



TITLE ONE: CONSTITUTION

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1:1.0 NAME

In accordance with a Certificate of Incorporation on file with the New Jersey Secretary of State, dated March 9, 2011, the name of this corporation shall be the New Jersey American Youth Football, hereinafter referred to as "NJAYF", or the "League".

1:1.1 USE OF NAME

No one may, in any way, use the name of New Jersey American Youth Football unless authorized by the Executive Board in writing.

1:2.0 PURPOSE

"NJAYF" shall coordinate and oversee youth football and cheer programs within its assigned HLA-Higher League Authority-territory, encouraging good sportsmanship, scholastic achievement, and physical fitness.

1:2.1 RESTRICTIONS

The "NJAYF" and all of its Member Franchises shall be non-sectional and shall abstain from making any political endorsements, which in whole, or in part can be attributed to the NJAYF.

1:3.0 GENERAL OBJECTIVES

The general objectives of the "NJAYF" shall be to provide constructive and fair programs to inspire its youthful participants regardless of race, color, creed, sex, national origin, ability or inability; and additionally to nurture, encourage and pursue the ideals of good sportsmanship, scholastic achievement and physical fitness.

1:3.1 SPECIFIC OBJECTIVES

The specific objectives of the "NJAYF" shall be to provide an opportunity for all of its participants to learn the basic fundamentals of the programs offered and to ensure that all participants are afforded the opportunity to participate in a supervised, organized and safety-oriented environment. To maintain and keep the welfare of all participants free of any adult pressures or ambitions to "win at any cost," or personal "glory seeking." To make all of its programs "FUN" for everyone and to maintain rules and regulations that do not preclude but, rather mandate each participant's involvement regardless of their ability, inability or "off-season" affiliation: and to mandate that each member Franchise offer scholastic programming, whereby each participant that shows scholastic excellence, shall be given proper recognition for their accomplishments.

1:4.0 AFFILIATIONS

- A.** NJAYF shall be an autonomous entity chartered by American Youth Football, hereinafter referred to as "National".
- B.** NJAYF and its member franchises shall be subject to this Constitution, By-Laws, Rules and Regulations and Administrative Policies of "National" and the "Big East Region", to the extent that they openly and fairly affect the operations of other like Conferences (HLAs), and local team organizations (Franchises). Additionally, the NJAYF and its member Franchises shall be governed by N.J.S.A. Title 15A, ET. Seq., entitled, "Corporations, Non Profit" in all matters to which they are applicable, and except to the extent in which they are found to be inconsistent with these Titles, or the By-Laws of Member Franchises.

1:5.0 FISCAL YEAR

The fiscal year shall run from March 1, to the last day of February.

1:6.0 FRANCHISE MEMBERSHIP

Membership in NJAYF shall be afforded to persons, or groups of persons, who shall apply to the Executive Board for membership and as may be provided for in these Titles. Those organizations that initially and continually meet the requirements of membership shall be awarded, and shall maintain a Franchise within the territory which in most instances shall correspond to a specific high school district, or as may be determined by a majority vote of the Board of Trustees.

1:6.1 REQUIREMENTS OF MEMBERSHIP

Initial and subsequent membership in the NJAYF shall be afforded to all member Franchises who continually meet and maintain all of the requirements as set forth herein.

- A.** Each franchise must complete a Franchise Membership application that shall include the names, addresses and phone numbers of all members of their Executive Board, inclusive of a mandatory position for the Franchise Spirit & Football Coordinator. Also, while a position on a Franchise's Board of Directors is not mandatory, information must be provided as to persons filling the following positions: President, Vice President, Treasurer, Secretary, Franchise Representative, Alternate Representative, Scholastic Programming Coordinator and an Insurance Coordinator. Any revisions must be presented to the NJAYF Secretary.
- B.** Each Franchise must provide a map depicting their assigned territorial boundaries, with a full written description of the same.
- C.** Each Franchise must provide a copy of their Constitution, By-laws, Program Rules, and Administrative Policies. Further, any revisions made to these documents at any time during a Franchise's active membership must go through the process of review of the By-Law Committee and approval in writing of the Executive Board before implementation.
- D.** In order to maintain membership in good standing, a franchise may not owe any money to the League that is more than 30 days overdue, from date of notice, unless a waiver is granted by the NJAYF Executive Board. Any franchise that is not in good standing will lose their voting privilege at General Membership Meetings until debt is satisfied. Continued noncompliance may result in escalation of penalties.
- E.** Each member Franchise shall be required to enter into a Corporate Franchise Agreement which must be executed and signed by both the Franchise President and Secretary. Non-Corporations shall be required to do the same, however each officer must sign and said agreement must be renewed annually. All franchise agreements shall be notarized and shall be accompanied by a franchise fee as prescribed in these titles, prior to initial acceptance, or renewal of membership into the NJAYF. Franchises that are legal corporations in the State of New Jersey shall be required to file a Resolution of their individual corporation, authorizing said franchise officers to enter into a franchise agreement with the NJAYF and further authorizing acceptance of the same.

