

Auburn Junior Football Association Bylaws

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I. STATEMENT

The name of this organization is the Auburn Junior Football Association (AJFA). This Association shall be allowed to conduct business as the Auburn Panthers.

No other sports division may be added or allowed similar rights as the Auburn Junior Football Association, Auburn Panthers.

It is headquartered in Auburn, in the Great Valley of King County, Washington. Its mailing address is P.O. Box 1278 Auburn, WA. 98071-1278.

II. OBJECTIVES

The objectives of the AJFA, which are to be achieved through a supervised, competitive athletic program, are:

To inspire youth, regardless of race, color, creed; To practice ideals of health, citizenship and character as reflected in the life of Glenn S. "Pop" Warner; To bring youth closer together through the means of a common interest in sportsmanship, fair play and fellowship; To impart to the game elements of safety, sanity and intelligent supervision; To keep the welfare of our youth first, foremost and entirely free of adult lust for glory;

To provide a competitive football program for our youth and to acquaint the players with the fundamentals of the game rules; passing, running, kicking, blocking and tackling;

To acquaint cheerleaders with the fundamentals in organized cheer and dance routines;

To stress the importance of education; to support parents and players in academic achievement;

To uphold the constitution and Bylaws of the Puget Sound Junior Football League (PSJFL) and the Auburn Junior Football Association (AJFA).

III. DEFINITIONS/INTERPRETATIONS

A. MAJORITY VOTE

Majority vote, as referred to in these Bylaws, shall be defined as the greater number of votes cast for one side, relative to the total number of votes cast. For purposes of determining the total number of votes cast, abstention votes shall not be considered.

B. QUORUM

A majority of the Board of Directors must be present at any regular or special meeting of the Board of Directors to constitute a quorum, **as referred to in these Bylaws. A quorum must be present for the transaction of official business of the AJFA.**

C. COACHES

In all instances where “Coaches” are referenced, this shall include all Head Coaches, Assistant Coaches and their staff, except where noted.

D. FISCAL YEAR

The fiscal year for the AJFA shall coincide with the calendar year from January 1 to December 31 of each year.

E. INTERPRETATIONS

All interpretations of these rules and Bylaws by the Board of Directors shall be final and are not subject to appeal.

IV. GENERAL MEMBERSHIP

A. QUALIFICATION AND TERM FOR GENERAL MEMBERSHIP

General membership in the AJFA is open to parents/guardians of children participating in the AJFA program, **or who signify an interest in the attainment of the AJFA and PSJFL objectives by attending three (3) consecutive General membership meetings,** and who qualify for membership under one of the conditions hereinafter provided. Term of general membership, for the purpose of establishing voting eligibility, **is from May 1 to April 30 of the next year.**

B. VOTING RIGHTS AND PRIVILEGES

Any General members that have no outstanding debt to AJFA or PSJFL and are in good standing with AJFA and PSJFL obtains the right and privilege to vote. General members have the right and privilege to vote on all issues requiring total membership concurrence, including **scheduled elections** and/or recall of the Board of Directors. **Each member must be present to vote and he/she is entitled to one (1) vote.**

C. OFFICE/COMMITTEE MEMBERS

Members are eligible for candidacy to any elected or appointed position in the AJFA. **This includes all Board and Committee positions designated by the AJFA Bylaws and those deemed necessary by the AJFA Board of Directors.**

D. COMPLIANCE

All Board members and General members of the AJFA shall adhere to and uphold all rules and provisions set forth in these Bylaws **and** uphold any applicable rules, regulations and requirements set forth in the Standing League Rules of the Puget Sound Junior Football League (PSJFL). Compliance will be ensured by the Board of Directors and/or the PSJFL Board of Directors where applicable. Any members not in compliance with these rules and Bylaws will be subject to probation, suspension or expulsion from the AJFA.

This action requires a concurring vote by the Board of Directors of the AJFA at any regular or special meeting, duly held. In addition, the member in question shall have first been given written notice of the accusation against him/her and an opportunity for a hearing before the AJFA Board of Directors. Witnesses on behalf of the member in question may be present and heard from at the said hearing.

E. DENIAL OF RIGHT, TITLE OR INTEREST IN PROPERTIES

General membership in the **AJFA** does not vest or give any member the right, title and/or interest to any asset or property of the AJFA. Said property is solely and entirely vested in the AJFA.

V. BOARD OF DIRECTORS

A. GOVERNMENT

The government and responsibility to conduct business for the AJFA is vested in the members of the Board of Directors. **Each member of the Board of Directors shall have one (1) vote to cast, concerning AJFA business, where a vote has been called for.**

B. MEMBERS OF THE BOARD OF DIRECTORS

The members of the Board of Directors of the AJFA are elected (except where noted) by eligible members of the General members via written ballot, at any **scheduled** election meeting held, **at least, once** each year. The Board of Directors **consists of:**

President
Vice President
Treasurer
Secretary
Registrar
League Representative
Equipment Director

Athletic Director
Cheer **Director**
Director of Special Affairs
Merchandise Director
Concessions Director

C. DUAL POSITIONS

No member of the Board of Directors shall hold two positions at the same time. **No member of the Board of Directors shall hold the position of Head Coach, in this franchise or another, while serving in office of the AJFA or another franchise. Said member, however, may be an assistant coach or other staff assistant as requested by a Head Coach.**

D. ELECTIONS

1. Nominations

The secretary will make known to the Board of Directors and all General members, prior to the election meeting, duly scheduled and announced, the Nominating Committee's candidates, **as described in Article VII.** The secretary is responsible for having ready for distribution, at the election meeting, the ballots containing the names of individuals collected by the Nominating Committee for election.

