

**Hasbrouck Heights Jr. Football League, Inc.**

**Constitution**

**By-Laws**

**Revised 05/1982  
Retyped 09/2012**

**Constitution and By-Laws**  
**Constitutions**

**Article I – Name**

This organization shall be known as Hasbrouck Heights Junior Football League, Inc. Date drawn up officially as of May 18, 1982.

**Article II – Objective**

- A. The objective of the Hasbrouck Heights Jr. Football program shall be to instill in the boys and girls of our community the ideals of good sportsmanship, honesty, loyalty, courage and reverence, so that they may be finer, stronger and happier boys and girls and will grow to be good adults and responsible citizens of their community.
- B. This objective shall be achieved by providing supervised, competitive games. The supervisory personnel shall remember that the attainment of exceptional athletic skill or the winning of games is secondary, and that the molding of future men and women is of primary importance.

**Article III – Government**

- A. The governing body of Hasbrouck Heights Jr. Football, Inc., shall be the Council. This Council shall be composed of the League officers and four Trustees of which three are to be the head coaches of each division. These members shall have voting privileges.
- B. The Council shall be composed of President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary, Treasurer and there shall be four (4) Trustees of the Junior Football League, one of which shall be elected at each annual meeting. The other three Trustees are to be appointed each year. Vacancies in the office of Trustee created by the death, resignation or removal from the jurisdiction of an incumbent shall be filled at interim by an appointment by the President with the approval of the Council, until the next annual meeting when an election shall be held for the unexpired term so vacated. They shall be elected by majority vote of members at an open meeting and hold office for one year. They may be eligible for re-election. Any parent, coach or interested party may run for office whether under the nomination of the nomination committee or the nomination of the public.
- C. Other Council officers shall be appointed by the President subject to ratification by majority vote of Council members present at a regular meeting.
- D. The Council shall appoint three individuals for the Nominating Committee and the Nominating Committee shall present to the Council their recommendations for the individuals to be voted upon as officers at the 1<sup>st</sup> quarterly meeting of the new year. The Committee shall consist of one member of the present council, one coach from any of the divisions and one parent not currently an officer or part of the coaching staff.

#### **Article IV – Meetings and Membership**

- A. The Council shall hold quarterly meetings open to the general public. A majority of the members of the Council shall constitute a quorum at any meeting.
- B. The annual election of members of the Council shall be held at the general January meeting which must be advertised 10 days in advance.
- C. When deemed necessary, meetings of the Council may be called by the President or by the majority of the Council.
- D.
  1. A member is any parent or guardian of a participating child of the Hasbrouck Heights Jr. Football League.
  2. Membership can also be open to any participating advisor, coach or any active interested person.
- E. Two thirds (2/3) of the General Membership present shall be required to repeal any amendment.
- F. Roberts Rules of Order shall govern the proceedings of all meeting, except where they conflict with the Constitution of By-Laws of the League.

#### **Article V – Financial Policy**

- A. The Council shall decide all matters pertaining to the Administration of the League, and it shall be the policy to place all income in a common league treasury, directing the expenditure of funds in such a manner as will give no individual an advantage over the others.
- B. Registration fees for children shall be decided by the Council, with a reduction for more than one child in a family.

#### **Article VI – Playing Rules**

- A. The official rules of the Meadowlands Jr. Football League shall be binding.

#### **Article VII – Amendments**

This constitution or any section thereof may be amended or repealed by a two-thirds vote of the general membership present. Written notice of such proposed changes shall be in the hands of each member of the council, notice of the vote of by-laws must be advertised at least 10 days prior to the meeting at which such proposed changes shall be submitted to vote.

## By-Laws

### Article I – Responsibilities and Duties of the Officers

- A. **President** – The President shall be the chairman of the Council. He shall be the administrative head of the Jr. Football League and shall see that the rules, regulations and principles of this league are observed. The President shall preside at all meetings of the Hasbrouck Heights Jr. Football League.
- B. **1<sup>st</sup> Vice President** – During the absence or inability of the President, the 1<sup>st</sup> Vice-President shall have the right, power and duty to do and perform the duties of the President. The 1<sup>st</sup> Vice-President shall carry out such duties and assignments as may be delegated to him or her by the President.
- C. **2<sup>nd</sup> Vice President** – In the absence of the President and 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President shall perform the duties of the President until such time as the President or 1<sup>st</sup> Vice President shall be able to assume his or her duties. The 2<sup>nd</sup> Vice President shall also carry out such duties and assignments as may be delegated to him by the President.
- D. **Treasurer** – The Treasurer shall receive all funds, keep all records of the League Treasury, shall co-sign all checks with a designated officer selected by the Council. The Treasurer shall dispense League funds as approved by the Council. Invoices or receipted bills must be approved by the President and turned over to the Treasurer before payment can be made. The Treasurer is also responsible for preparing the books for audit. The President will appoint three (3) members of the League to audit the Treasurer's books as of December 31<sup>st</sup> of the year affected. This audit will take place between January 1<sup>st</sup> and 7<sup>th</sup> of the new year. A report in writing, signed by the auditors, will be forwarded to the President giving the results of the audit.
- E. **Secretary** – The Secretary shall issue notice of all meetings and keep a complete and accurate record of all members. The Secretary shall be custodian of all books and records. She or he must be present at all meetings and keep minutes thereof. If the Secretary is not present at a meeting the President shall select an acting Secretary.
- F. **Trustees** – It shall be their special duty to care for, insure, preserve and maintain proper conduct of all members of the league to insure that the main objective of this league as stated in Article II of the Constitution is adhered to at all times. All complaints logged against any member is to be done in writing to this committee of four (4) Trustees and they must submit them to the full board by their regular meeting with their recommendations.