1:6.2 MEMBERSHIP – FRANCHISE FEES

All member franchises of the NJAYF must pay an annual franchise membership fee, either initially upon acceptance into the NJAYF or annually at the March General Membership meeting. The actual dollar amount of the franchise fee shall be determined by the Executive Board.

1:6.3 MEMBERSHIP – DIVISION ALIGNMENTS

The NJAYF Football Commissioner will present proposed division alignments to the NJAYF Executive Board no later than the July Board of Trustees meeting, a simple majority vote by the NJAYF Board of Trustees is required for approval. The NJAYF Football Commissioner will then present Division Alignments to the General Membership no later than the August meeting. Division alignments may be adjusted contingent upon final declarations.

1:6.4 MEMBERSHIP – REPRESENTATION

All franchises shall have one vote on matters pending before the General Membership. The franchise shall have the right to designate their voting member at each meeting on the taking of roll call, the Sergeant at Arms shall ask for the name and position of representative.

1:7.0 EXECUTIVE BOARD

The Executive Board shall be composed of the following officers:

- A. President
- B. First Vice President
- C. Second Vice President
- D. Third Vice President
- E. Secretary
- F. Treasurer
- G. Sergeant at Arms
- H. Cheer Commissioner
- I. Football Commissioner
- J. Assistant Cheer Commissioner
- K. Assistant Football Commissioner

1:7.1 EXECUTIVE BOARD – QUALIFICATIONS

- A. Franchise representatives, alternate representatives, football commissioner, franchise presidents, and franchise cheer coordinators with at least three years' service in these positions and who are members in good standing in a member franchise are eligible to be elected as an officer of NJAYF. Said Person must be present to be able to accept the nomination.
- B. Past officers of NJAYF shall be eligible to be elected to any office as long as he/she left as a member in good standing with NJAYF.
- C. If no qualified candidate is available at the close of nomination, a waiver of these requirements may be granted by a 3/4 majority vote of the General Membership.

1:7.2 EXECUTIVE BOARD – TERM OF OFFICE

- A. The President, Second Vice President, Sergeant at Arms, Treasurer, and Football Commissioner shall be elected in odd numbered years.
- B. The First Vice President, Third Vice President, Secretary and Cheer Commissioner shall be elected in even numbered years.
- C. All terms shall be for two years, and commence at the close of the February General Membership Meeting.

1:7.3 EXECUTIVE BOARD – AUTHORITY

- A. The Executive Board shall uphold and enforce the Constitution, By-Laws, Rules and regulations of NJAYF. They may affect administrative policies, pass rules and regulations, and appoint committee members, hearing authority, as necessary to manage the affairs and programs of NJAYF.
- B. The Executive Board shall have the authority to handle all matters concerned with the operation of NJAYF and its member franchises, unless specifically delegated to another body in these Titles.
- C. A two thirds vote by the General Membership shall be needed to overturn a decision of the Executive Board.
- D. The General membership may not vote to overturn any NJAYF Board of Trustees decisions concerning issues of penalties or fines assessed.

1:7.4 EXECUTIVE BOARD – ATTENDANCE

Regular attendance is required at all meetings. An officer may be cited for poor attendance by a majority vote of the Executive Board. A second such citation will require the removal of that officer. A waiver may be requested in special circumstances. Any vacancy that occurs as a result of this section will be filled as required under Section 1:9.2 entitled, "EXECUTIVE BOARD – VACANCIES". If an Executive Board Member misses (3) three "unexcused" meetings within a fiscal calendar year, he/she will be reviewed by the Executive Board and can be terminated.

1:7.5 EXECUTIVE BOARD – MEETINGS

The Executive Board shall meet at the discretion of the President, but not less than four times a year. A meeting may be called for at the request of at least four officers.

1:7.6 EXECUTIVE BOARD – QUORUM

Five officers present shall constitute a quorum. No vote can be taken; no decisions can be made, in the absence of a quorum.

1:7.7 EXECUTIVE BOARD – VOTING

Each officer shall have one vote on all matters. Vote shall be recorded in the minutes by the Secretary. The President shall only vote in order to break a tie.