Any Board or General member may make additional nominations for an open Board position from the floor of the said election meeting. The member exercising such a right may only nominate one (1) candidate for a given office. **The nominee must orally accept the nomination or, if not present, the member electing the nominee must present a signed letter of acceptance from the nominee at the time of such nomination.**

2. Election Meeting

At the October General membership meeting it shall be made known to the General membership that an election of officers will take place at the November General membership meeting. **The Board of Directors may, at their discretion, reschedule the Election meeting so long as it is announced to the General membership BEFORE the original Election meeting is scheduled to take place. The Board of Directors shall endeavor to reschedule the new Election meeting as close to, but not before, the original Election meeting as possible.**

3. Voting

Members eligible to vote choose one candidate of their choice, by written ballot, for each open position.

4. Election Results

The counting of the votes shall be accomplished by a Tellers Committee, **as described in Article VII**. A candidate shall be considered to be elected to a given office should he/she receive a majority of the votes cast.

Should a tie occur for an elected office, a Special membership meeting shall be scheduled within seven (7) days of the election meeting for the sole purpose of a run off election **between the tied candidates**. Should another tie occur, an immediate run off election will be held at this meeting. **If a tie still exists, the winner shall be decided by a Board of Directors vote at the next Board meeting, duly scheduled, at which a quorum is present.**

5. **Officer's Elect**

Newly elected members to the Board of Directors of the AJFA assume their responsibilities as of the first regularly scheduled Board meeting **following their election**. The outgoing members of the Board of Directors shall meet with the incoming members of the Board of Directors, duly elected, **before the first Board meeting after the said election** for the purpose of a smooth transition of the Board's functions. The member leaving office shall ensure **that all data pertinent to their office** is current by the last month **of their Term of Office** and shall surrender all records **of said office** to his/her successor.

E. **TERMS OF OFFICE**

All members of the Board of Directors hold office for a term of two (2) years, **with their election years** staggered or until their respective successors are duly elected or appointed. **The election years for each office are as follows:**

President – Even numbered years;
Vice President – Odd numbered years;
Treasurer – **Even** numbered years;
Secretary – Odd numbered years;
Registrar – **Even** numbered years;
League Representative – Odd numbered years;
Equipment Director – Odd numbered years;
Athletic Director – Even numbered years;
Cheer Director – Odd numbered years;
Director of Special Affairs – **Odd** numbered years;
Merchandise Director – Even numbered years;
Concessions Director – Odd numbered years.

F. **RESIGNATION/REMOVAL FROM OFFICE**

1. **Resignation**

A member of the Board of Directors may resign from office by notifying the Board of Directors, in writing, at any regular or special meeting, duly held, at which a quorum is present.

2. **Removal From Office**

A member may be removed from office accordingly:

a) **Absenteeism**

A member being unexcused from two (2) consecutive meetings, **duly called**, may be removed from office by a majority vote of the Board of Directors. **The vote may be called for by any member of the Board of Directors at any Board meeting, duly scheduled, following the second missed meeting.**

A **member** is not regarded as being absent from any meeting if, before said meeting, he/she was excused by another **Board member** at said meeting. A person can only be excused from one (1) consecutive meeting, duly held.

b) **Affirmative Recall**

A member may be removed from office by an affirmative recall vote of two-thirds (2/3) of the Board of Directors at any regular or special **General membership** meeting, duly held. **The vote may be called for by any member of the AJFA in writing. The vote shall be taken at the next General membership meeting, duly scheduled.**

G. **OFFICE VACANCIES**

1. **Pro-Tem**

In the event a vacancy should occur on the Board of Directors **before a member's term is served**, the Board of Directors **may** appoint a pro-tem authorized until a **Special Election meeting** for the vacant office can be held. **The pro-tem member receives all duties and powers granted by said office immediately upon appointment.**

The Special Election shall be held **no later than** the second General membership meeting, **but at least 30 days**, after the Board of Directors has been notified of the vacancy. **The election process shall be the same as the yearly Election meeting.**

2. **Assuming Vacant Office Duties**

While any office is vacant, duties of that office may be assumed by any member of the Board of Directors, as long as those duties are not specifically prohibited by the assuming member's office or assigned to another Board member by these Bylaws. A member assuming any or all duties of a vacant office does not receive that office's vote. The vacant office's vote is not cast and not counted in regards to either a quorum or a majority vote determination.

VI. RESPONSIBILITIES OF OFFICERS

A. PRESIDENT

1. General Powers And Duties Of Management

The President shall be the Chief Executive Officer (CEO) of the AJFA and shall, subject to the conditions of these Bylaws and to the control of the Board of Directors, be responsible to the general supervision, direction and control of the business affairs of the AJFA.

The President shall give their signature when necessary, **preside over all meetings and committees, except those delegated in these Bylaws**, and to show appreciation to officers and chairmen of committees for devoted service.

The President is responsible for assisting all other members of the Board of Directors in accomplishing their specific and assigned AJFA tasks.

The President has the general powers and duties of management usually vested in the office of President except where such powers and duties as may be prescribed by the Board of Directors and/or the Articles of Incorporation.

