthy bodies, strong minds, self esteem, and good character.

To help participants develop skills and proficiency in football and cheer regardless of ability.

To teach participants the concepts of team work, good sportsmanship, pride, loyalty, honesty, and courage

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. All other members of the general public, who are nineteen (18) 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 (Winter). The board may elect to set the annual membership fee to zero.

(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 authorization for security screening 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, Flag Division Representative, Bears Representative and Director of Travel. The Board shall elect these officers from its members by a simple majority. *(Revised January 15, 2011. Reorganization underway. Will be updated by April 1, 2011)*

## **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:

- Preside at all meetings
- Ex officio member on all committees
- Coordinate and liaison with outside programs
- Co-gaming manager with Treasurer
- Negotiate scholarships and additional discounts
- Redirect parent questions to appropriate board members

## **Section 5.**

Vice-President (Finance Director)

- Serve as Finance Chair
- Raise funds for operation of league by applying for appropriate grants (CBJ Youth Activity Grant, Rasmussen, etc.)
- Chair Budget Committee, which is responsible for developing league budget
- Performs duties of President as delegated
- Oversee the raffle sales program

## **Section 6.**

Secretary

- Keep minutes of all meetings of corporation and board; distribute minutes
- Maintain roster of active members

- Conduct roll call at meetings (when requested)
- Maintain official League files
- Chair Registration Committee
- Maintain registration forms
- Develop and maintain league registration worksheet (work with all division reps)
- Redirect parent questions to appropriate board members
- Track all League communications and documentation

## **Section 7.**

### Treasurer

- Liaison with CBJ regarding scholarship programs
- Co-gaming manager with President
- Maintains custody of all funds; keeps a full and accurate account of receipts and expenditures
- Maintains books of accounts and records
- Keep full and accurate account of all assets and liabilities
- Make disbursements in accordance with approved budget, as authorized by Board
- Present financial statements at every regular meeting and when requested by the Board

## **Section 8.**

### Communications Director

- Distribute schedules and news releases to media
- Maintain league website
- Coordinate and oversee photographers (individual/team photos)
- Develop program book
- Organize annual award ceremony
- Contact and pay all raffle winners

## **Section 9.**

### Equipment Manager

- Assist with gear out for players
- Sort and maintain gear issued forms
- Maintain equipment inventory and control over league property (i.e., uniforms, footballs, etc.)
- Project inventory needs, cost of obtaining/maintaining inventory
- Generate documentation required to monitor/track equipment purchase/distribution, including purchase orders, packing slips, and back orders
- Manage the gear shed

## **Section 10.**

Coaching Directors: Two positions—Cheer and Football

- Hear coaches' complaints and problems, assist with solutions, and define coaches' role and responsibilities
- Conduct annual meetings and clinics
- Oversee recruitment, selection, and annual evaluation of coaches; ensure they understand activity principles and safety
- Assign coaches to teams for each division
- Ensure each coach/assistant coach has a current background check submitted to the league
- Oversee draft with division reps
- Obtain and provide reference and instruction materials (library development)
- Working with Equipment Manager, coordinate the assignment of gear

He/she cannot be a head coach without board approval.

## **Section 11.**

Director of Participant Safety

- Chair ad hoc Participant Safety Committee
- Ensure trained safety personnel are available at games
- Establish/maintain record of injuries that occur during practices and games; make a determination on prevention; track medical releases for return to play
- Recommend rule interpretations and changes to promote safety
- Working with Coaching Director, run mandatory safety clinics
- Present safety information to parents at annual meetings
- Develop Safety Plans (to deal with weather issues, power outages, etc.)
- Coordinate schedule and medical supply needs with medics
- Manage contract with medics (pay schedule, responsibilities)

## **Section 12.**

Concessions Director

- Purchase and maintain stock
- Coordinate volunteers
- Collect receipts and submit to treasurer

## **Section 13.**

Director of Fields and Facilities:

- Ensure field is set up for all games
- Liaison with CBJ that field is secure before/during games

- Schedule all field activities (practice and game schedules), assign practice fields schedules for all divisions with CBJ master calendar
- Monitor participant, coach, and parent conduct during league activities
- Organize and delegate field support (i.e., dress the field) and return of equipment from parents
- Manage contract with officials

## **Section 14.**

Division Directors:

Five parent/participant coordinators, all with the same responsibilities

Divisions represented: Flag (new), Cub, Junior, Senior, Cheer (new)

- Liaison between parents, coaches, and Board
- Organizes and/or delegates to parents the responsibility of field support (i.e., chain crew), equipment return, and fundraising events
- Working with coaches/assistant coaches, register and assign teams before season begins
- Working with Coaching Director, coordinate waivers, additions, and changes to roster after teams have been assigned
- Present and recommend roster changes to Board for approval
- Assist Coaching Director with developing season game schedule
- Make recommendations to Board for any post season games and selections
- Working with Secretary, develop division membership spreadsheet, organization registration documentation
- Organize division travel
- Track division raffle ticket sales

## **Section 15.**

All Board Members

- Assist with field security
- Field setup and takedown
- Public address duties
- Share in all JYFL operational duties not specifically assigned above as needed

## **Section 16.**

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 17.**

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 18.**

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 Executive Committee will develop game schedule, determine registration fees, and check mail. The Board, at its discretion, shall assign other 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 as soon as reasonable after the end of the season but prior to the end of the following winter, 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 emailed 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.

#### **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: A quorum is all members attending a properly noticed membership meeting in accordance with section 1.

### **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 maintain a website with frequent postings of news about the League, its operations, information to identify Board members, notices to 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 conduct annual parent/participant meetings.

### ***Article XI: Property***

#### **Section 1.**

An inventory of the entire 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 inconsistent 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 b 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.