1:7.8 EXECUTIVE BOARD – CONFLICTS OF INTEREST

No officer may vote when an issue directly and specifically affects the franchise of which they are a member. They may participate in the discussion and debate, but will not be allowed to vote. The President shall rule if there is disagreement on whether a conflict exists under this section or not.

1:8.0 OFFICERS' DUTIES

1:8.1 PRESIDENT

The President shall serve as chief executive officer. The President shall preside over all meetings of the Executive Board, Board of Trustees, and General Membership. The President shall develop a program of awards and recognition, and administer the Volunteer of the Year Award. The President shall be one of three officers authorized as signer on all bank accounts of NJAYF. The President shall prepare an agenda for each meeting. He shall serve as an ex-officio member of all committees; appoint committee chairperson and members with the advice and consent of the Executive Board.

1:8.2 FIRST VICE PRESIDENT

The First Vice President shall serve as the League's purchasing agent and shall preside over meetings when the President is not in attendance. They are required to obtain bids on any purchase over \$1500.00. They are to present the results of all bids to the NJAYF Executive Board for approval before ordering. The First Vice President shall serve as the official statistician, collecting and recording the results of each week's football scores. They are responsible for all negotiations regarding Referee Contracts.

1:8.3 SECOND VICE PRESIDENT

The Second Vice President shall serve as the insurance coordinator, coach certification and compliance officer and duties include oversight of background checks.

1:8.4 THIRD VICE PRESIDENT

The Third Vice President shall oversee the Scholastic program for the League and develop a program of scholastic awards and recognition. The Third Vice President shall assist the Second Vice President with insurance and background check compliance.

1:8.5 SECRETARY

The Secretary shall keep an accurate record of all meetings, hearings, correspondence and official documents of NJAYF. The Secretary shall generate and distribute notices of all meetings, minutes, and correspondence. The Secretary shall serve as a signer on bank accounts, in the absence of the Treasurer and/or the President.

1:8.6 TREASURER

The Treasurer shall be responsible for maintaining all financial records, including, but not limited to: bank records and statements, vouchers forms requesting payment, receipts, records of deposits received from each source, etc. The Treasurer shall provide a written financial report at each month's General Membership Meeting that accurately reflects the League's current financial status. The Treasurer shall be responsible for assuring that all procedures delineated in these Titles of a financial nature are followed and adhered to before any payment is made. The Treasurer shall be bonded.

1:8.7 SERGEANT AT ARMS

The Sergeant at Arms shall maintain order at all meetings, keep an accurate record of attendance, and record all roll call votes. As Assistant Secretary, the Sergeant at Arms shall be responsible for keeping records, notifying franchises, and collecting all fines assessed against member franchises, as well as acting as secretary in their absence. The Sergeant at Arms shall also serve as the "Give Back" Program Coordinator.

1:8.8 CHEER COMMISSIONER

The Cheer Commissioner shall administer all facets of the NJAYF cheer, dance and step program including but not limited to, serve as chairperson of the Cheer Operations Staff, and organize and oversee the annual Cheer Competition, with the advice and consent of the NJAYF Executive Board. An Assistant Cheer Commissioner shall be nominated by the Cheer Commissioner, with the advice and consent of the Executive Board at the next immediate meeting of the Executive Board.

1:8.9 FOOTBALL COMMISSIONER

The Football Commissioner shall administer all facets of NJAYF football program, including, but not limited to, certification procedures, division alignments, regular season, post-season, etc., with the advice and consent of the NJAYF Executive Board. An Assistant Football Commissioner shall be nominated by the Football Commissioner, with the advice and consent of the Executive Board at the next immediate meeting of the Executive Board. The Football Commissioner shall also appoint an All Star Team Coordinator.

1:8.10 ASSISTANT CHEER COMMISSIONER

The Assistant Cheer Commissioner shall assist the Cheer Commissioner in all matters related to Cheer, as well as be the Mighty Mite/Flag Fun Day Coordinator. The Assistant Cheer Commissioner is responsible for oversight of cheer roster management.

1.8.11 ASSISTANT FOOTBALL COMMISSIONER

The Assistant Football Commissioner shall assist the Football Commissioner in all matters related to Football, as well as be the Mighty Mite/Flag Coordinator. Assistant Football Commissioner is responsible for oversight of football roster management.