2. Presiding Over Meetings

The President is required to acquire a working knowledge of parliamentary law and procedure and a thorough understanding of these Bylaws and standing rules of the organization. The President shall always appear at the rostrum a few minutes before the meeting is scheduled to begin and is to have on hand a list of all committees for a guide in naming new appointments.

The President is responsible to maintain order; explain and decide all questions of order; announce all business; be informed on communications; entertain only one motion at a time and state all motions properly; permit none to debate motions before they are seconded and stated; and encourage debate and assign the floor to those properly entitled to it (No member may speak twice on the same questions if there are others who wish to claim the floor).

The President is responsible to put all motions to a vote and give the results; to decide tie votes or not to vote at all; to abstain from voting if wiser; to stand while stating the questions and taking the vote; to remain seated while discussion is taking place or reports are being given; to enforce the rules of decorum and discipline; to talk no more than necessary when presiding; to be absolutely fair and impartial; and to extend every courtesy to the opponents of a motion even though the motion is one that the presiding officer favors.

3. Privileges

The President is responsible to debate motions before the **floor**, if essential, but must surrender the chair until the vote has been taken. The President is to use “general consent” which saves time when routine matters are considered (i.e. “If there are no objections, we will...”). If there is an objection, he must take a vote.

The President is to preside during nominations and elections even if he/she is a candidate. When he/she is **a candidate, even if he/she is the sole nominee**, the Vice President will put the election to vote.

B. VICE PRESIDENT

1. Absence Of The President

The Vice President, in the absence of the President, performs all of the duties delegated to the President. When acting, he/she has the vested powers of the President as well as any restrictions so imposed upon that office. If the Vice President is not willing to perform the duties of the President during his absence or when circumstances make it necessary to assume the Presidency, the Vice President should resign from office.

2. **AJFA Annual Budget And Itemized Office Budget Requests**

The Vice President shall be responsible for the submission of the AJFA yearly budget, to the Board of Directors, by the April Board Meeting for approval. Each office requesting funds at the beginning of the year shall submit an itemized budget request to the Vice President for his/her consideration. The requests shall include, but are not limited to; number of items, price per item, proposed sale price, total money requested and estimated income. The Merchandise Director, Concessions Director and the Director of Special Affairs must turn in requests that have positive cash flow (do not lose money). It is recommended that the Vice President work with the Treasurer to determine estimated income, estimated expenditures and estimated yearly totals for budget considerations.

3. General Powers And Duties

The Vice President is responsible for **the scheduling of all activities, meetings and events associated with the AJFA including registration and sign-up activities, all Board and General Membership meetings, all fund raising activities and all AJFA sponsored activities, except practice field and game field assignments** or other scheduling duties/responsibilities delegated elsewhere under the provisions of these Bylaws.

The Vice President is responsible **for the coordination of all activities and duties necessary for the AJFA to host any** playoff or championship games.

C. TREASURER

1. Records

The Treasurer shall keep and maintain and/or cause to be kept and maintained, adequate and correct accounts of the moneys, properties and business transactions of the AJFA. This includes accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and/or income from any source or kind, derived by the AJFA from any of its activities.

The Treasurer shall be prepared to have any or all of his/her records inspected upon demand of any AJFA member, presented to the Board of Directors, in writing. Such an inspection shall occur within **seven (7) days of the member presenting** the written request.

2. General Powers And Duties

The Treasurer shall promptly deposit all moneys and valuables in the name of and to the credit of AJFA accounts with such depositories as designated by the Board of Directors. **The Treasurer and the Concessions Director shall establish procedures for the handling of funds from any AJFA concessions stand. The Treasurer and the Merchandise Director shall establish procedures for the handling of funds from any AJFA merchandise stand.**

The Treasurer shall, if requested to do so, work with the Vice President in the preparation of the AFJA yearly budget.

The Treasurer disburses the funds of the AJFA in such a manner as may be ordered by the Board of Directors. The Treasurer will render an accounting of all or any of his/her transactions on behalf of the AJFA.

D. SECRETARY

1. Meetings

The Secretary is the custodian of the minutes and the Bylaws of the AJFA. The Secretary shall keep the minutes of the meetings and shall provide minutes of the previous meetings. The Secretary shall record the proceedings (what is done), not the debate (what is said), and is to record the name of the member who introduced a motion. It is not necessary for the Secretary to record the second.

The Secretary shall make notice of eligible members to vote at **any Election** meeting and is responsible to take roll call. The Secretary shall mark the absentees at Board meetings and have a list of all officers, Board members and general members.

2. **Announcements**

The Secretary shall be responsible for the making of any flyers, post cards or announcement letters notifying the General membership of meetings and activities, including sign-ups. The Secretary shall submit an itemized budget request to the Vice President by the March Board meeting of each year.

3. General Powers And Duties

The Secretary shall notify all members of meetings and is responsible to read important correspondence (or give the “gist” of matters). The Secretary shall notify committees of their appointments of business and take care of all documents belonging to the organization when requested.

The Secretary shall call a meeting to order, in the absence of the President **and** the Vice President, and is to preside until the election of a chairmen pro-tem, which should take place immediately. The Secretary shall further conduct correspondence as directed.

