

**GRAND ISLAND JR. FOOTBALL, INC.**  
**CONSTITUTION & BY-LAWS**

**ARTICLE I**

(Name)

Section 1 – The name of this organization shall be known as Grand Island Junior Football, Inc. It shall be a Tax Exempt Charitable Organization incorporated under the laws of the state of New York.

**ARTICLE II**

(Purpose)

Section 1 – The purpose of this organization are:

- A. To promote and encourage Football and Cheerleading on Grand Island.
- B. To give proper assistance and instruction.
- C. To teach sportsmanship and leadership.
- D. To advance and enjoy the common appreciation and fellowship of football and cheerleading.

**ARTICLE III**

(General Membership)

Section 1 – Members of this organization shall be 18 years of age or older.

Section 2 – A member in Good Standing in this organization will be defined by either: (1) any parent or legal guardian of a child registered and paid-in-full on any football team or cheerleading squad in our organization that is not in arrears and/or remiss in returning equipment from prior years, or (2) being an active volunteer during the current season.

Section 3 – Any member in good standing shall have the right to address the Chair at any regular or special meeting on any matter pertinent to the organization during a regular order of business.

Section 4 – Any member shall have the right to inspect records or minutes of any meeting.

Section 5 – Any member shall have the right to attend any Board of Directors Meeting, but shall not have the right to address the chair during the meeting.

Section 6—Membership shall expire at the time of registration or when a member no longer has a child participating on any football team or cheerleading squad in our organization or as stated in Article III, Section 2.

**ARTICLE IV**

(Board Members)

Section 1 – The board is responsible for overall policy and direction of the association, and delegates responsibility of operations to the volunteers and committees. The board receives no compensation other than reasonable expenses.

The active officers of this organization shall be: President, Vice-President, Secretary / Public Relations, Treasurer, Commissioner, Football Coordinator, Cheerleading Coordinator, Fund Drive Coordinator, Concession Stand Coordinator. All officers shall be members in good standing. All officers are members of the Board of Directors.

Section 2 – All officers shall perform the duties prescribed in the parliamentary authority Robert's Rule of Order, Revised, in addition to those outlined in the Constitution & By-Laws, and others assigned from time to time.

Section 3 – The Board of Directors will appoint an attorney, who is independent with respect to the Organization, to represent the Organization on various issues that may arise during the course of the season and off-season.

**Article V**

(Elections, Vacancies & Appointments)

Section 1 – Each member of the Board of Directors shall be elected for a period of two (2) years. They shall not be allowed to serve in the same position for more than three (3) consecutive terms unless approved by a 2/3 vote of the members of the Board of Directors.

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Section 2 – At the August meeting, the Board of Director's shall appoint an election committee. The election committee shall be approved by a majority of the board of director's. Members serving on the election committee shall not be running for an office and the president is prohibited from serving on the election committee. The election committee shall prepare a list of nominee's to be presented at the September meeting.

Section 3 – Date of Elections: The annual elections shall be held at the last home game before the October meeting. Votes may be cast from start of 1<sup>st</sup> game to the end of 1<sup>st</sup> half of the last game of the day. A time during or after practice may be arranged the week prior to election for all candidates to address the general membership. The election will be run by members of the Board that are not up for election in that year with the President or the Vice President to head that year's election process.

Section 4 – Newly elected Board Members shall immediately begin assisting incumbents in the performance of their duties and assume full responsibilities January 1, of the succeeding year providing a volunteer back round check is completed.

Section 5 – All general members in good standing shall be eligible to vote on the election of members of the Board of Directors.

Section 6 – Any member of the Board of Directors may be removed by a two-thirds (2/3) vote of the entire Board of Directors at a formal Board meeting.

Section 7 – Elections for the following Board positions will be done on “**odd**” years: President, Secretary, Treasurer, Concession Stand Coordinator.

Section 8 – Elections for the following Board positions will be done on “**even**” years: Commissioner, Vice-President, Football Coordinator, Cheerleading Coordinator, and Fund Drive Coordinator.