1:9.0 EXECUTIVE BOARD ELECTIONS – NOMINATING

- A. At or prior to the January General Membership Meeting, anyone seeking an office up for election shall submit a letter to the League Secretary stating the office they wish to run for.
- B. At the January General Membership Meeting, the President shall request a report of the names of people seeking office. Nominations will then be taken from the floor, separately for each office, in the order as listed under Section 1:7.0 entitled "EXECUTIVE BOARD". Nominations must

be accepted by the nominee and the nominee must be present or have submitted a letter of willingness to serve in that office.

- C. When there appears to be no more nominations from the floor, the President will call for a motion to close nominations after each office called. Although nothing precludes running for more than one office, no one can serve in more than one capacity. Prior to the February General Membership Meeting, the Secretary shall determine the eligibility of all nominees and report it to the General Membership.

1:9.1 EXECUTIVE BOARD – ELECTIONS – VOTING

- A. Voting shall take place annually at the February General Membership Meeting. Each franchise in good standing is entitled to one vote.
- B. For any uncontested positions, the Secretary shall cast a “unanimous ballot”.
- C. Contested elections shall be by secret ballot and in the order in which they are listed under Section 1:7.0 entitled, “EXECUTIVE BOARD”. The Secretary will prepare a ballot listing all offices and candidates. Incumbents will be listed first and challengers next in alphabetical order.
- D. The President will appoint a committee to distribute, collect and tabulate the ballots. The Secretary will announce the results.
- E. No proxy ballots are permitted.
- F. A nominee must receive a simple majority of the votes cast to be declared the winner. In elections with more than two candidates where no one candidate receives a simple majority, the lowest vote getter will be dropped and the election held again, until one of the candidates receives a simple majority.
- G. Challenges to the election results must be registered and must be resolved prior to the adjournment of the election meeting, or the elections will stand. The Board of Trustees minus the officers challenged shall hear any such challenges.

1:9.2 EXECUTIVE BOARD – VACANCIES

- A. In the event a vacancy occurs in the office of President, the First Vice-President will immediately assume the duties of that office. If there is less than one year remaining in the unexpired term, they will serve out the remainder of that term. If there is more than one year remaining in the unexpired term, at the immediate next election, there will be a special election to fill the year remaining in the unexpired term.
- B. All other vacancies in the NJAYF Executive Board will be filled by the President with the approval of the Executive Board. If a position does not get filled within (60) sixty days, a general election with the nominees brought forth by the Executive Board will take place.

1:10.0 BOARD OF TRUSTEES/APPOINTED POSITIONS

The NJAYF Board of Trustees consists of the officers of NJAYF, Football Operations Staff and Cheer Operations Staff to be appointed by the NJAYF Executive Board.

1:10.1 BOARD OF TRUSTEES – ATTENDANCE

Same as Section 1:7.4 entitled “EXECUTIVE BOARD – ATTENDANCE”.

1:10.2 BOARD OF TRUSTEES – MEETINGS

The Board of Trustees will meet at least four times a year. Special meetings may be called upon the request of at least 8 members.

1:10.3 BOARD OF TRUSTEES – QUORUM

A quorum shall be met when at least five officers and 50% of the Operations Staffs are present.

1:10.4 BOARD OF TRUSTEES – VOTING

Same as Section 1:7.7 entitled, “EXECUTIVE BOARD – VOTING”.

1:10.5 BOARD OF TRUSTEES – CONFLICT OF INTEREST

Same as Section 1:7.8 entitled “EXECUTIVE BOARD – CONFLICT OF INTEREST”

1:11.0 OPERATIONS STAFF – QUALIFICATIONS

Same as Section 1:7.1 entitled “EXECUTIVE BOARD – QUALIFICATIONS”

1:11.1 OPERATIONS STAFF – TERM OF OFFICE

The term shall be for two years or upon a new division alignment, whichever occurs first.

1:11.2 OPERATIONS STAFF – SELECTION

At the April General membership Meeting or immediately following division realignment, Operations Staff shall be appointed by the Football and Cheer Commissioner with the advice and consent of the Executive Board.

1:11.3 OPERATIONS STAFF – DUTIES

- A. Operations Staffs will serve as the Hearing Authority for all complaints that are sent for a hearing and may be required to attend one or more meetings and/or hearings during the season as needed.
- B. They will check paperwork during the player certification process, games, post season games, and competitions assigned by the NJAYF Football and Cheer Commissioner or the NJAYF Executive Board.
- C. They will help in all programs and functions of NJAYF.