## Article II – Responsibilities of Appointed Chairpeople

- A. **Equipment Chairman** – The Equipment Chairman shall be responsible for all playing equipment of the League. He shall see that it is in adequate supply and proper repair. Purchase of additional equipment shall be made by the recommendation by the Equipment Chairman with the approval of the Council.
- B. **Field Chairman** – It shall be this Chairman's responsibility for the officials, stick men, game writers and the game announcer.
- C. **Publicity Chairman** – The Publicity Chairman shall have the responsibility for all general and specific promotions of the League. News releases should have approval of the Publicity Chairman before being released for publication or broadcast. Adequate records of publicity shall be maintained by the Publicity Chairman.
- D. **Dance Chairman** – The Dance Chairman shall see that the Ticket Committee is filled and that proper arrangements are made for the dance, with the approval of the Council.
- E. **Journal Chairman** – The Journal Chairman shall be responsible to meet the set figure set by the League for fund raising by selling ads to support the League.
- F. **Gate Chairman** – It is this Chairman's responsibility to have proper coverage at home games and to handle all money taken in at the gate. The Gate Chairman shall then turn over the counted donations to the Treasurer who will then in turn make the deposit.
- G. **Fund Raising Chairman** – This Chairman shall try to meet the goals set by the League for Fund Raising and form the necessary committees to set up the entire program and the distribution of same.
- H. **Cake Sale Chairman** – It is this Chairman's responsibility to make a list of all boys and girls participating in the League and to distribute equal amounts of parents per game to handle the sale.

## Article III – Responsibility of Team Coaches

- A. **Head Football Coaches** – Each Head Coach shall be responsible for selection of his teams and coaches and for the conduct of his players on the field. The qualifications expected are: leadership, sound character, knowledge of the fundamentals of football and a sincere desire to help children to achieve the objective of the football program. Head Coach shall be chosen by the outgoing Head Coach with the approval of Council. Letter shall be received by Council no later than February 1.
- B. **Football Coaches** – The coaches shall be recommended by each Head Coach for ratification by the Council. They shall meet the same personal qualifications as outlined for Head Coach. In the absence of Head Coach, the coach(es) shall assume full responsibility for player conduct. List of assistant coaches by September 1.

- C. **Head Cheerleader Coach** – The Head Coach is responsible for the setting up of the squad try-outs and is responsible for seeking qualified judges and the try-out sheets. The Head Coach has the right to appoint the necessary distribution of responsibilities and to choose the upcoming head coach. She is responsible for the distribution of uniforms and is to keep a complete inventory of all uniforms, equipment and all papers pertaining to the Cheerleader Competitions.
- D. **Cheerleader Coaches** – All cheerleader coaches shall work under the direction of the Head Coach. All coaches are responsible for their squads and for making all arrangements pertaining to the practices. All decisions whether major or minor will be made after they have been discussed with all coaches. All coaches have the right to reprimand any cheerleader who is a member of the Hasbrouck Heights Jr. Football League. All coaches shall keep a record of all squads and their addresses and phone numbers.

#### **Article IV – Regulations**

- A. Any child meeting the requirements as to age and residence as set forth in the rules of the Meadowland Jr. Football League shall be eligible for selection.
- B. The Council shall have the authority to suspend any member of the Council and League participants whose conduct is considered detrimental to the best interest of the League.
- C. All participants in the Hasbrouck Heights Jr. Football League, whether officials, head coaches, and coaches shall participate in the program on a voluntary basis. No funds shall be paid for their services. It shall be their duty to care for, insure, preserve and maintain in proper repair the property in their charge.
- D. Members of the Council shall see to it that all players and Council members of the League are adequately covered by accident and liability insurance as related to their participation in the Hasbrouck Heights Jr. Football League.

#### **Article V – Amendments**

These By-Laws or any section thereof may be amended or repealed by a two-third (2/3) majority vote of general membership present at any stipulated meetings, provided that written notice of such proposed change(s) shall be in the hands of each member of the Council at least 10 days prior to the meeting at which such proposed change(s) shall be submitted to vote. Notice of the vote for By-Laws must be advertised.

#### **Article VI – Awards**

Awards at the end of the season will be left to the discretion of the Council, finances permitting.