

**BERKELEY GOLDEN EAGLES YFC
BYLAWS**

***BGEYFC Bylaws shall be reviewed three (3) years from the Membership Approval Date**

Membership Approval Date: June 6, 2019 **Next Review:** July 18, 2019

1:1.0 NAME

In accordance with a Certificate of Incorporation on file with the New Jersey Secretary of State, Commercial Recording Division, the name of this corporation shall be Berkeley Golden Eagles YFC, hereinafter referred to as "Berkeley Golden Eagles", "This Organization" or "This Corporation."

1:1.1 USE OF NAME

A) No person or persons affiliated with this organization may issue any statement, either written or verbal, to any newspaper, radio television or any other communication media which might be interpreted to be an official statement, policy or position of this franchise or any of its affiliates without the expressed permission of the Executive Board.

B) No person or persons affiliated with this organization may use or indirectly imply the name of Berkeley Golden Eagles YFC, or any of its affiliates for any other purpose except to further the purposes and objectives as specified herein.

C) The President shall serve as the official spokesperson for this organization, except in those instances where the President and/or Executive Board direct other personnel to handle public relations.

1:2.0 PURPOSE

The purpose for which this corporation exists shall be secure and coordinate the establishment of a youth sports program, in the Central Regional sending district. To organize, operate, and coordinate programs that promote, encourage, foster and teach sports, including but not limited to, football, cheerleading, and other related program activities and to promote scholastic excellence in concert with these programs.

1:2.1 RESTRICTIONS

This corporation shall be non-sectional and shall be forbidden to make any political contributions.

1:3.0 GENERAL OBJECTIVES

The general objectives of Berkeley Golden Eagles shall be to provide constructive and fair programs, to inspire its youthful participants regardless of race, color, creed, sex, national origin, or disability; and further to foster, encourage, and practice the ideals of good sportsmanship, scholastic achievement, and physical fitness.

1:3.1 SPECIFIC OBJECTIVES

The specific objectives of Berkeley Golden Eagles shall be to provide an opportunity for all its participants to learn the basic fundamentals of the programs offered and to assure 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 any adult pressures or ambitions to “win at any cost” or personal “glory seeking”. To endeavor to make all of its programs “fun” for the participants, and to maintain rules and regulations that mandate each participant’s participation regardless of their ability; to offer scholastic programming, whereby each participant that shows scholastic excellence, shall be given proper recognition for their accomplishments.

1:4.0 AFFILIATIONS AND CONNOTATIONS THEREOF

A) This corporation shall be an autonomous entity and a member franchise of New Jersey American Youth Football – Jersey Shore Conference Inc., hereinafter referred to as HLA (Highest Local Authority) or NJAYF. NJAYF is an affiliation of American Youth Football and Cheer, hereinafter referred to as AYF/AYC.

B) This corporation shall be subject to the Constitution, By-Laws, Rules and Regulations, and administrative policies of the HLA, to the extent that the aforementioned rules and laws are prescribed and pertain to all franchises within the HLA. Further, this corporation shall be governed by its franchise agreement with the HLA, and Title 15A of the New Jersey Statutes, et. seq., in all cases to which, said Title 15A is applicable, and excerpts where same may be inconsistent with the By-Laws of this corporation.

1:5.0 USES OF THE MASCULINE GENDER AND NUMBER

For the purpose of these By-Laws, the masculine shall be deemed to include both the feminine and the neuter, and the singular shall be deemed to include the plural, and vice-versa, as the context may require.

1:6.0 FISCAL YEAR

The fiscal year of this corporation shall be January 1 to December 31, annually.

1:7.0 CORPORATE SEAL

There shall be a corporate seal, which shall be a circular impression, having inscribed thereon, the name of the corporation and the year of the incorporation. Said seal shall be used by the Secretary to certify corporate resolutions and other actions taken by a vote of either the Executive Board or the General Membership.

1:8.0 INSIGNIA-LOGO-TEAM COLORS

A) The official insignia of this corporation shall include, but not be limited to, the official insignia of AYF/AYC (National). The logos, mascot, and team colors for all teams and squads of this corporation, and participating in AYF/AYC activities, shall correspond with those agreed to by a vote of the Executive Board.