1:12.0 IMPEACHMENT – REMOVAL FROM OFFICE

- A. An Officer or Operations Staff member may be removed from office by the General Membership by a three-fourths (3/4) vote of the member franchises that are in attendance. Written charges have to be presented to the Secretary, signed by at least 7 member franchises.
- B. Written notice must be provided to the Officer or Operations Staff member at least 15 days before a vote is to be taken.
- C. See Section 1:7.4 entitled “EXECUTIVE BOARD – ATTENDANCE”

1:13.0 PARLIAMENTARY AUTHORITY AND CONDUCT OF MEETINGS

- A. All meetings of NJAYF shall be governed by these Titles, and guided by Robert’s Rules of Order. The President will appoint a League Parliamentarian with advice and consent of NJAYF Executive Board.
- B. The President shall rule on questions of order and the conduct of the meeting. A two-thirds (2/3) vote of the General Membership may overrule the President with regard to questions of order or conduct of the meetings.

1:14.1 DISPOSITIONS OF FUNDS AND PROPERTY

None of the funds, assets or property of the NJAYF or any of its member Franchises shall be divided among its officers, trustees, directors or members. In the event of the disposition of one of these franchises, the assets will be given to NJAYF. In the event of dissolution of the NJAYF, its assets shall be delivered to the Big East Region.

1:15.0 AMENDMENTS

- A. This Title, entitled “TITLE I - CONSTITUTION” and “TITLE II - BY-LAWS” may be amended as provided for herein.
- B. Proposed amendments must be presented to the Secretary, in writing. They will be forwarded to the By-Law Committee for their consideration. The By-Law Committee will present any

amendments to the General Membership along with their recommendation. This will constitute a first reading. The proposed amendments will be placed on the Agenda for the next General Membership Meeting where they will be read for a second time. A vote on the proposed amendment will be taken after the second reading. A two-thirds (2/3) majority of the member franchises present and eligible to vote is required for adoption of the proposed amendment. Any amendment passed will take effect immediately upon passage.

- C. Amendments to "TITLE III - RULES AND REGULATIONS" may be amended as provided for herein. They may also be amended by a majority vote of the Executive Board as provided for in Section 1:7.3 (A) entitled "EXECUTIVE BOARD – AUTHORITY"
- D. No provision or section of these Titles may be waived, revised, changed or amended except as provided for in this section. Further any motions to suspend any of the Titles of the "NJAYF" shall be ruled frivolous and out of order by the President.

ATTEST:

Notice is hereby given that the provisions of this Title, entitled, "TITLE ONE: CONSTITUTION" was approved by the General Membership of the New Jersey American Youth Football, at its regularly scheduled General Membership meeting on June 1, 2021. With proper notification given to all member Franchises, this Title was presented for its first reading on March 2, 2021, and set down for a second reading discussion on April 18, 2021 and ratification at the General Membership meeting held June 1, 2021.

I hereby certify that on June 1, 2021, a General Membership meeting of the NJAYF was held, commencing at 7:30 in the P.M., and that this Title was presented for a third reading. There being a quorum present, this Title was duly adopted by a majority vote of those present.

Initially Approved: May 1, 2011

Revision Approved: June 1, 2021

June 1, 2021 - Tina Certo, NJAYF Secretary



TITLE TWO: BY-LAWS

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2:1.0 PUBLICATIONS AND DISTRIBUTION

- A.** The NJAYF Executive Board shall publish to its member franchises a copy of these Titles, in their entirety whenever there is a wholesale revision of these documents, or every three years.
- B.** It shall be the responsibility of each member franchise to make certain that they are receiving minutes and all official correspondence from NJAYF. All correspondence and notices will be emailed to the Franchise address of choice and minutes shall be distributed at each General Membership meeting. For the purpose of enforcement, any claim that NJAYF minutes were not received, a claim of ignorance shall not be allowed as an acceptable defense.

2:2.0 MEMBERSHIP – FRANCHISE AGREEMENT

Each franchise will be required to file the initial Franchise Agreement Form and an Annual Franchise Renewal Form. The design and contents of these forms shall be as directed by the NJAYF Executive Board. Every Franchise must submit a copy of their current By-Laws by the March General Membership Meeting, Any changes to the franchises By-Laws must be submitted to NJAYF By-Laws committee for signed approval. All changes must be in a different font for easier review. Submit two (2) copies as both will be signed and one shall be returned to franchise.

2:2.1 MEMBERSHIP – FRANCHISE FEES

The annual Franchise Fee will be due at the March General Membership Meeting. The amount of the fee is set by the Executive Board.

