

Vernon Youth Football & Cheerleading By-Laws 2008

Article I - Title

SECTION I:

This organization herein and hereafter shall be known as the Vernon Viking Youth Football and Cheerleading, Inc. trading as the Vernon Vikings.

Article II - Headquarters

SECTION I:

The principle headquarters of the Vernon Vikings shall be situated in the Township of Vernon in Sussex County, NJ.

Article III - Objectives

SECTION I:

- A. To promote good sportsmanship among participating boys and girls.
- B. To educate and instruct the participants towards a better understand of the game of football and sport of cheerleading.
- C. To provide a suitable environment for youth to participate in an organized program.

Article IV - Membership

SECTION I:

Membership of the Vernon Vikings shall consist of each family whose child participates in the Vernon Vikings program, or any adult approved by the Executive Board, who is willing to actively participate in league functions.

SECTION II:

All adult members shall be eligible to vote if he or she attends (5) regular meetings within a 12-month period up to and including a voting meeting. Members who meet these requirements will be known as voting members. (The meeting in which the vote takes place will count as (1) of the (5) required regular meetings.)

SECTION III:

All members shall receive a copy of the by-laws upon request.

SECTION IV:

A quorum shall be one - third (1/3) of the voting membership.

Article V - Meetings

SECTION I:

The regular meetings of the Vernon Vikings shall take place monthly, time to be determined at the first meeting of the new year , held at the Vernon Viking Headquarters.

SECTION II:

A special meeting may be called by the President whenever he/she may deem it necessary. A special meeting is defined as any meeting other than the 12 regular monthly meetings, excluding Executive Board meetings, which can be held at any time.

SECTION III:

Special meeting notification must be in writing, seven (7) days in advance, wherever possible.

Article VI - Officers and Elections

SECTION I:

- A. The elected officers of the Vernon Vikings shall be President, Vice President, Treasurer, Secretary, Football Director and Cheerleading Director.
 - 1. Terms shall be one (1) year.
 - 2. These elected officers shall constitute the Executive Board.
- B. The Board of Trustees shall consist of the President, Vice President, Secretary and Treasurer.
 - 1. The Board of Trustees shall be sole custodian of all property and records of the Vernon Vikings.
 - 2. Shall approve all bills outside of and over (current or anticipated) budgeted cost center ordered paid.
 - 3. Responsible for approving the annual budget and general supervision of the financial affairs of the Vernon Vikings.

SECTION II:

Any member seeking an elective office must be a voting member of said organization.

SECTION III:

- A. Nominations for officers can only be made from the floor by voting members during the regular meetings in October and November with election to be held at the regular meeting in December or at the next scheduled meeting.
- B. Eligibility of nominees will be made by the Secretary before the vote takes place.
- C. Nominees must be present to accept the nomination.

SECTION IV:

- A. All elections held shall be governed by majority or plurality vote of eligible members present Plurality being the largest number of votes obtained in a situation where three or more choices are possible.
- B. Voting method is by ballot.
- C. When there is no contest, the Secretary shall cast one ballot for same.

SECTION V:

Absentee voting, other than in elections, shall be permitted if said member is absent for illness, death in the family or other catastrophic reason which will be recognized by the President.

SECTION VI:

A write in vote shall not be permitted at any election.

SECTION VII:

All officers and committee chairmen of the Vernon Vikings shall have their books, records, files, papers, etc. available at all times for inspection by the Board of Trustees. All officers upon expiration of their term of office, or from resigning from or upon dismissal from the Vernon Vikings shall turn over to their successors in office, or upon demand of this organization, all money, books, records, files, papers or any other matter in their possession which is or may be considered the property of the Vernon Vikings.

Article VII - Duties of Officers

SECTION I:

A. President

1. Have the power to call monthly meetings and to conduct the meeting in accordance with these by-laws and parliamentary procedure by Roberts Rules of order.
2. Shall preside over all meetings and enforce the strict observance of the by-laws.
3. Advise this organization in its works and proceedings.
4. See that all officers perform their respective duties.
5. Decide question of order
6. Sit as judge and declare the results of all elections.
7. Appoint all committee chairmen.
8. Sign all orders
9. Countersign all checks for new Football Helmets and Pads, Cheer Uniforms, Building or Equipment and any discretionary spend > \$500
10. Sign all legal documents of the Vernon Vikings. i.e. insurance policies, licenses, etc.
11. Call upon any member for aid or assistance.
12. The President does not vote unless the vote is by ballot. In case of a tie the President can only vote in the affirmative to change the outcome.
13. Responsible for managing (Income/Expense) and administering the General Administration Budget

SECTION II:

A. Vice - President:

1. In absence of the President the Vice-President serves in his/her place and assumes all Presidential duties.
2. If the President vacates his/her chair the Vice President shall assume his position.

