

**N.C.J.F.A BY - LAWS
(AMMENDED 2011)**

BY - LAWS

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ARTICLE I - NAME

This Association shall be known as the Northwest Chicago Junior Football Association - N.C.J.F.A.

ARTICLE II - PURPOSE

This association was founded to sponsor a football program within the area known as Northwest Chicago and it's surrounding communities.

ARTICLE III - REASONS

- (A) To provide an opportunity to all interested boy's and girl's from the ages of 5 through 15 years old, to participate in an organized Football/Cheer Program.
- (B) To teach the fundamentals and skills of Football and Cheerleading under the guidance of responsible adults, based on a variety of levels determined by ages, weights, and experience.
- (C) To encourage and develop character, good sportsmanship, and to instill competitive spirit in the youth's.
- (D) To encourage safety by providing proper equipment and conditioning.

ARTICLE IV - ORGANIZATION

- (A) The general body of this association will be made up of the Executive Board, League officers, League Commissioners, Coaches, Team Administration, Committee Members, Parents, Park Personnel and any other persons who are members or active members of this association.
- (B) Executive Board Members of this association will have the Responsibility of preparing and executing a yearly Budget to Keep the program running at the most efficient and productive level it can.
- (C) No person under the age of 18 years old will have voting privileges.
- (D) One active member from each team will have the responsibility of submitting a written change (if any), to the Executive Board (1) one month prior to the annual By-Laws Meeting.
- (E) One active member from each team will have the responsibility of submitting a written change (if any), to the Executive Board (1) one month prior to the annual Rules Meeting.

(F) Annual By-Laws meeting will be held in March of the current season.

(G) Annual Rules Meeting will be held in April of the current season

ARTICLE V - MEMBERS

(A) To become a MEMBER of this association, you must come to a general meeting, sign-in and become recognized. To remain a member of this association you must attend one (1) general meeting in a twelve (12) month period or you will be dropped from the membership list. (Example: Nov. 2010 thru Oct. 2011)

(B) To become and remain an active voting member of this association, you must attend Nine (9) general meetings in a twelve (12) month period, and you must remain an active participant in the administration of the league during the season or you will be removed from the active membership list. (Example: Nov. 2010 thru Oct. 2011)

(C) All individuals wishing to join this association will accept and understand the associations' By-Laws as written, as a condition of becoming a member of this association.

(D) All members & active members of this association are expected to participate in the administration of the league during the season. As well as the off-season, which includes attending monthly meetings.

(E) Failure to comply with Article V will result in the immediate forfeiture of any Privileges of said By-Laws.

(F) ANYONE ATTENDING A GENERAL MEETING FOR THE FIRST TIME WILL HAVE NO VOTING PRIVILEGES.

(G) All active Members are subject to a Criminal Background Check.

ARTICLE VI - MEETINGS

(A) Board meetings will be held on the third Friday of every month unless changed by the Board of Directors due to scheduling difficulties. Time to be decided by the Board in office.

(B) General meetings will be held on the fourth Monday of every month at 7:00pm during the off season, (Dec. thru July) and 8:00pm during the season (Aug. thru Nov.) The Board of Directors may change meeting time and date due to scheduling difficulties.

(C) All meetings will be held according to By-Laws any changes will be made via Website.

(D) Meetings are to be conducted in accordance with Roberts Rules of Order.

(E) In order to conduct a GENERAL MEETING, there must be at least two (2) current board members present. In order to conduct a BOARD MEETING, at least 50% of the current board members must be present.

(G) Only Executive Board Members/League Officers will have Voting Privileges at the Annual By-Laws / Annual Rules Meeting / Monthly Board Meetings.

ARTICLE VII - ELECTIONS

(A) The elections of the Executive Board Members, League Officers / Commissioners' will be held on an even / odd year principle with the Executive Board Members and League Officers serving a Six (6) Year Term, and Commissioners serving Two (2) Year Term.

Odd Year Elections

Even Year Elections

President

Vice President

Treasurer / Secretary
Tackle Director
Equipment Commissioner

Director of Player Personnel
Flag Director
Cheerleading Commissioner
Committee / Website Commissioner