The Secretary shall be responsible for managing the phone message machine of the AJFA. Any phone messages to members of the Board or coaches shall be forwarded accordingly. The Secretary shall be responsible for the picking up of the AJFA mail from the registered post office box. Any items needing to be forwarded to other members of the Board or coaches shall be done so accordingly.

E. REGISTRAR

1. Rosters

The Registrar shall be responsible for **the coordination and implementation** of all registration and sign-up activities, for cheer and football, related to the AJFA. **The Registrar shall be responsible for the correct paperwork for each participant and maintain an active roster for each team, football and cheer, associated with the AJFA.** The Registrar shall make available current rosters to each Head Coach and Team Mom.

2. General Powers And Duties

The Registrar shall be responsible for the distribution of all mailers, flyers and/or post cards announcing any and all sign-ups associated with the AJFA. **The Registrar will be responsible, assisted by the League Representative, to observe all game day weigh-ins for each team and be sure the AJFA and their opponents are in compliance with the PSJFL Standing Rules concerning teams, weights and rosters.**

F. LEAGUE REPRESENTATIVE

1. Liaison

The League Representative is the official liaison between the AJFA and the PSJFL Board of Directors. He/She represents the AJFA at all the PSJFL meetings and shall attend all duly scheduled League meetings that require franchise representation. It is his/her responsibility to honor and protect the interests of the AJFA at such meetings and to keep the Board of Directors, coaches and **membership** informed of all League actions, decisions and proceedings.

2. **Injuries And Insurance**

The League Representative is responsible for the tracking/handling of all AJFA injury reports, insurance forms and claims and shall report any such injuries and/or claims to the AJFA Board of Directors and the PSJFL Insurance Coordinator as necessary. The League Representative shall abide by all the requirements set forth by the PSJFL in its Standing League Rules as they relate to the office of the Insurance Coordinator.

3. General Powers And Duties

The League Representative is responsible for coordinating and/or conducting the certification process of all players/participants **in the AJFA** with the PSJFL. **He/She will assist the Registrar at game day weigh-ins. The League Representative shall have available, at all scheduled games, complete rosters of all teams associated with the AJFA.**

The League Representative shall report AJFA game scores to the PSJFL at the end of each game day. The League Representative shall communicate scores and conference team standings to the **Board of Directors and** coaches on a weekly basis, when applicable and available.

G. EQUIPMENT DIRECTOR

1. Availability And Storage Of Equipment

The Equipment Director is responsible for seeing that all football equipment required by teams, **including cheer**, is conveniently available to such teams for **all** regularly scheduled practices and games, **including playoffs**. The Equipment Director is responsible for the safe storage of all items in a place designated and provided by the Board of Directors between each playing season.

2. Distribution And Replacement Of Equipment

The Equipment Director **shall** properly record the distribution of all football **and cheer** equipment, **including uniforms, received by each player, coach, staff and/or Board member during the season**. The Equipment Director **shall** arrange for the repair, cleaning and/or replacement of all football and cheer equipment as required **and/or needed**.

The Equipment Director shall keep the Board of Directors informed as to the condition of all football **and cheer equipment**, including uniforms, and is to make every reasonable effort to anticipate replacement needs for the equipment. **The Equipment Director shall submit an itemized budget request to the Vice President by the March Board meeting each year.** He/She is to order requests for any replacement items sufficiently in advance of the actual need.

H. ATHLETIC DIRECTOR

1. Administration

The Athletic Director shall be directly responsible to the Board of Directors for the formulation, implementation and day to day administration of all football programs of the AJFA.

The Athletic Director shall coordinate and supervise the actions and activities of all football coaching staffs associated with the AJFA. The Athletic Director shall maintain accurate records of all football coaching staffs that at a minimum consist of full name, address, phone number and past experience **of each staff member.** The Athletic Director is responsible for coordinating and/or conducting any preseason coaching clinics and/or required certifications.

The Athletic Director is responsible for reserving and/or making all necessary arrangements for use of game/practice fields, gymnasiums, rooms, etc. for all football activities duly sponsored by the AJFA. This responsibility includes coordinating necessary field markings, seating arrangements, facility/gate openings, lighting facilities, etc. **or any other arrangements necessary by these Bylaws and/or PSJFL Rules.**

2. Athletic Review Committee Chair

The Athletic Director shall chair the Athletic Review Committee. In this regard, the Athletic Director assumes Presidential duties as described in Article VI and its subsections.

The Athletic Director shall hold at least two (2) coaches meetings per year, one preseason and one post season, through the Athletic Review Committee. In addition, the Athletic Director shall hold a yearly review of each football coach, as described in Article XII.

3. Assistant Athletic Director

The Athletic Director **shall** appoint, subject to Board approval, an Assistant Athletic Director. **The Assistant Athletic Director may not be a Head Coach or Board member in the AJFA or other franchise. The Assistant Athletic Director will assist the Athletic Director as necessary.**

In the event the Athletic Director is removed or resigns, the Assistant Athletic Director immediately becomes the Athletic Director pro-tem. The Assistant Athletic Director assumes all powers and duties granted by these Bylaws. If there is no Assistant Athletic Director when the Athletic Director leaves office, the Athletic Review Committee will elect a coaches representative.

I. CHEER DIRECTOR

1. Administration

The Cheer Director shall be directly responsible to the Board of Directors for the formulation, implementation and day to day administration of all cheer programs of the AJFA.