3. Should any vacancy exist in the office of the Vice-President, for any cause, the unexpired term shall be filled by appointment by the President, with approval of remaining officers, until the next annual election of officers.
4. Responsible for managing (Income/Expense) and administering the Snack Bar Budget.

SECTION III:

A. Treasurer

1. To collect all monies and deposit same in the bank approved by the Vernon Vikings.
2. He/she shall pay no money except on an order or direction by the President.
3. All payments shall be made by check.
4. He/she shall keep an accurate record of all money received and paid.
5. Have all accounts ready for settlement in the month of January of each year.
6. He/she shall at the expiration of his / her term of office, deliver to his/her successor or other designated person by the elected officer's property belonging to the Vernon Vikings.
7. Perform other such financial duties as prescribed by this organization.
8. An annual audit shall be conducted by an independent auditor as directed by the Executive Board.
9. Shall audit Budget Owners as defined under Article VII and ensure budgets are administered and executed as per plan.

SECTION IV:

A. Secretary

1. Record the minutes of all regular meetings.
2. Make the minutes and organizational documents available to members at reasonable times and places.
3. Maintain current, accurate copies of all organizational documents.
4. Maintain a roster of voting members.
5. Call the roll when required.
6. Shall be in charge of "sunshine" duties.
7. In the absence of the secretary the President shall designate another board member to record the minutes.
8. At the expiration of his/her term of office, shall deliver to his / her successor or other designated person, all property, records and correspondence belonging to the Vernon Vikings in his/her possession.

SECTION V:

A. Football Director

1. Shall schedule and supervise football team practices.
2. He/she shall strictly enforce and adhere to the objectives of the Vernon Vikings as listed in Article III.
3. Coordinate all phases of the program with approval of the Board of Trustees.

4. Schedule the football games and officials and may register each of the team's candidates.
5. Ensure that all coaches possess an NYSCA certification or the equivalent thereof.
6. Ensure that each team has a minimum of two (2) coaches. (maximum set by North Jersey Youth Football League)
7. Shall appoint coaches with the approval of the Executive Board.
8. Shall dismiss, with the approval of the Executive Board, any coach who purposely or knowingly violates these by-laws.
9. Responsible for managing (Income/Expense) and administering the Football Budget

SECTION VI

A. Cheerleading Director

1. She/he shall strictly enforce and adhere to the objectives of the Vernon Vikings as stated in Article III.
2. Coordinate all phases of the program with approval of the Board of Trustees.
3. Ensure that all coaches possess a NYSCA certification or the equivalent thereof.
4. Ensure that each squad has a minimum of two coaches
5. Shall appoint coaches with the approval of the Executive Board.
6. Shall dismiss, with the approval of the Executive Board, any coach who purposely or knowingly violates these by-laws.
7. Responsible for managing (Income/Expense) and administering the Cheerleading Budget.

Article VIII - Special Committees

SECTION I

The Executive Board shall have the authority to appoint any committee with a chairman for the operation of any activity.

SECTION II

If any activity becomes a permanent function of the Vernon Vikings, the Executive Board may recommend that it be added to the by - laws at the end of the fiscal year.

Article IX - Standing Committees

SECTION I

A. Public Relations

1. The committee shall be headed by a chairperson appointed by the newly elected President at the regular meeting in January of the new fiscal year.
2. The committee will be charged with the responsibility of delivering all the football and cheerleading teams and organization news to the newspapers, radio stations and other appropriate mass media.

SECTION II

A. Equipment Committee

1. The committee shall be headed by a chairperson appointed by the newly elected President at the regular meeting of the new fiscal year.
2. The equipment committee shall submit an estimated annual budget to the finance committee for new equipment needed with the recommendations from the Football Director and/or Cheerleading Director. They shall store, maintain and issue all equipment and keep current inventory of same.