- (B) At the October general meeting, The Board will entertain nominations for office, with the election held at the November general meeting. Newly elected officers will be invited to attend the December Board meeting and will officially take office in January on the following year.
- (C) No one will be allowed to seek nomination for Executive Board unless they have served at least (2) consecutive years as a League Officer or Commissioner and they are at least 21 years old.
- (D) To be nominated for any open positions, the nominee must meet all requirements and be present at the October general meeting, be nominated, seconded and accept his or her nomination. This will allow for the nominees name to appear on the official ballot. To be a write-in candidate, he/she must be at the November general meeting, be nominated, seconded and accept his/her nomination.
- (E) One (1) person cannot be nominated for or hold two (2) elected offices.
- (F) No proxy or absentee votes are allowed.
- (G) The Executive Board Members are responsible to submit a list of the Participants re-running for office at the October general meeting. They will submit one or more persons for each office open. But no one person for multiple offices. This list along with eligible nominations from the floor will comprise the ballot for the election.
- (H) A member must attend 9 general meetings and be an active (participating) member in a 12 month period from November thru October to have voting privileges in the election of League Officers/Commissioners and also to run for office.
- (I) A person becoming an active member at the November general meeting will not have voting privileges in the election of officers or be allowed to run for any Board position.
- (J) League Officers or League Commissioners vacancies will be voted in from the active members of the association, with the exception of the Executive Board Members. President and Treasurer/Secretary will be succeeded by the Vice President and Director. When an Executive Board position opens up, only League Officers or League Commissioners are Eligible to run for this office. This special election will take place at the next available general meeting. New officers would finish out existing terms.
- (K) The Executive Board will have the power to add or delete any Board position(s) that might be needed or not needed for a certain year. If one is added, there would be a special election to be held at the next available general meeting and the general body to be informed. (L) If all procedures are followed in letters A thru K above, and a position is still vacant and needed. The Board may appoint someone to this position. This person must be a member of this association.
- (M) MARRIED COUPLES, OR FAMILY MEMBERS CAN NOT BE ON THE EXECUTIVE BOARD AT THE SAME TIME.
- (N) Only Executive Board Members/League Officers will have Voting Privileges at the Annual By-Laws / Annual Rules Meeting / Monthly Board Meetings.
- (O) Board meetings will count to meet the required attendance mandate.

ARTICLE VIII -AMENDMENTS

- (A) In order to change the association By-Laws one must wait until the next By-Laws meeting.

- (B) The Commissioners, and General Members will present any Changes to the By-Laws (One Month Prior to the Annual March By-Laws Meeting)and the Executive Board will Vote on proposed changes at the annual By-Laws Meeting.
- (C) For a By-Law change there must be a MAJORITY vote.
- (D) For a Rules change there must be a MAJORITY vote.
- (E) MAJORITY VOTE - The nominee or issue receiving the most votes will stand.

ARTICLE IX - OFFICERS DUTIES

(A)EXECUTIVE BOARD MEMBERS SHALL CONSIST OF:

DUTIES OF THE PRESIDENT :

DUTIES OF THE VICE-PRESIDENT

DUTIES OF THE TREASURER / SECRETARY

DUTIES OF THE DIRECTOR OF PLAYER PERSONNEL

(B)LEAGUE OFFICERS SHALL CONSIST OF:

DUTIES OF THE FLAG DIRECTOR SHALL BE:

DUTIES OF THE TACKLE DIRECTOR SHALL BE:

(C)LEAGUE COMMISSIONERS SHALL CONSIST OF:

DUTIES OF THE COMMITTEE / WEBSITE/P.R COMMISSIONER

DUTIES OF THE EQUIPMENT COMMISSIONER :

DUTIES OF THE CHEERLEADING COMMISSIONER

OFFICERS DUTIES

- (A) The officers of this association will be responsible to see that each Coach, Manager, Team Mom, Player/Cheerleader or any other team representative has accepted their responsibility to the boys/girls and parents of this association per our By-Laws At the January Board Meeting, the Executive Board of the association will review the performance of all Coach's, Managers, Team Moms, Player/Cheerleader and any other representatives during the past season and may take action for any bad conduct.
- B) The Executive Board Members of this association have the power (BY MAJORITY VOTE) to make any decisions that directly benefit the Players/Cheerleaders, and ensures the longevity of this association.
- C) The Executive Board shall have the power (BY MAJORITY VOTE) to make all the decisions regarding League Funds, Fundraisers and any raffles ran by the N.C.J.F.A, all Fundraisers must be passed by the Executive Board before they may proceed.
- D) All Monetary decisions will be Made by the Executive Board.
- E) The Executive Board Has the Power to Elect Coaches'.
- F) The Executive Board shall consist of President, Vice-President, Treasurer/Secretary, and Director of Player Personnel.
- G) All Officers/Commissioners/Members are expected to help in all league Functions including Registration, Banquet, Homecoming, etc.
- H) No Team is allowed to collect any money for services or merchandising. **Any** kind of these activities must be passed and approved by the Executive Board.