Section 9 – There shall be no relations/relatives serving on the Board, simultaneously. This includes spouses.

Section 10 – Being unbeknownst to the President or Vice-President, any member of the Board, absent for two (2) consecutive meeting or a total of three (3) during the calendar year shall automatically be removed and replaced by the President with the approval of the Board within thirty (30) days.

Section 11 – Any vacancies on the Board of Directors shall be filled by appointment by the President with two-thirds (2/3) confirmation vote by the Board of Directors entire remaining and serve the balance of the remaining term.

**ARTICLE VI**

(Description of Board members' Duties)

**President:**

Section 1 – It shall be the duty of the President to take the chair at all regular and special meetings of the organization and to enforce all rules and regulations relating to the administration of the organization.

Section 2 – The President shall call meetings of the organization to order according to the rules prescribed herein.

Section 3 – The President shall appoint any committee deemed necessary and shall perform such duties as are necessary incidental to the office of President. The President shall be an ex-officio member of each committee with the exception of the election committee.

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Section 4 – At the expiration of his/her term in office or resignation or removal, the President shall deliver to the Board of Directors all books, monies and other property belonging to the organization, within seven (7) day period, after completion of an audit by the audit committee.

**Vice-President**

Section 1 – In the absence of the President, the Vice-President shall preside and perform all functions of the President.

Section 2 – The Vice-President shall assist the president in furthering the interest of the organization.

Section 3 – The Vice-President shall act as chairman of the Annual Banquet Committee.

Section 5 - At the expiration of his/her term in office or resignation or removal, the Vice-President shall deliver to the Board of Directors all books, monies and other property belonging to the organization, within seven (7) day period, after completion of an audit by the audit committee.

**Secretary:**

Section 1 – The Secretary is the recording officer of the organization and the custodian of its records except such as are specifically assigned to others, such as Treasurer's books.

Section 2 – It is the duty of the Secretary to keep a register of the members and to call roll whenever membership voting is done.

Section 3 – The Secretary shall keep one (1) book in which the Constitution & By-Laws and Robert's Rules of Order shall be written.

Section 4 – The Secretary shall keep a record of the proceedings stating what was done and not what was said, and shall distribute a copy of said proceedings to each Board Member at the following months meeting and post the approved minutes on the website for viewing by members.

Section 5 – The Secretary is responsible to send out proper notices of all special meetings and to conduct the correspondence of the organization.

Section 6 – It shall be the duty of the Secretary to maintain a P.O. Box for all correspondence of the organization (As of this writing, it is P.O. Box 145, Grand Island Post Office, Zip Code 14072). Keys to such P.O. Box will be maintained by the President and Treasurer.

Section 7 – In the absence of the President and Vice-President at any meeting, the Secretary shall preside and perform all functions of the absent officers.

Section 8 – The Secretary shall also serve as the Public Relations Coordinator. The Secretary shall establish a working relationship with any and all local media's for the purpose of promoting, advertising and increasing the profile of Grand Island Jr. Football.

Section 9 – The Secretary shall obtain weekly game summaries from all football and cheerleading coaches for the purpose of advertising.

Section 10 – The Secretary shall develop and implement new and innovative ways of increasing participation in Grand Island Jr. Football.

Section 11 – The Secretary shall assist in the promotion of any fund-raising activities authorized by the Board of Directors.

Section 12 - At the expiration of his/her term in office or resignation or removal, the Secretary shall deliver to the Board of Directors all books, monies and other property belonging to the organization, within seven (7) day period, after completion of an audit by the audit committee.

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**Treasurer:**

Section 1 – The Treasurer shall receive all receipts, monies and assessments from each committee chairperson and/or coordinator and maintain all Treasury records pertaining thereto.

Section 2 – The Treasurer shall keep an account of all monies received and expended for the use of the organization.

Section 3 – The Treasurer shall issue checks for all sums when instructed to do so with the approval of the Board of Directors.

Section 4 – The Treasurer shall be authorized to spend up to \$500.00 per year for miscellaneous expenses without the direct approval of the board of Directors. The Treasurer must maintain a list of these expenses and receipts and report on them at the next meeting of the General Membership.