B) No apparel using any of our logos, Eagle mascot, or names (i.e., Berkeley, Eagles, Berkeley Golden Eagles, etc.) may be created without prior written approval of the Executive Board.

C) The organization colors shall be variant of maroon, gold, black and Gray, with a white alternate.

1:9.0 MEMBERSHIP CLASSIFICATIONS AND REQUIREMENTS OF

Membership shall be afforded to all persons who subscribe to the purposes and objectives as specified herein. There shall be four (4) categories of membership as follows:

- A. REGULAR MEMBERSHIP:** shall be afforded to persons 18 years of age or older who meet the following conditions:
- i. Parents or legal guardians whose children are registered participants, who reside within our assigned territory and have provided the required financial obligations (Registration fee, Parent Participation Bond, Equipment Bond).
 - ii. Coaches and/or other individuals with no registered participants in the program but who donate their time to programs, projects or activities each year to better this organization at the request and authorization of the Executive Board. These individuals must be voted unanimously by the sitting board. (Inaugural season will be by President and Vice President)

Regular members are considered members in good standing as long as the above conditions are met. Regular Memberships begin with the acceptance of registration. Regular Memberships shall continue in the event of the renewal of registration for the following season. However, should the member not seek renewal of registration for the following season, all privileges, policies, and obligations dictating membership shall cease. All persons included in the Regular Membership must read, have full understanding, sign and abide by the Parent's Code of Conduct/Signature Form. They shall also attend at least 50% of the scheduled General Meetings of the previous year to be eligible to vote and thusly will be considered "active".

- B. ASSOCIATE MEMBER:** Shall be afforded to high school and college students that have not attained the age of 18 but who donate their time to programs, projects or activities of this organization. All Associate Members must have parental permission to apply for membership. Associate Memberships shall have no voting privileges under any circumstances. Head Coaches are responsible for the attendance of said members.

- C. PROBATIONARY MEMBERSHIP:** this is a status of membership conferred upon all Regular Members who fall into one or more of the following classifications:

- i. Members who have not paid the registration fee or have not provided either the Parent Participation Bond or the Equipment Bond.
- ii. Members who have been suspended or put on probation.

- iii. Members who have not read, signed, and agreed to abide by the terms of the Parent's Code of Conduct/Signature Form.

Probationary Membership status shall remain in full force and effect until such time as all of the above conditions are rectified or the probationary period has been successfully completed. While any member is designated as "probationary", they shall have no voting privileges. Probationary members are not considered members in good standing.

Any adult who has been suspended from AYF or any youth sports organization for a period of one (1) year must apply for reinstatement after the sanctioned period. The reinstatement will require the adult to appear in front of the Executive Board to present and discuss the issue. After hearing and reviewing the issue, the Executive Board will decide by majority vote (balloted) on whether the adult can be reinstated. If the adult has a second offense, he or she may be permanently banned from this organization at the discretion of the Executive Board.

- D. HONORARY MEMBERSHIP** – Honorary Memberships shall be conferred upon persons of good moral character, and of good standing within the community and who have been an active member of this organization in good standing for a period of no less than three (3) years. Conferees shall have been advocates and staunch supporters of the purposes and objectives of this corporation. Honorary Memberships must be approved by a unanimous vote of the Executive Board, or a $\frac{3}{4}$ majority vote of the General Voting Membership present. All Honorary Membership shall have voting privileges for their entire involvement. Honorary Memberships are revocable for just cause.

1:9.1 GENERAL MEMBERSHIP AND VOTING AT MEETINGS

A. The General Membership shall be comprised of Regular members, Associate Members, Probationary Members, and Honorary Members. Regular Members in good standing shall have full voting rights as stated herein provided they have:

1. Attended 50% of General Membership meetings in the course of the previous fiscal year.
2. Provided the required financial objections (Registration fee, Parent Participation Bond, Equipment Bond).
3. Signed the Parent's Code of Conduct/Signature Form.

B. Coaches and/or other individuals with no participants in the program but who donate their time to programs, projects or activities each year to better the organization at the request and authorization of the Executive Board must attend 50% of General Membership meetings in the course of the previous fiscal year, and sign the Coaches Code of Conduct to be eligible to vote.

C. Associate Members and Probationary Members shall have no voting privileges.

D. The General Membership may vote on all business pending at any meeting of the same, including but not limited to, amendments to these By-Laws.