The Cheer Director shall coordinate and supervise the actions and activities of all cheer coaching staffs associated with the AJFA. The Cheer Director shall maintain accurate records of all cheer coaching staffs that at a minimum consist of full name, address, phone number and past experience **of each staff member**. The Cheer Director is responsible for coordinating and/or conducting any preseason coaching clinics and/or required certifications.

2. Athletic Review Committee

The Cheer Director shall serve on the Athletic Review Committee and shall be second only to the Athletic Director. In the absence of the Athletic Director, the Cheer Director shall serve as chair of the Athletic Review Committee and be responsible for all duties and responsibilities of said office in regards to said committee.

3. Assistant Cheer Director

The Cheer Director shall appoint, subject to Board approval, an Assistant Cheer Director. The Assistant Cheer Director may not be a Head Coach or Board member in the AJFA or other franchise. The Assistant Cheer Director will assist the Cheer Director as necessary.

In the event the Cheer Director is removed or resigns, the Assistant Cheer Director immediately becomes the Cheer Director pro-tem. The Assistant Cheer Director assumes all powers and duties granted by these Bylaws. If there is no Assistant Cheer Director when the Cheer Director leaves office, the Athletic Review Committee will elect a coaches representative.

J. DIRECTOR OF SPECIAL AFFAIRS

1. Activities And Events

The Director of Special Affairs is responsible for coordinating all fund-raising activities and special affairs and events related to the AJFA.

2. **Media Assistant**

The Director of Special Affairs shall appoint a Media Assistant. The Media Coordinator is responsible for developing and maintaining the AJFA website. This includes updating of the website calendar, monitoring the guest book and message boards and any notices important to the AJFA General membership on a continuing basis.

3. General Powers And Duties

The Director of Special Affairs shall develop a plan, for each year of his/her term, to secure funds for the AJFA. Such a plan shall be presented to the Board of Directors, for its approval, **by the February Board meeting each year.** All methods of raising funds are subject to, and need, Board approval. **Upon Board approval of that years plan, the Director of Special Affairs shall submit an itemized annual budget request to the Vice President by the March Board meeting each year.**

K. MERCHANDISE DIRECTOR

1. Merchandise Stands

The Merchandise Director shall be responsible for the supervision and day to day operations of any AJFA merchandise stand. **He/She** is responsible for the ordering and selling of all football and cheer merchandise including T-shirts, sweatshirts, hats, jackets, **mugs**, etc. **The Merchandise Director and the Treasurer shall be responsible for establishing procedures for the handling of funds from any AJFA merchandise stand.** The Merchandise Director shall be responsible to see that all receipts and moneys are recorded and given to the Treasurer for deposit.

2. General Powers And Duties

The Merchandise Director **shall** be responsible for coordinating the taking of team pictures and the **purchase** of year end trophies. **The Merchandise Director shall submit an itemized budget request to the Vice President by the March Board meeting each year.**

L. CONCESSIONS DIRECTOR

1. Concession Stands

The Concessions Director shall be responsible for the day to day operations of any concession stand associated with the AJFA. **The Concessions Director and the Treasurer shall be responsible for establishing procedures for the handling of**

funds from any AJFA concession stand. The Concessions Director shall be responsible to see that all receipts and moneys are recorded and given to the AJFA Treasurer for deposit.

2. General Powers And Duties

The Concessions Director shall coordinate and supervise all concessions stand purchases and sales. He/She must get approval from the Board of Directors for all items purchased in excess of \$20 that are not for resale. **The Concessions director shall submit an itemized budget request to the Vice President by the March Board meeting each year.**

M. **OTHER POWERS AND/OR DUTIES**

All offices and officers have such other powers and/or duties as prescribed by the Board of Directors and/or these Bylaws or the Articles of Incorporation and which are not inconsistent with these Bylaws or the Articles of Incorporation.

VII. COMMITTEES

A. **AUTHORITY**

All members of the Board of Directors have the authority to appoint committees and/or individuals to assist them in the performance of their duties.

The Board of Directors has the right to authorize the formation of Special Committees, when required, to study and/or perform any special functions associated with the operations of the AJFA and which are not in conflict with these Bylaws.

Members of a standing committee do not have a direct vote in any actions and/or decisions of the AJFA Board of Directors. **They may, however, provide recommendations to the Board of Directors for their approval.**

B. **REQUIREMENTS**

The Board member requiring the committee is responsible for presenting the goals of such a committee and its prospective members to the Board of Directors for approval.

The Board of Directors controls the number of individuals allowed to serve on a committee and those individuals selected to serve must be members of the AJFA.

C. **STANDING COMMITTEES**

1. **Athletic Review Committee**

a) **Members**

The Athletic Review Committee shall be made up of AJFA's six (6) Head Coaches (89er, Sweet Pea, Bantam, Midget, Pee Wee and Cheer), **the Cheer Director** and the Athletic Director. In the event of a vacancy of a Head Coach, the Athletic Director shall appoint another coach from within the AJFA to sit on the committee until the vacant Head Coaching position is filled. **In the event the Athletic Director's position is unfilled, the Cheer Director will assume the Athletic Director's roles and responsibilities in regards to this committee.**

b) **Responsibilities and Duties**

The responsibility of the Athletic Review Committee shall be as follows:

- (1) **Investigating** all complaints **from members of the AJFA** against coaches within the AJFA;
- (2) **Investigating** all complaints **from members outside the AJFA, including the PSJFL**, against coaches within the AJFA;
- (3) Recommendations to the AJFA Board of Directors for any disciplinary action against any coach within the AJFA; and
- (4) **A yearly, preseason review of coaching standards and goals within the AJFA.**

c) **Meetings/Hearings**

The Athletic Director shall give at least seventy-two (72) hours notice of a Committee meeting or hearing. The Athletic Director shall **present** each member with an agenda and call the meeting/hearing to order. The meeting/hearing shall be conducted in accordance with Robert's Rules of Order and accepted Parliamentary Procedure. The Athletic Director may call upon another member of the AJFA Board of Directors to record the minutes of the committee meeting/hearing. The Athletic Director may designate the committee meeting/hearing closed, if he/she sees fit, unless a majority of the committee members vote to keep it open.

The committee shall meet to address any of the issues stated in **Article VII, Section C, Subsection 1b**. If the issues involve complaints against a coach, the coach shall have every opportunity to address the complaint against them and provide evidence and witnesses on their behalf.

Any issues before the committee shall be decided by a majority vote. All committee members agree to abide by and support the recommendations of the committee, **even if they were against the findings and/or recommendations during the vote.**

d) **Reports**

The committee will issue reports to the AJFA Board of Directors after each meeting/hearing. The report shall contain one or more of the following:

- (1) A determination of whether or not any AJFA or PSJFL rules or Bylaws were violated;
- (2) If rules or Bylaws were broken, a determination to whether or not the violations were inadvertent or deliberate;
- (3) Recommendations or sanctions, if any, agreed to by the committee; &
- (4) **Recommendations of any goals or standards required by a coach, coaches or the AJFA as a whole.**

2. **Tellers Committee**

a) **Members**

The Tellers Committee shall consist of no less than three (3) non-candidate Board members of the AJFA. **Additional members may be added with Board approval. For elections held in even years, the three (3) members shall consist of the Secretary, the League Representative and the Director of Special Affairs. For elections held in odd years, the three (3) members shall consist of the Treasurer, the Registrar and the Media Director. If any of the designated member's offices are vacant or are up for election, other Board members shall be appointed, as necessary, by the Board of Directors.**

b) **Responsibilities and Duties**

The responsibility of the Tellers Committee shall be to count the votes cast in elections determining offices of the Board of Directors. At any yearly or special Election meeting, the committee members shall collect the ballots from members of the AJFA as they are cast. Once all the ballots have been collected, the committee will retire to a separate chamber and count the votes. After the votes have been confirmed, the committee will present a written list to the President announcing the newly elected members.

3. **Nominating Committee**

a) **Members**

The Nominating Committee shall be formed **between August 1 and September 30** of each year. The committee shall be composed of **three (3) to six (6)** General members of the AJFA. Members of the Board of

Directors may not serve on the committee. **The Board of Directors shall appoint volunteers to the committee, within the stated time frame, up to the maximum number allowed. The Board shall endeavor to get one (1) volunteer from each age group including cheer (89er, Sweet Pea, Bantam, Midget, Pee Wee and Cheer) to serve.**

b) **Responsibilities and Duties**

The Nominating Committee is responsible for selecting, screening and presenting to the AJFA Secretary, prior to October 31 of a given year, a minimum of two (2) nominees' for each vacancy of the Board of Directors. Members of the Nominating Committee are not excluded from becoming candidates for office.

The Nominating Committee is also responsible for having ready for distribution, at any yearly or special Election meeting, the ballot containing the names of individuals collected by the committee for election. **The ballots must also contain space for floor nominations to be written in, as described in Article IV.**

VIII. **CALENDAR**

A. **EVENTS**

The Board of Directors will prepare a calendar of all meetings **and events for one calendar year** and issue this **calendar to the General membership during or before the April** General membership meeting. This **calendar** will also be in the Parent pamphlet that will be handed out during **any** scheduled sign-ups. **This calendar is not binding but is to be used as an outline of activities planned for the coming year. The Board of Directors shall retain the right to reschedule any activities, events or meetings listed on the calendar as they deem necessary.**

B. **GENERAL MEMBERSHIP MEETINGS**

The General membership shall meet once per month at such a time and place designated by the President. The purpose of these meetings shall be to inform the General membership of the operations and status of the AJFA. Additional meetings may be called at the discretion of the Board of Directors.

C. **BOARD OF DIRECTORS MEETINGS**

The Board of Directors will meet as required, but at least once a month, at such a time and place as designated by the President and shall be held prior to the General membership meeting of each month. These meetings are open to the General membership unless the Board calls a closed meeting.

IX. FINANCIAL PROCEDURE

A. ANNUAL BUDGET

The AJFA Board of Directors shall approve an annual budget on or before the April Board Meeting each year. The budget is to be prepared and submitted by the Vice President. The budget shall contain all estimated incomes and expenditures for the current calendar year. The budget must be submitted with a positive cash flow (can not show a loss).

B. CHECKS AND/OR DRAFTS

Any check and/or draft issued in the name of the AJFA, for any reason, must be signed by a Board of Director on file with the banking institution of the AJFA. The Board of Directors to have such authority are: the President, Vice President, Treasurer, Athletic Director and Concessions Director.