Section 5 – The funds, books and vouchers in the Treasurer's hands shall be so maintained that an accurate statement can be had at all times, subject to year-end audit.

Section 6 – The Treasurer shall file all government forms required as relates to the organization's financial status.

Section 7 - At the expiration of his/her term in office or resignation or removal, the Treasurer shall deliver to the Board of Directors all books, monies and other property belonging to the organization, within seven (7) day period, after completion of an audit by the audit committee.

**Commissioner:**

Section 1 – The Commissioner shall represent this organization at each scheduled League meeting. The President or Vice-President will attend League meetings in the event he/she is not available.

Section 2 – The Commissioner shall submit a monthly report to the Board of Directors and at the monthly meeting of the General Membership.

Section 3 – All league correspondence will be read at the monthly meeting of the general Membership and a copy of which shall be filed with Secretary.

Section 4 - The Commissioner shall be responsible for the filing of all player accident claims and submit all fines, dues, insurance's, and fees to the Parent league.

Section 5 - At the expiration of his/her term in office or resignation or removal, the Commissioner shall deliver to the Board of Directors all books, monies and other property belonging to the organization, within seven (7) day period, after completion of an audit by the audit committee.

**Football Coordinator:**

Section 1 – The Football Coordinator shall be an authorized representative of this organization to make purchases for equipment and supplies after submitting a written list and receiving approval of the Board of Directors. This budget shall be the Treasurer's guideline for paying expenses.

Section 2 – The Football Coordinator shall submit to the Board of Directors, at the March meeting, a written inventory of equipment with projected expenses for the coming year.

Section 3 – The Football Coordinator shall be responsible for the distribution and collection of all football equipment.

Section 4 – The Football Coordinator shall represent the concerns of the football coaches to the Board of Directors.

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Section 5 – The Football Coordinator shall recruit any assistants as needed. He or one of his assistants must attend all practices and games.

Section 6 – The Football Coordinator shall secure the practice field(s) from Grand Island Recreation Dept. Director.

Section 7 – The Football Coordinator or his/her designee shall be responsible for identifying the items that need to be ordered for any extra equipment (ex: game jerseys). He/she will provide this list to the Treasurer for approval prior to ordering the respective items.

Section 8 - At the expiration of his/her term in office or resignation or removal, the Football Coordinator shall deliver to the Board of Directors all books, monies and other property belonging to the organization, within seven (7) day period, after completion of an audit by the audit committee.

**Cheerleading Coordinator:**

Section 1 – The Cheerleading Coordinator shall be an authorized representative of this organization to make purchases for equipment and supplies after submitting a written list and receiving approval of the Board of Directors. This budget shall be the Treasurer's guideline for paying expenses.

Section 2 – The Cheerleading Coordinator shall submit to the Board of Directors, at the March meeting, a written inventory of equipment/uniforms, with projected expenses for the coming year.

Section 3 – The Cheerleading Coordinator shall be responsible for the distribution and collection of all cheerleading equipment and uniforms.

Section 4 – The Cheerleading Coordinator shall represent the concerns of the cheerleading coaches to the Board of Directors.

Section 5 – The Cheerleading Coordinator shall recruit any assistants as needed. He/she or one of their assistants must attend all practices and games.

Section 6 – The Cheerleading Coordinator shall secure the practice gymnasium from the Grand Island Recreation Dept.

Section 7 – The Cheerleading Coordinator shall be responsible for identifying the items that need to be ordered for any extra equipment (ex: lollies). He/she will provide this list to the Treasurer for approval prior to ordering the respective items.

Section 8 – The Cheerleading Coordinator shall be present at registration to determine assignments of cheerleaders to respective teams.

Section 9 - At the expiration of his/her term in office or resignation or removal, the Cheerleading Coordinator shall deliver to the Board of Directors all books, monies and other property belonging to the organization, within seven (7) day period, after completion of an audit by the audit committee.

**Fund Drive Coordinator:**

Section 1 – The Fund Drive Coordinator shall be an authorized representative of this organization to make purchases and or sign contracts, for fund raising purposes, after receiving the approval of the Board of Directors.