E. Voting for the elective Executive Board positions/By-Laws amendments by Regular Members requires 50% at General Membership meetings of the previous year.

1:9.2 TERM OF MEMBERSHIP

All memberships shall start annually, and shall run until December 31st, annually.

1:9.3 GENERAL MEMBERSHIP MEETINGS

The General Membership of this corporation shall attempt to meet periodically except for the month of December, annually. Meeting times, dates and locations shall be published publicly on our website. Any General Membership meetings that are cancelled due to emergency situations shall be published publicly a minimum of five (5) days prior to the rescheduled date.

1:9.4 GENERAL MEMBERSHIP QUORUM

A. A quorum of a General Membership meeting shall be the members in attendance at said meeting.

B. A meeting shall be determined to have a quorum present if a minimum of seven (7) Executive Board members are present at a General Membership meeting.

C. In meetings involving By-Laws revisions, overturning a constitutionally enacted Executive Board decision, or impeachment hearing, a minimum of ten (10%) percent of the Regular Membership must be present to qualify as a quorum.

1:9.5 GENERAL MEMBERSHIP MEETING AGENDA

A. The General Membership meeting agenda shall be drawn and presented for approval at the beginning of each meeting, by the said President.

B. The President will follow the procedure below when conducting a meeting. There will be no public participation in the meeting until the end. The agenda may be adjusted if needed.

1. Sign-In Sheet
2. Call to Order
3. Secretary's Report (reading and acceptance of last month's meeting minutes).
4. Treasurer's Report
5. Football Coordinator's Report
6. Cheerleading Coordinator's Report
7. Scholastic Liaison's Report (non-voting)
8. Equipment Manager's Report
9. Fundraising Coordinator's Report
10. League Representative's Report
11. Business Manager's Report
12. Vice President's Report
13. President's Report

14. Old Business (public may participate)
15. New Business (public may participate)
16. General Discussion/Public Participation
17. Elections/Nominations (when necessary)
18. Adjournment

1:10.0 EXECUTIVE BOARD: COMPOSITION

A. The Executive Board shall be made up of six (6) elected officers and up to fifteen (15) officers that shall be appointed by the President, with the advice and consent of the elected officers.

B. The elected officers of this corporation shall be:

1. President
2. Vice President
3. Business Manager
4. Treasurer
5. Secretary
6. Sergeant At Arms

C. The appointed officers of this corporation shall be appointed by the President, with the advice and consent of the elected officers. These officers shall be:

1. Football Coordinator
2. Cheerleading Coordinator
3. Equipment Manager
4. Fundraising Coordinator
5. League Representative
6. Alternate League Representative
7. Assistant Football Coordinator
8. Assistant Cheerleading Coordinator
9. Assistant Equipment Manager
10. Team Parent Coordinator
11. Concession Coordinator
12. Buildings & Grounds Coordinator
13. Parent Participation Coordinator
14. Sponsorship/Community Coordinator
15. Insurance Coordinator
16. Public Information Coordinator

D. Additional appointments can be made by the President with the advice and consent of the Executive Board (i.e., Scholastic Liaison, Insurance Liaison, etc.).

1:10.1 EXECUTIVE BOARD: QUALIFICATIONS

A. Any person that serves as a Regular Member of the General Membership (refer to Section 1:9.0 entitled “Membership Classifications and Requirements Of”) of this corporation shall be eligible to be elected or appointed as an officer of this corporation and must have an active youth

participant in their household or be unanimously approved by sitting Executive Board. In the event that no person meets these requirements, the President, upon recommendation of the Executive Board, may appoint a person of his choice or allow for waiver of minimum qualifications with the consent of the Executive Board. *Inaugural Season of BGEYFC shall be appointed by President and Vice President.*

B. To be able to run for President, you have had to hold an Executive Board position for one of the four previous fiscal years prior to running for the President's position.

C. Records on file with the Secretary of this corporation shall be utilized as the authority by which the corporation shall determine eligibility of any persons nominated to serve as an officer.

1:10.2 EXECUTIVE BOARD: TERMS OF SERVICE

A. All elected officers shall serve for a term of two (2) years or shall serve until such time as their successors shall qualify and take office.

B. Elections for President, Business Manager and Secretary will take place in odd numbered years. Elections for Vice President, Treasurer and Sergeant at Arms will take place in even numbered years.