2:2.2 MEMBERSHIP – FRANCHISE ADMINISTRATION

- A.** Each member franchise shall be governed by a Board of Directors, or other such franchise administration. The means by which these persons are selected shall be at the discretion of the franchise and must be provided for in their By-Laws.
- B.** It shall be the duty of each Franchise President to uphold and enforce all of the applicable Titles of NJAYF, and to assure that their members, participants, coaching staffs and other support personnel are aware of and adhere to same; for as long as they are either directly or indirectly involved with the franchise programs of NJAYF.

2:2.3 MEMBERSHIP – FRANCHISE BY-LAWS

All member franchises must adopt a set of By-Laws to manage the business and affairs of their franchise. Each franchise is required to submit a copy of their By-Laws, Rules and Regulations, etc. to the League Secretary for review by the By-Law Committee and the approval of the Executive Board every March General Membership Meeting, with Franchise agreement. Any revisions, modifications or changes of any kind to the existing By-Laws on file with NJAYF must go through the same process of review of the By-Law Committee and approval in writing by the NJAYF Executive Board.

2:2.4 MEMBERSHIP – EXHAUSTION OF ADMINISTRATIVE REMEDIES AND REQUIREMENT OF NOTIFICATION

- A.** Franchises shall be obligated to initially review and faithfully consider the concerns of their officer, coaches, members, parents and participants. If these matters cannot be satisfactorily resolved by the franchise, then those persons must be referred to the Secretary of NJAYF in order to have the matter reviewed by the NJAYF Board of Directors. Franchise officers and members shall exhaust all administrative remedies available to them through these Titles before they may make an appeal to any affiliated entity. Chain of command is your Franchise then NJAYF.
- B.** Franchise's whose officers or coaches fail to exhaust their administrative remedies as provided for herein, shall be automatically fined \$500.00.
- C.** It is at the discretion of the NJAYF Board of Directors to levy fines against members who fail to adhere to above requirements.

2:2.5 MEMBERSHIP – SOLICITATION OF FUNDS

Franchises may not “TAG” within the territorial boundaries of other franchises’.

2:3.0 MANAGEMENT AND BUDGET – ANNUAL AUDIT

At the March General Membership Meeting, the President shall choose a committee to conduct an internal audit. The committee shall receive all financial records from the Treasurer. A full written report will be presented to the General Membership at the next meeting after they receive the records.

2:3.1 MANAGEMENT AND BUDGET – ANNUAL OPERATING BUDGET

- A.** The NJAYF Executive Board is responsible for preparing the annual budget. It shall be presented at the April General Membership Meeting for approval. After a quorum has been met, a simple majority vote of member franchises present and eligible to vote shall be required to adopt the budget.
- B.** The NJAYF Board of Directors will advise the General Membership of all expenditures exceeding any line item in the budget.

2:3.2 MANAGEMENT AND BUDGET – DEPOSITORY

The Treasurer will deposit all NJAYF funds into accounts in financial institutions approved annually by the Executive Board.

2:3.3 MANAGEMENT AND BUDGET – DISBURSEMENT OF FUNDS

- A.** The NJAYF Executive Board shall approve an official voucher form to be utilized for the disbursement of all funds. Vouchers must contain all pertinent information as well as an attached receipt or invoice. Prior to payment all vouchers must be approved by the NJAYF Executive Board.
- B.** The 1st Vice-President is the authorized purchasing agent for NJAYF. All purchases must follow the rules as stated in the By-Laws. Any officer who orders or purchases items without going through the procedures as delineated in these By-Laws may be held personally liable, by the NJAYF Board of Directors, for the amount of the expenditure. The Board of Directors may suspend the officer from all duties until full repayment is made to NJAYF.

2:3.3 MANAGEMENT AND BUDGET – COMPETITIVE BIDS

The 1st Vice President shall place out for bid all purchases of more than \$1,500.00. A minimum of 3 bids must be requested to the NJAYF Executive Board for approval before ordering. The NJAYF Executive Board maintains the right to reject the low bid at its discretion.

2:4.0 GENERAL MEMBERSHIP MEETINGS

General Membership Meetings will be held on the first Tuesday of the month and shall begin at 7:30 P.M., except during the months of August, September, October and November when it will begin at 8:00 P.M. There will be no meeting in December.

2:4.1 GENERAL MEMBERSHIP MEETING – ATTENDANCE

Each franchise is required to have representation at every General Membership Meeting. There will be a fine of \$200.00 for each meeting missed.

2:4.2 GENERAL MEMBERSHIP MEETINGS – QUORUM

A quorum is present when 50% of the officers and franchise representatives are present.

2:4.3 GENERAL MEMBERSHIP MEETINGS – SPECIAL PURPOSE MEETINGS

Every franchise will be required to be represented at these meetings. Special purpose meetings may include; Cheer Coordinators meetings, Presidents meetings, Scholastic Coordinators meetings, etc. Failure to have proper representation at a meeting shall result with a \$200.00 fine.