SECTION III

A. Field Supervision Committee

1. The committee shall be headed by a chairperson appointed by the newly elected President at the regular meeting in January of the new fiscal year.
2. The field supervisor chairperson and his/her committee shall be in charge of the field preparation for all games and sideline security.

SECTION IV

A. Snack Bar Committee

1. The committee shall be headed by a chairperson appointed by the newly elected President at the regular meeting in January of the new fiscal year.
2. The committee shall be responsible for the maintenance and functioning of the snack bar during the said football and cheerleading season.
3. Security of said snack bar is the responsibility of the snack bar chairperson.

SECTION V

A. Finance Committee

1. The committee shall be headed by a chairperson appointed by the newly elected President at the regular meeting in January of the new fiscal year.
2. It will be charged with the responsibility for preparation of an estimated budget and recommendation of expenditures.
3. At the regular meeting in the month of the Executive Board's choice, to be announced on month prior, an estimated budget shall be submitted by the committee showing anticipated income and estimated expenditures for the coming year which will be open for discussion. Necessary changes shall be made and put to a vote at the meeting no later than July of that fiscal year.
4. The expenditures will be listed on the budget in order of priority established by the Executive Board upon recommendation of the committee due to the fact, if income is not achieved, the lesser important items can be considered at a later date.
5. Any emergency deviation from the budget shall be made with the recommendation of the Executive Board and the approval of at least one (1) member of the finance committee.

6. All monies collected will be turned over to the Treasurer for deposit in the bank approved by the Vernon Vikings. At each monthly meeting a financial report will be made available to the members attending the meeting showing actual figures. This report will be prepared by the treasurer.
7. Special meetings of the finance committee may be set up by the President and/or Treasurer as he/she deems it necessary.

SECTION VII

A. Fundraising Committee

1. The committee shall be headed by a chairperson appointed by the newly elected President at the regular meeting in January of the new fiscal year.
2. It will be charged with the responsibility of making a recommendation for fundraising to the Executive Board.
3. The committee will oversee all fundraising activities.
4. Shall submit estimated costs and expected profit for approval by the Executive Board.

Article X - Order of Business

1. Call meeting to order
2. Reading and approval of minutes
3. Treasurer's report
4. Reading of communications
5. Reports and their disposal
6. Unfinished business
7. New business
8. Announcements
9. Programs
10. Anything for the good of the organization
11. Adjournment

Article XI - Participation - Football Teams

SECTION I

- A. Participation shall be extended to youths of the age and weight specifications determined by the North Jersey Football League.
- B. Requirements:
 1. All football players must have a physical examination from the current year and be declared physically sound by providing a signed statement by a physician.
 2. All football players must submit a signed consent by his/her parent/legal guardian.
 3. All football players must initially submit a birth certificate.

Article XII - Instructional Teams

SECTION I

All instructional team(s) may be formed upon recommendation of the football director. They will be under the control of the football director or his representative.

Article XIII - Pre and Post Season Activities - Football

SECTION I

All pre and post season activities shall be directed by the Executive Board and supervised by the football director.

Article XIV - Participation - Cheerleading Squads

SECTION I

- A. Membership shall be extended to all youth of the same age limits as the youth on the football teams.
- B. Requirements:
 - 1. All cheerleaders must have a physical examination from the current year and be declared physically sound by providing a signed statement by a physician.

Article XV - Pre and Post Season Activities - Cheerleading

SECTION I

All pre and post season activities shall be directed by the Executive Board and supervised by the Cheerleading Director.

Article XVI - Grievances

SECTION I

- A. Any member of the organization that has a grievance should submit it in writing to any Board member or appropriate official.
- B. All grievances will be resolved by the Executive Board or other appropriate official.
- C. Disciplinary action involving a suspension of a football player or cheerleader for more than one game must be approved by the Executive Board.

Article VII - Amendments, Repeals, etc.

SECTION I

- A. The Constitution and By Laws of the Vernon Vikings can be amended or repealed upon two (2) readings of suggested amendment or repeal at consecutive regular meetings with a vote to take place at a third meeting. All proposed amendments or repeals by the membership are to be made during the months of January through June, with June being the last month to receive any proposals. This allows a six (6) month window of opportunity for any changes to be made and allows the start of the Football and Cheerleading season along with nominations and elections of officers to be constituted under said By-law.

A. The amendment or repeal must be approved by two - thirds (2/3) of the voting membership.

By-laws publish date February 2008.