C. Unless otherwise provided for herein, these officers shall serve commencing from the adjournment of the meeting at which they were elected and shall serve until immediately following adjournment of the election meeting two years later or until their successors shall have qualified and take office.

D. Appointed officers shall serve at the will of the appointee, and for only as long as they remain in that office.

1:10.3 EXECUTIVE BOARD: AUTHORITY

A. The Executive Board shall uphold and enforce the Constitution, By-Laws, and Rules and Regulations of this corporation and its affiliates. They may set Administrative Policies and pass resolutions, Rules and Regulations that are necessary to guide and manage the business and affairs and to control the assets, property, programs, projects and activities of this corporation. They shall operate, manage, and maintain themselves in such a manner as to provide for the purposes and objectives of the corporation as stated in this constitution. Further, they shall have absolute authority to solicit contributions and raise revenues necessary to carry out the purposes and objectives of this corporation.

B. A $\frac{3}{4}$ majority vote of the Regular Membership present at a General Membership meeting shall be needed to overturn any action taken in the proper exercise of the authority charged to the Executive Board in this section.

1:10.4 EXECUTIVE BOARD: RESTRICTIONS

A. No officer, elected or appointed, may have two (2) votes on the Executive Board. No individual shall be elected to more than one office on the Executive Board. However, nothing

herein precludes an individual from being appointed to more than one office on the Executive Board.

B. An officer, elected or appointed, must be in good standing (refer to section 1:9.0 entitled “Membership Classifications and Requirements Of” for criteria of members in good standing) to be eligible to vote. An officer is not in good standing if fees are owed to this corporation and/or a disciplinary action has ever been taken against said officer. However, a nominee may appeal to the Grievance/Hearing Committee regarding a disciplinary action. The Grievance/Hearing Committee’s recommendation will then be forwarded to the Executive Board for a final decision (refer to section 1:15.0 entitled “Grievances and Hearings”).

1:10.5 EXECUTIVE BOARD: ATTENDANCE

A. Any officer who is not in attendance collectively, at three (3) meetings of the Executive Board, and/or General Membership, during their term per fiscal year, without prior notification to the Secretary or an attending Executive Board member, shall be considered to have voluntarily vacated their office. In which case, the Secretary shall send a letter via “Certified Mail” to that officer, appropriately notifying them that the Executive Board has instructed the President to proceed under the provisions of Section 1:12.0 entitled “Vacancies.”

B. For the purpose of enforcement, any officer who shall be more than thirty (30) minutes late for any meeting without notifying the Secretary or an attending Executive Board Member, beforehand, shall be considered to have not been in attendance. If proper notification is given as stipulated herein, said officer shall be excused and the provision of this section shall not be applicable.

1:10-6 EXECUTIVE BOARD: MEETINGS

The Executive Board of this corporation shall meet monthly except for the month of December, to conduct the business and affairs of this corporation. Special Meetings may be called by the President or by petition of three (3) officers delivered to the Secretary in writing.

1:10.7 EXECUTIVE BOARD: QUORUM

A meeting shall be determined to have a quorum present if seven (7) officers are present at an Executive Board meeting. No business may be conducted without a quorum.

1:10.8 EXECUTIVE BOARD: VOTING

A. On all matters calling for a vote by the Executive Board, each vote shall be by roll call and the Secretary shall record each vote into the meeting minutes.

B. In “time critical” situations, when certain business cannot wait until the monthly meeting, an Executive Board member may call for a vote on a particular matter over the telephone or through means of text message. In order to conduct corporate business in this matter, a conference call must be set up through the telephone company. All members of the Executive Board must be called or texted, and a quorum shall be needed to take a vote over the telephone. Further, minutes of the “conference call voting” must be recorded by the Secretary or in the absence of the Secretary, the Sergeant at Arms shall record the minute of this meeting.

1:11.0 OFFICER DUTIES

A. The officers of this corporation shall perform the duties that correspond with their respective office, as well as those reasonable duties, which from time to time may be assigned by the President.

B. All Executive Board members of this corporation shall be required to wear a Sideline Pass issued by Berkeley Golden Eagles Football and Cheer at all times during game day. The Sideline Pass must be visible and around the individuals neck.