EXECUTIVE BOARD MEMBERS

DUTIES OF THE PRESIDENT SHALL BE:

1. To conduct monthly Board Meetings.
2. To conduct monthly General Meetings.
3. To conduct weekly Managers & Team Moms Meetings during the season.
4. To see that the insurance protection for the association and players is provided.
5. To coordinate the work of the Flag, Tackle Directors, and Cheerleading Commissioner.
6. To participate on/with ALL COMMITTEES when needed.

DUTIES OF THE VICE-PRESIDENT SHALL BE:

1. To succeed the President in the event of his/her inability to perform his/her duties.
2. To assist the President with participation on/with all committees.
3. Be responsible for obtaining referees for each season.
4. In Charge of the BANQUET TROPHIES, EQUIPMENT, JERSEYS, ETC.
5. To coordinate the work of the Flag, Tackle Directors, and Cheerleading Commissioner.
6. To participate on/with ALL COMMITTEES when needed.
7. Will assist **IN ALL DUTIES** of the Treasurer/Secretary
8. Will pick up all Mail from the P.O. Box.
9. Will Make sure that all of the Operating Bills are paid on time.
10. To see that annual report for our charter is filed with the state.
11. To keep a record and file on all insurance claims incurred by the participants of the association.

DUTIES OF THE TREASURER / SECRETARY SHALL BE:

1. To keep all book keeping records for the association.
2. To present a monthly financial report to the general body at each General meeting for approval and make copies available.
3. To reconcile monthly bank statements
5. To formulate and supervise methods of keeping records of all registration, fundraising, banquet etc.
6. Make certain all state and federal forms are made and sent out each year.
7. Present an end of the year financial statement to the general body at each January General Meeting for approval, and make copies available.
8. To turn over all past and present records, cancelled checks, and bank statements to his/her successor.
9. To take minutes at all Board and General Meetings.
10. To make copies of the General Meeting minutes available to the general body for approval each month.
11. To make copies of the Board minutes available for all Board members.
12. To keep registered list of names, addresses and phone numbers of the general body and make a copy available for the entire general body.

13. Maintain attendance records for voting privileges, active membership and membership of this association.

DUTIES OF THE DIRECTOR OF PLAYER PERSONNEL SHALL BE:

1. Will be responsible for the registering, assignment and weighing in of all players into this association.
2. Will notify players of the registration time, place and dates.
3. Will be responsible for having the necessary registration forms printed.
4. Oversee all League Officers and Commissioners and report to President/Vice President on league operations.
5. May secure an Asst. D.O.P.P. (WHO WILL NOT BE A BOARD MEMBER.)
6. Will supervise the official weigh-in.
7. Will supervise the draft.(Flag)
8. Will assign players after the draft by using divisional matrix board.
9. Keep a waiting list of players wishing to join the association.
10. Must pass out a list of players who have not paid registration fees or turned in a birth certificate. This list must be given to the managers one (1) week prior to the first game.

LEAGUE OFFICERS

DUTIES OF THE FLAG DIRECTOR SHALL BE:

1. Will not coach in any other division other than he/she represents.
2. Will be responsible for the coordination of all functions of their Flag Division i.e.
 - (A) Assist in the formation of coaching staffs.
 - (B) To see that each team has a manager.
 - (C) Assist in the scheduling of games and playoffs along with their respective teams. Should be done at the conclusion of the draft.
 - (D) Assist the Director of Player Personnel with registration, age certification, the draft, assignments and the weigh-in if needed.
3. Conduct a Flag Division meeting at least twice a year.
4. Should give a monthly report at the General Meeting.
5. Responsible to report any player, coach or parent ejection from a game to the board of directors.
6. Responsible to record all scores and standings and make available to the WEB SITE COMMITTEE and division coaches.
7. In given situations where the Flag Director is coaching in a game, he/she will withdraw as Flag Director and appoint a Board Member as a temporary Flag Director for that game.
8. Will assist the EQUIPMENT COMMISSIONER.
9. Will assist the Vice-President with the BANQUET.
10. Will report to the Executive Board regarding this Office

DUTIES OF THE TACKLE DIRECTOR SHALL BE:

1. Will not coach in any other division other than he/she represents.
2. Will be responsible for the coordination of all functions of the Cougars Division i.e.
 - (A) Assist in the formation of coaching staffs.
 - (B) To see that each team has a team manager.