In addition, any check and/or draft over \$250, **must be approved by the Board of Directors and** be signed by two (2) members of the Board of Directors **authorized to do so.**

C. REFUNDS

The general policy of the AJFA is that there will be no refunds to any **participant after the second scheduled game** of any year. Any extenuating circumstances will be brought **forth** to the Board of Directors for consideration. Any monies used for a fund raiser buyout are not eligible for refund.

If a participant requests a refund before the second game of a given year, the monies due for refund are determined by the following sliding scale:

- (1) A 100% refund is due if the player/cheerleader has participated two (2) weeks or less (up to 10 days);**
- (2) A 50% refund is due if the player/cheerleader has participated more than two (2) weeks, but leaves the AJFA before the first scheduled game;**
- (3) A 25% refund is due if the player/cheerleader leaves the AJFA after the first scheduled game, but before the second scheduled game.**

All refunds are due within seven (7) days of the return of all AJFA equipment. Any fees due to the AFJA for damaged or lost equipment may be subtracted from any refund at the discretion of the Board of Directors.

D. AUDITS

The financial records of the AJFA shall be turned over to a Certified Public Accountant and/or a committee of three (3) or more members of the AJFA, of which at least one must

not be a member of the Board of Directors, by the Treasurer for audit during the month of December each year. **It is recommended that at least once every three (3) years, the financial records of the AJFA are taken to an Independent Accountant to properly ensure the correctness of the records.** Additional audits may be requested by the Board of Directors whenever the Treasurer is replaced or at such times as the Board of Directors deem it advisable.

Any member of the AJFA may request, and is entitled, to view the financial records of the AJFA. The member shall submit such a request in writing to the Board of Directors. After notification of a request to view the financial records, the Board of Directors shall set up a meeting between the Treasurer and the member with the request no more than seven (7) days after the request for the review.

X. CHANGING OF THE BYLAWS

A. TIME PERIOD

Changes and/or amendments to these Bylaws may only be made during the period from January 1 through **April 30** of any given year. **These changes are voted on and, if passed, take effect at monthly scheduled Board meetings by a vote of the Board of Directors within the stated change period.**

B. ADVANCE NOTICE

All proposed changes to these Bylaws must be made available, **in writing, to the AJFA.** The proposed changes shall be read to the members at the meeting at which the proposed change is to be voted upon.

C. PROPOSALS

Any AJFA member may initiate proposed changes and amendments to these Bylaws **at a General membership meeting, duly held. These changes are voted on by the General membership and, if passed, move to the Board of Directors as a proposal to be considered and voted on per Article X, Section E. In the event that one or more proposals are forwarded to the Board of Directors consideration at the April General membership, a special meeting of the Board of Directors shall be scheduled before the end of the month to hear and decide on the proposal(s).**

D. AMENDMENTS

In the event a proposed change is amended, such an amendment may be immediately discussed. If concurred upon by a majority of the membership present **by a vote**, it is to be immediately incorporated into the initial proposal. **The Board of Directors may not amend a proposal sent to the Board for consideration by the General membership. Said proposal must be voted on as presented.**

E. BOARD OF DIRECTORS CONSIDERATION

All Bylaw change proposals shall be considered and voted on at the next Board meeting, duly scheduled, at which a quorum is present, immediately following the General membership meeting at which it was passed. All approved proposals to the Bylaws, by a majority vote by the Board of Directors, shall become immediately binding and effective.

F. PRINTING OF THE BYLAWS

The approved changes to the Bylaws may be published as addendum to the then current Bylaws and distributed to all members in attendance at the next scheduled General membership meeting. The Bylaws are to be printed on a yearly basis and made available to the AJFA membership on a continuous basis. They will contain all changes, additions and/or addendums as approved per Article X prior to publication.

XI. COMPLAINTS

A. FILING COMPLAINTS

Any person having a complaint against **any member of** the AJFA must present the complaint to a member of the Board of Directors in writing. Any complaint brought forth to the Board of Directors must contain the following:

1. Date, time and location where actions occurred resulting in the complaint;
2. Names of witnesses to the actions occurred resulting in the complaint; &
3. Specific circumstances involved in the complaint, including AJFA or PSJFL rules or Bylaws deemed to have been violated.

If the Board of Directors **receives a complaint in writing, the member the complaint is against shall be notified immediately of the complaint and** the complaint moves to the **appropriate office** for investigation.

B. PROCESSING COMPLAINTS

1. Complaints Against Coaches

A complaint against a coach, Head or Assistant, is passed to the Athletic Director. The Athletic Director convenes the Athletic Review Committee for resolution.

2. Complaints Against Board Members

A complaint against an AJFA Board member is passed to the Vice President. The Vice President shall investigate the complaint and may form a committee to assist him/her if necessary. The Vice President will report back to the

Board of Directors with the findings and his and/or the committee's recommendation(s).

In the event the complaint is against the Vice President, the complaint will be passed to the President for investigation as described above.

3. Complaints Against AJFA Members or Other Franchise Complaints

A complaint against AJFA members that is not covered above, or from any member of another franchise, is passed to the League Representative. The League Representative shall investigate the complaint and may form a committee to assist him/her if necessary. The League Representative will report back to the Board of Directors with the findings and his and/or the committee's recommendation(s).

XII. COACHES

A. HEAD COACHES

Any person wishing to be a Head Coach in the AJFA must complete an application and all background material required by the PSJFL Standing Rules and Bylaws. The application and background material must be approved by the AJFA Board of Directors before the Head Coach may be involved with any participants during scheduled practices or games.