1:11.1 PRESIDENT

The President is responsible for the day-to-day operations of this organization, will preside over all Executive Board meetings and General Membership meetings, as well as serve as an ex-officio member of all committees and shall have the power to appoint all appointed Executive Board positions, chairpersons, and committee members. He shall have the authority to co-sign checks, hold a bank card, and obtain all applications for coaching positions of the organization. He shall obtain all liability insurance certificates. The President may only vote when necessary to break a deadlock (tie) in voting (unless in an impeachment hearing, then the President shall have a vote). The President may have the authority to purchase/pay for any item(s)/service(s) he feels is in the best interest of the organization without a vote by the Executive Board, as long as said item(s)/service(s) does not exceed \$200.00. He shall strictly uphold and enforce all laws and rules of NJAYF as they relate to this corporation as a franchise thereof.

1:11.2 VICE PRESIDENT

In the absence of the President, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions. He shall serve as a signor on all bank accounts, in the absence of either the President or the Treasurer and hold a bank card.

1:11.3 BUSINESS MANAGER

The Business Manager will oversee all business and financial operations of this organization. The Business Manager will perform the duties of the President or Vice President, in their absence.

1:11.4 TREASURER

The Treasurer shall have sole care and custody of all monies and securities of this corporation. He shall be charged with collections of any monies due to this corporation, including but not limited to, fundraising proceeds and corporate pledges, etc. He shall cause any excess funds to be deposited into appropriate league accounts with institutions approved by resolution annually by the Executive Board. He shall be the main signature on all accounts, hold a bank card, and shall be bonded. The Treasurer shall be the principal officer charged with the establishment of the annual budget and shall oversee strict adherence to the same. The Treasurer shall prepare, distribute, and deliver written reports monthly, to the General Membership and shall be charged with filing all legal statements and forms as may be required by the Internal Revenue Service or the State of New Jersey, Division of Taxation. He shall make all books and accounts available for inspection upon demand by the Executive Board or the General Membership. Any and all inspections shall be done in the presence of the Executive Board. Absolutely no paperwork of any kind shall be copied or taken by any individual of the General Membership. Finally, he shall be

an ex-officio member of any fundraising effort or committee of this corporation. The Treasurer will coordinate and meet on a regular basis with the Business manager and establish a cohesive checks and balances system.

1:11.5 SECRETARY

The Secretary of this corporation shall keep an accurate record of all meetings, hearings, proceedings, correspondence and official documents of this corporation. He shall assist this corporation by keeping an accurate record of attendance and any roll call votes cast by the General Membership. The Secretary shall receive all bills, mail and correspondence on behalf of this corporation. He shall be charged with generating all meeting notices, agendas, minutes, newsletters, and official correspondence, except in those instances where the President and/or Executive Board direct other personnel to handle any of said responsibilities listed above.

1:11.6 SERGEANT AT ARMS

The Sergeant at Arms shall maintain order and decorum at all meetings and official events of this corporation. In the event of the Secretary's absence, the Sergeant at Arms shall fulfill those duties and record the meeting minutes.

1:11.7 PROGRAM ADMINISTRATORS: FOOTBALL COORDINATOR / CHEERLEADING COORDINATOR AND ASSISTANTS OF EACH

A. The Football Coordinator and Cheerleading Coordinator shall serve as the Program Administrators for their respective program areas. The Program Administrators shall coordinate play development and overall continuity between all coaches under their charge. They shall work hand-in-hand with the President in respect to the placement of all participants, within the guidelines established by the Executive Board of this corporation, and the HLA.

B. They shall ascertain that all coaches meet the requirements of coaching prior to their appointment. Program Administrators shall assure that all coaches are aware of HLA rules, specifically, "Lopsided Rule", "Mandatory Play Rule", and "Coaches Code of Conduct". Program Administrators shall submit their recommendations for Head Coaches to the President for approval.

C. Program Administrators may not serve as Head Coach of any team without consent from the President, however, nothing herein precludes them from serving as an Assistant Coach. They shall assure that a line of communication is maintained between the coaching staff and the Executive Board of this corporation and that the coaches are working to assure that corporate programs, projects and activities receive 100% support from both the coaching staff and the participants under their charge.