- (C) To oversee the cougars traveling arrangements of each team.
- (D) Assist the Director of Player Personnel with registration, age certification, the draft, assignments and the weigh-in if needed.
3. Conduct a cougars meeting at least twice a year.
 4. Should give a monthly report at the General Meeting.
 5. Responsible to report any player, coach, or parent, ejection from the game to the Executive Board of Directors.
 6. Responsible to report all scores and standings and make available to the WEB SITE COMMITTEE and to all cougars teams.
 7. To act as a representative from this association at any meetings held by an outside league in which the N.C.J.F.A. participates in.
 8. Will supply the N.C.J.F.A. Board of Directors a copy of the By-Laws and Playing Rules from which our cougars teams participate in, and make available to the general body.
 9. Will assist the EQUIPMENT COMMITTEE.
 10. Will assist the Vice-President with the BANQUET.
 11. Will report to the Executive Board regarding this Office

LEAGUE COMMISSIONERS

DUTIES OF THE COMMITTEE / WEBSITE / P.R COMMISSIONER SHALL BE;

1. Maintain, Design N.C.J.F.A Website and recommend to The League what is needed to obtain proper public relations and keep site as up to date as possible, regarding all information of the N.C.J.F.A. Program.
2. Will be responsible to set up meetings to discuss the ways and means of this committee.
3. Recommend where needed , committee's deemed necessary to make the Program operate in the most Efficient and Productive manner
4. Oversee all Committee's and report to President / Vice President on league operations.
5. The Website Commissioner will be reimbursed (with approval of Executive Board) for any software or items needed to efficiently / effectively operate the N.C.J.F.A Website
6. Is expected to attend and report at Each and every Board Meeting.
7. To Give notice of the next General meeting not less than five (5) days prior to the meeting, via Website
8. All matters of Public Relations set forward Via Executive Board, and will report to President/Vice President.

DUTIES OF THE CHEERLEADING COMMISSIONER SHALL BE:

1. Assist the Director of Player Personnel with the registration of girl and boy cheerleaders.
2. Responsible for the distribution and collection of equipment and assignments of all cheerleaders to teams.
3. Responsible to work with VICE - PRESIDENT in the purchasing of new equipment.
4. Responsible to see that each team has a team mom.
5. Secure divisional heads and coaches for all divisions.
6. All divisional heads, coaches and team moms must become members of this association and try to attend General Meetings.
7. Will conduct meetings with divisional heads, coaches and team moms at least twice a year.
8. Should give monthly report at General Meetings.
9. Will approve all cheers and routines of all cheerleaders.

10. Is expected to attend and report at Each and every Board Meeting.
11. Will report to the D.O.P.P regarding this Office

DUTIES OF THE EQUIPMENT COMMISSIONER SHALL BE:

1. Will be responsible for the distribution and collection of all equipment in this association, along with all coaches.
2. Will be responsible for the storage of this associations equipment and make suggestions to the Executive Board of Directors for approval.
3. Will be responsible to order all new equipment each year and make suggestions to the board of directors for approval.
4. Will be responsible to order any first aid supplies for each season and make suggestions to the board of directors for approval.
5. Will be responsible to get equipment refurbished each year and make suggestions to the board of directors for approval.
6. Is expected to attend and report at Each and every Board Meeting.
7. Will report to the D.O.P.P regarding this Office

ARTICLE X - DISCIPLINARY ACTION

- (A) The officers of this association will be by 2/3 majority vote empowered to take disciplinary action, including dismissal from the association, against any member, active member, player, cheerleader, parent, fan, coach, or any other association member for any flagrant violation or unethical practices before, during or after any N.C.J.F.A. sanctioned event.
- (B) Any of the above said people who the Executive Board of Directors is considering disciplinary action against:
1. Will be given notice of his/her charges and possible action taken in writing by a Board member. He/she must sign a letter of acceptance stating he/she received notification.
 2. He/she will be given an opportunity to respond either in writing or in person to the Executive Board.
 3. He/she will be given notice with reason for disciplinary action taken.
 4. The above procedure (#'S 1,2,&3) must be taken prior to he/she participating in any N.C.J.F.A. sanctioned event.
 5. Failure to respond forfeits rights under ARTICLE X - B -1,2,3,4.
- (C) Possible actions that can be levied are: game suspensions, season suspensions, probation, expulsion, loss of head coach status, loss of games, and fines. (ALL FINES INCURRED ARE THE SOLE RESPONSIBILITY OF THE TEAM/COACH LEVIED, AND MUST BE PAID WITHIN LEAGUE RULES.)
- (D) Any coach, player or cheerleader ejected from a game by a referee, will automatically be suspended from the next game. regular season or play-offs. Additional disciplinary action may be taken by the Board. SEE ARTICLE XI - B 1 THRU 5.

ARTICLE XI - FINANCIAL POLICY

- (A) No purchase shall be made except by the Executive Board of Directors.
- (B) All purchases in excess of five hundred dollars (\$500.00) must be made after competitive bids are received and reviewed by the Board, from at least two (2) different sources.
- (C) All checks, drafts or other orders of payment of money shall be signed by (2) two of the (3)