Section 2 – The Fund Drive Coordinator shall be responsible to investigate all fund raising avenues and report back to the Board of Directors.

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Section 3 – The Fund Drive Coordinator shall be responsible for the collection of all monies and fees related to the fund raising and submitting them to the Treasurer.

Section 4 – The Fund Drive Coordinator shall give a report at each General Membership meeting during the Fund Drive period, and a written report upon completion of the Fund Drive.

Section 5 - At the expiration of his/her term in office or resignation or removal, the Fund Drive Coordinator shall deliver to the Board of Directors all books, monies and other property belonging to the organization, within seven (7) day period, after completion of an audit by the audit committee.

Section 6—The Fund Drive Coordinator shall establish a working relationship with local businesses for the purpose of sponsorship.

**Concession Coordinator:**

Section 1 – The Concession Stand Coordinator shall be an authorized representative of this organization to make purchases of any needed supplies for the Concession Stand with the approval of the Board of Directors.

Section 2 - The Concession Stand Coordinator shall buy needed supplies for each game and practice using the Organization credit cards. In the event cash is required to purchase such items, the Concession Stand Coordinator shall complete the proper documentation (cash disbursement form) in order to take cash out of the drawer. The Concession Stand Coordinator may establish a Committee to assist him/her in some of the duties associated with obtaining the needed supplies. Such Committee Members must be approved by the Board of Directors. After each home game and practice, all proceeds shall be turned over to the President, Treasurer or Secretary immediately following such event.

Section 3 – The Concession Stand Coordinator will work in conjunction with the Treasurer in preparing a monthly earnings/expenses report at the General Membership meeting.

Section 4 – The Concession Stand Coordinator shall contact the Grand Island Recreation Dept. Director to obtain the lighting and restrooms facilities at all practice and game fields.

Section 5 – The Concession Stand Coordinator shall obtain all necessary equipment (ex: grill, coffee machine, hot chocolate machine, tables, etc.) upon receiving proper approval from the Board of Directors on expenditures greater than \$200.

Section 6 - At the expiration of his/her term in office or resignation or removal, the Concession Stand Coordinator shall deliver to the Board of Directors all books, monies and other property belonging to the organization, within seven (7) day period, after completion of an audit by the audit committee.

**ARTICLE V**

(Amendments)

Section 1 – The Constitution & By-Laws may be amended, changed, or voided or a new article substituted by a two-thirds (2/3) vote of the members of the Board of Directors, provided that the proposed amendments are presented to the General Membership at the preceding month's regular meeting.

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**ARTICLE VII**

(General Meetings)

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Section 1 – Regular meeting shall be held the first (1<sup>st</sup>) Monday following the third (3<sup>rd</sup>) Wednesday of each month, or as otherwise specified by the Board of Directors. The time of the meeting shall be determined by adoption of a standing rule.

Section 2 – Special meetings may be called by the President or at the request of at least a majority of the Board of Directors. The Secretary shall notify members of special meetings in one of two ways. Notices of such meetings shall either be made via mail at least two days prior or by announcement of such meeting at any previously held regular meeting of the organization. Notices of such meetings shall state place, time, date, and the purpose of the meeting.

Section 3 - Quorum a Majority of board members shall constitute a quorum.

Section 4 – The order of business at any regular meeting could be as follows:

1. Call to order
2. Roll call of the Board of Directors
3. Reading of the minutes from the last meeting and Board of Directors meeting(s).
4. Communications
5. Treasurer's Report
6. Commissioner's Report
7. Registration Committee Report
8. Cheerleading Coordinator Report
9. Public Relations Report
10. Unfinished Business
11. New Business
12. Adjournment

The order of business may vary from the above at the sole discretion of the President to address immediate needs of the Organization.

Section 5 – At regular monthly meetings, the General Membership may propose motions for consideration by the Board of Directors. The Board of Directors will have the final say on any such motion.