2:5.0 COMMITTEES

The standing Committees are:

- A. By-Law/Rules**
 - a. This committee shall maintain a constant vigilance over these Titles, and from time to time shall recommend changes to the membership.
- B. Membership Credentials/Boundaries**
 - a. This committee shall be established to review and make recommendations to the NJAYF Board of Trustees on all matters involving new Franchises and territorial boundaries. They shall keep a record of all Franchise territories, boundaries and any public high school redistricting within the territorial boundaries of NJAYF.
- C. Scholastic**
 - a. Scholastic programming -this committee shall coordinate Scholastic Programming Policy that is consistent with these Titles.
- D. All Star Committee**
 - a. All Star Coordinator
 - b. Assist Football and Assist Cheer Commissioner
 - c. Treasurer
- E. Special Committees appointed as necessary, for example:**
 - a. Management and Budget
 - b. Punt Pass and Kick

2:6.0 DIVISION ALIGNMENTS

The Football Commissioner will propose division alignments, taking into account, number of teams, geographical location, win/loss records, etc., with the advice and consent of the NJAYF Executive Board.

2:7.0 LEGAL COUNSEL

The Executive Board may contract and pay for the services of Legal Counsel when deemed necessary.

2:8.0 HEARINGS

All complaints of rules infractions or violations of provisions of these Titles must be made in writing to the Secretary or another NJAYF Executive Board member.

2:8.1 HEARINGS – HEARING AUTHORITY

- A.** Upon receipt of a complaint, it will be referred to the NJAYF Executive Board who may assign the complaint to the Hearing Authority.
- B.** The Hearing Authority will consist of the Operations Staffs appointed by the NJAYF Executive Board for specific hearings. A majority of the Operations Staffs must be present to hold a hearing.
- C.** Should an appeal of the Hearing Authority's decision be requested, the NJAYF Executive Board, acting as the Appeal Authority, may hear the appeal. Their decision shall be final.

2:8.2 HEARINGS – REIMBURSEMENTS FOR COSTS INCURRED

Any and all costs incurred by NJAYF as a result of a hearing or appeal will be assessed against the losing party.

2:8.3 HEARINGS – RIGHTS OF THE ACCUSED

- A.** Franchises or persons charged with violations of these Titles shall be presumed innocent until such time as a finding against them. All evidence, testimony, or information arising out of a hearing is confidential and is not to be divulged to the public.
- B.** Unless provided for elsewhere in this section, notice of all Hearings shall be given not later than seven days prior to the scheduled hearing except in “time critical” situations when such notification shall be delivered not later than 48 hours prior to the meeting. Time critical notification may be delivered verbally, emailed or hand delivered while other notification must be in writing and delivered to the Franchise President or Franchise Representative of record. All notifications which are mailed must be sent via certified mail, return receipt requested. Such notification shall give the time, date and location of the hearing and all particulars relating to the charges and/or complaints.
- C.** The Sgt.-at-Arms shall notify all parties to the hearing of the determination of the Hearing Authority or Appeal Authority, in writing, within fifteen (15) business days of the determination.

2:8.4 HEARINGS – APPEALS

- A.** Franchises or persons found guilty shall have fourteen (14) days following receipt of notification of the determination by the Hearing Authority to file for an appeal, in writing, to the League Secretary.
- B.** All requests for an appeal must state the basis for the appeal. There must be new evidence or a valid claim that due process was violated.

2:8.5 HEARINGS – BINDING ARBITRATION

A franchise or person that is not satisfied with the determination of the NJAYF hearing process may submit its claim to the American Arbitration Association. Both NJAYF and the franchise or person shall be bound by the decision of that body. The costs for submission to the AAA will be borne by the franchise or person bringing the matter to their attention.

2:8.6 HEARINGS – INTERNAL MATTERS

Any member of a franchise may request that the Executive Board hold a hearing to investigate a problem or internal complaint. Said request must be in writing. It will be at the discretion of the Executive Board whether or not to hold a hearing.

2:8.7 HEARINGS – VIOLATIONS AND PENALTIES

The Hearing Authority and the Appeals Authority may impose a penalty as it deems appropriate for the offense in areas where the National Rule Book and these Titles is silent.

2:8.8 HEARINGS – FAILURE TO ATTEND HEARING

Any franchise or person that fails to attend a scheduled hearing where proper notification was given, and who has not arranged for a continuance, shall have a default judgment entered against them. Any penalties assessed shall be put in force with no right of appeal.