Head Coaches are selected by the Board of Directors. Each team of the AJFA, including cheer, is assigned a Head Coach. The Head Coach from each team shall select from the applications on hand his/her own assistant coaches, subject to the Board's approval. There is no limit to the number of assistant coaches a Head Coach may select.

All Head Coaches are members of the Athletic Review Committee. When the Athletic Director calls the committee to meeting, all members must endeavor to attend. Two (2) unexcused absences within a one (1) year period may result in a Head Coach being removed from the committee and another coach being appointed, **subject to committee approval, in his/her place for the remainder of the year.**

B. ASSISTANT COACHES

Any person wishing to be an assistant coach in the AJFA must complete an application and all background material required by the PSJFL Standing Rules and Bylaws. The application and background material must be approved by the AJFA Board of Directors before the assistant coach may be involved with any participants during scheduled practices or games. The assistant coach will be assigned a team to coach with by the Board of Directors through the selection process with the Head Coach of that team.

C. RESIGNATION/REMOVAL

1. Resignation

A coach may resign from office by notifying the Board of Directors, in writing, at any regular or special Board Meeting, duly held, at which a quorum is present.

2. Removal

a) Silent Ballot

Removal of a Head Coach or Assistant Coach shall be done by a silent ballot of the Board of Directors by a two-thirds (2/3) vote where a quorum is present **when such a recommendation has been called for by the Athletic Review Committee.**

b) Affirmative Recall

A coach may be removed from office by an affirmative recall vote of two-thirds (2/3) of the Board of Directors at any regular or special **General membership** meeting, duly held. **The vote may be called for by any member of the AJFA in writing. The vote shall be taken at the next General membership meeting, duly scheduled.**

D. VACANCIES

When a vacancy for a Head Coach position occurs, the Athletic Director shall use every effort to make that vacancy known to the General membership, including posting of the position on the league website and notification by flyer or postcard, through the Director of Special Affairs. Vacancies will remain open for at least 30 days from becoming open to allow sufficient time to notify the General membership of the opening.

Anyone that fulfills the requirements set forth in these Bylaws and by the PSJFL Standing Rules and Bylaws may apply for any vacant position. Applications for all vacancies must be received by the Athletic Director prior to being eligible for consideration. The Board of Directors will vote on applications, filling highest team first and then on down. The vote may take place at the first scheduled Board meeting, duly held, after 30 days from the position being announced to the General membership.

Once selected, all coaches, Head and Assistant, are governed by and shall adhere to all coaching rules set forth in the PSJFL Standing League Rules and Bylaws, as well as rules and provisions set forth in these Bylaws.

E. COACHES REPRESENTATIVE TO THE BOARD OF DIRECTORS

In the event that there is no Athletic and/or Cheer Director, either elected or pro-tem, the coaches shall elect a Coaches Representative to the Board of Directors for each

open position. This position shall not have the duties and powers associated with the office but shall retain the right to vote in the interest of the coaches it is representing. Immediately upon filling the Athletic and/or Cheer Director position(s), either by election or appointment, the Coaches Representative shall forfeit his/her vote back to the office entitled to that vote.

XIII. SIGN-UPS

A. DAY AND TIME

The AJFA shall have **at least one** sign-up day prior to July 31 of any given year. There shall be a time set aside to allow returning participants to sign-up first. New participants may sign-up **after that designated period**. The start and finish time and date of sign-ups shall be at the discretion of the Board of Directors.

B. ROSTER LIMITATIONS

All team rosters will be publicly displayed as they develop during sign-ups. The **number** of participants on each team shall be left to the discretion of the Head Coach of each team. **That number shall be set and announced before the start of sign-ups. The number may only be changed after the beginning of sign-ups by a vote of the Board of Directors.**

Any participant that can not be present on sign-up day may sign-up by proxy. This will be done through a member of the Board of Directors only and only **upon the completion of the designated sign-up day and time**. First consideration for roster placement will be given to participants that sign-up in person.

C. WAITING LIST

When each roster is filled, a waiting list will be started. Teams that require more participants, for any reason, will take players from the list in the order they signed up. Any potential participant not on the waiting list may not be selected prior to exhausting the waiting list. The waiting list will be maintained until the first scheduled game. No participant may be added to any team after this time.

D. FEES, CERTIFICATES AND EQUIPMENT

All fees are due at the time of sign-ups, unless prior arrangements have been made with the Board of Directors. This may be done at sign-ups. Each participant must complete and turn in all forms required by the AJFA and the PSJFL. Any uniforms, pads or equipment will not be issued until all forms, including a copy of the child's birth certificate, have been turned in and all fees have been paid.

XIV. POLICIES

A. RULES

All **AJFA** players, participants and members are governed by the PSJFL Standing League Rules and Bylaws, **as well as the Articles and subsections of the AJF Bylaws. Any player, participant or member accused of breaking any rule or Bylaw is subject to investigation and disciplinary action by the AJFA and/or the PSJFL.**

B. PARTICIPATION

Participant eligibility is established by the PSJFL in its Standing Rules. Each participant shall perform/play in every game except those participants who are under disciplinary action. Cause for disciplinary action shall include, but not limited to: poor attendance, fighting, smoking, use of profanity and/or obscene gestures, unsportsmanlike conduct and use of alcohol and/or illegal drugs.