**ARTICLE VIII**

(Special Expenditures)

Section 1 – Any special expenditure, other than funds spent for League fees, supplies and equipment or other previously mentioned expenditures, must be approved by a two-thirds (2/3) vote of the entire Board of Directors at a formal Board Meeting.

**ARTICLE IX**

(Registration)

Section 1 – Registration dates will be held to comply with League request.

Section 2 – Registration dates will be announced at least two (2) weeks in advance.

Section 3 – No child will be permitted to register and participate in Grand Island Jr. Football without written permission from his/her parent or legal guardian along with a signed Medical Release Form from his/her parent or legal guardian allowing them to participate each season. Additionally, all football players and cheerleaders will provide a copy of his/her birth certificate at the time of registration.

Section 4 – Annual registration fees will be set by the Board of Directors.

Section 5 – An annual equipment usage fee will be set by the Board of Directors.

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Section 6 – No refund of registration fees will be granted unless approved by the Board of Directors at a formal Board Meeting.

Section 7 – All monies and fees (including registration and equipment usage fees) are to be paid at time of registration.

Section 8 – All parents will sign for a copy of the parent handbook and code of conduct stating that they will read and obey all rules and regulations set forth in the handbook and code of conduct. The form shall also include in which manner the parent/guardian chooses to receive the Grand Island Junior Viking Constitution & By-laws. Player's parents that do not sign these documents will be ineligible to participate in the Organization.

Section 9 - If a player or cheerleader violates the code of conduct, past or present, must have board approval before they are allowed to register.

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**ARTICLE X**

(Coaching)

Section 1 – Anyone interested in teaching leadership, sportsmanship, and the fundamentals of football and cheerleading shall be allowed to coach if the proper volunteer forms are completed, if the background check by the Organization Attorney is found to be satisfactory and if accepted by a majority approval of the Board of Directors.

Section 2- The head coach position of each team shall be determined by the Board of Directors annually. All prospective head coaches shall fill out an intent form and deliver this form to the Secretary prior to the April Board Meeting of the upcoming football season.

The board shall review the forms at the April meeting and will vote on Head Coach positions for the upcoming season.

The Board of Director's reserves the right to reject a Head Coach for any actions deemed inappropriate of the Board of Directors. A 2/3 confirmation vote must be attained in order to reject a current Head Coach. If there is an open Head Coach position, the position shall be appointed by the Board of Directors. The Assistant Coaches shall be appointed by the Head Coach, with approval of the Board of Directors.

Section 3 – All coaches shall abide by the rules and regulations set forth by the Niagara Youth Football League, the Grand Island Jr. Football Handbook and Grand Island Jr. Football Code of Conduct.

Section 4 – Any coach having a fine or disciplinary act levied upon him/her by the league will appear before the Board of Directors for a hearing and will accept their decision concerning his/her future affiliation with the organization.

Section 5 – Coaches must be a member in good standing with the organization.

**ARTICLE XI**

(Miscellaneous)

Section 1 – There shall be a standing Audit Committee, whose members shall be the President of the organization and two (2) General Members, whose term shall be one (1) year, the Treasurer shall not be a member of this committee. The Audit Committee shall be responsible for reviewing all financial transactions of the organization and shall report any irregularities found to the Board of Directors for their action. At the expiration of their term in office or resignation or removal of any member of the Board of Directors, all books, monies, and other properties belonging to the organization shall be turned over to the Audit Committee within a seven (7) day period, for a completion of an audit.

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Section 2 – Any member incurring a debt under the name of this organization without prior approval of the Board of Directors shall be held personally responsible for that debt.

Section 3 – No salary or other monies shall be paid any member of the Board of Directors or any member of the Organization. If it becomes necessary to pay someone to fulfill the duties performed by a member of the Board of Directors, that person will not be a member of the Board of Directors and is, therefore, not eligible to vote or participate in meetings.

Section 4 – A three (3) year jacket shall be given to each football player and cheerleader who has been in Grand Island Jr. Football for three (3) consecutive years.

Section 5 – Any pre-season play/tournament will be allowed solely by the discretion of the Board of Directors. All set-up and rules will be determined by the Board.

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