2:9.0 AWARDS AND RECOGNITION

The NJAYF shall present awards and recognition in the following areas:

- A. Scholastic Programming – An awards presentation program shall be held annually to give proper recognition to all NJAYF participants who have been, and continue to be, scholastic achievers: specifically to those individual participants with whom the Third Vice President deems fit to receive recognition. The Third Vice President, in concert with the Scholastic Programming Committee, and approved by the NJAYF Executive Board, will determine the exact award categories relating to the scholastic competitions.
- B. Recognition shall be given for Franchise teams who have won Division Championships, as well as cheer competition championships. Any team award shall be in the form of a “commemorative” banner that can be prominently displayed at games and within the Franchise’s community, rather than just sitting in someone’s home. The NJAYF shall also give a commemorative award to all individual participants on said teams or squads, such as pins, patches, or certificates.
- C. The “Captain John R. Fischer Memorial Scholarship Award” is awarded to 8th grade scholars at the Scholastic Awards Ceremony held annually.
- D. Volunteers of the Year – At their discretion, the NJAYF Board of Trustees may select a Male and/or a Female Volunteer of the year. The person(s) chosen will receive a commemorative award.
- E. The NJAYF Community Scholarship Award – NJAYF shall establish and maintain a scholarship grant, for two or more graduating High School seniors, who were former AYF participants. The particulars with regard to the scholarship and the criteria used in the selection of award recipients shall be determined by the Scholastic committee and approved by the NJAYF Board of Directors annually. The NJAYF Scholastic committee shall also be responsible for advertising and circulating information to member Franchises and High School Guidance Office, within the territorial boundaries of NJAYF.
- F. Other Awards – the NJAYF Board of Directors may, as they deem necessary, establish and present awards and give recognition and bestow Honorary Memberships to persons or businesses for distinguished service to the NJAYF or its member Franchises.

2:9.1 AWARDS AND RECOGNITION – FRANCHISE RESTRICTIONS

The following rules apply to recognition and awards given to participants by Member Franchises:

- A. No Franchise, team or anyone directly or indirectly affiliated with the Franchise may grant, give, bestow or otherwise present to any participant a trophy or other award either individually or as a team, other than a “participation” trophy or award which shall be given equal to all Franchise participants.
- B. Franchises may choose to recognize athletes based on the number of years of participation. Said recognition must be the same for all program participants and Franchise policies with regard to this award.
- C. It shall be left at the discretion of the Franchise the type of recognition they may be inclined to convey upon football teams, or cheer squads that win any NJAYF, State, Regional, or National Post season championships. However, the actual wording to be imprinted on any such award must be pre-approved by NJAYF Executive Board.
- D. Championship jackets or apparel for the 7U, 8U, and 9U division of play are strictly forbidden. The 7U, 8U, and 9U is an Instructional Division and as such, there are no records kept; there are no divisional competitions, play-offs or championships. To keep in line with the true spirit of this division and its purpose, no Franchise or anyone associated with the Franchise, either directly or indirectly, may grant, give, bestow or otherwise present to any 7U, 8U, and 9U participant any award jacket, apparel, patch, team jacket, emblem, pin or insignia, whereupon it would give the impression that this division of play is anything other than instructional. Specifically, the use of the words “undefeated” “champions” or the use of numerals that depict the team’s playing record, are strictly prohibited. Franchises found in violation of this particular paragraph shall be charged with failing to keep faith with juveniles and their parents and shall be fined not less than

\$1000.00, upon a finding against the Franchise with no waiving of the fine or fine reduction permitted.

- E. The only exception to this entire section shall be those who receive recognition for scholastic achievement: in that only those eligible to receive an award shall be given one and the award shall be the same for everyone.

ATTEST:

Notice is hereby given that the provisions of this Title, entitled, "TITLE TWO: BY-LAWS" was approved by the General Membership of the New Jersey American Youth Football, at its regularly scheduled General Membership meeting on June 1, 2021. With proper notification given to all member Franchises, this Title was presented for its first reading on March 2, 2021, and set down for a second reading discussion on April 18, 2021 and ratification at the General Membership meeting on June 1, 2021.

I hereby certify that on June 1, 2021 a General Membership meeting of the NJAYF was held, commencing at 7:30 in the P.M., and that this Title was presented for a second reading. There being a quorum present, this Title was duly adopted by a majority vote of those present.

Initially Approved: May 1, 2011

Revision Approved: June 1, 2021

Date: July 1, 2021 - Tina Certo, NJAYF Secretary