D. Program Administrators shall assist with the property and inventory as it applies to their respective programs. In concert with their respective coaching staffs, they shall assist with the issuing, collections, conditioning, and certification of uniforms and equipment. They shall assist with registrations, certifications, etc. The Cheerleading Coordinator shall represent this corporation at all HLA Cheerleading Coordinator's meetings. The Football Coordinator shall be responsible for arranging scrimmages and setting up bowl games.

E. Whenever possible, the Program Administrators should be present at all games played or events cheered (i.e., Road Games, Cheerleading Competitions, etc.) to protect the integrity of the game/competition, and behavior of coaches. They will ultimately be held accountable, limited to the Executive Board, for situations that may escalate out of control.

1:11.8 LEAGUE REPRESENTATIVE / ALTERNATE LEAGUE REP

He shall represent this corporation at all required NJAYF General Meetings. He shall vote at the will of the Executive Board at said meetings. He is responsible for advising this corporation of any new rules, deadlines, and required fees that this franchise may be required to pay. He shall make a report at all Executive Board meetings as to the proceedings of any NJAYF General meetings. He will assist the Football Coordinator in setting up scrimmages and bowl games. He advise the Cheerleading Coordinator of any special meetings.

1:11.9 SCHOLASTIC LIAISON (NON-VOTING)

The Scholastic Coordinator (SL) shall e responsible for the collection of all report cards and the compilation of grades within the guidelines set forth by the HLA and AYF/AYC. He shall be responsible for filing the necessary paperwork with the NJAYF Scholastic Coordinator. The Scholastic Coordinator shall be responsible for coordinating various award programs, including but not limited to, scholarship awards and Volunteer of the Year.

1:11.10 EQUIPMENT MANAGER / ASSISTANT EM:

The Equipment Manager (EC / AEC) shall be responsible for all property and inventory for their respective program. He shall be responsible for the timely issuing, collection, cleaning, conditioning, and certification of uniforms and equipment. He shall assist the Football Coordinator with determining specific equipment/inventory needs to properly provide for their football program. He shall conduct one (1) complete physical inventory per fiscal year during the month of May, and provide to the Executive Board a detailed written report listing the complete property and inventory of their respective program.

1:11.11 FUNDRAISING COORDINATOR

The Fundraising Coordinator (FunC) shall be in charge of coordinating organizational wide fundraising activities and be responsible for fundraising, including but not limited to, spirit sales, gate, 50/50's, registration fundraiser, etc. He shall be responsible for soliciting donations for this corporation. He shall be responsible for organizing travel fundraising with the assistance of the Football Coordinator and/or Cheerleading Coordinator. The Fundraising Coordinator is responsible for organizing the Team Parents of each team and utilizes their assistance throughout the season. These Team Parents must be approved by the President. The Fundraising Coordinator shall be allowed to organize a committee to assist with his duties. This committee must be approved by the President.

1:11.12 TEAM PARENT COORDINATOR

The Team Parent Coordinator (TPC) shall be in charge of ensuring that all required paperwork is collected and entered into the appropriate Team book. The TPC will ensure direct contact with each "Team Parent" verifying that the required Organization and League (HLA) AYF/AYC required documents are provided pursuant to the rules of AYF/AYC. The TPC will have the

authority to remove a parent/participant from the field in the absence of the required paperwork not being present.

1:11.13 PARENT PARTICIPATION COORDINATOR

The Parent Participation Coordinator (PPC) shall be in charge of ensuring that each participant has turned in the properly dated and addressed “Parent Bond” or “Work Bond”. The PPC shall coordinate with assigned Team Parents and maintain record of Parent Participation Hour assignments and opportunities. The PPC will also coordinate with the Fundraising and Concession Coordinator to ensure proper scheduling of parent hours.

1:14:14 CONCESSION COORDINATOR

The Concession Coordinator (ConC) will handle all business regarding the Concession Stand and related activities. The ConC shall develop and present a fiscally responsible concession policy and schedule to be presented to the Executive Board. The ConC will also handle any concession purchased with the advise and consent of the Executive Board, and manage all deliveries to the concession stand.

1:11:15 BUILDING AND GROUNDS COORDINATOR

The Buildings and Grounds Coordinator (BGC) shall handle and coordinate all maintenance issues that are associated with the Veteran’s Park complex and the AYF/AYC complex. The BGC will have the authority to openly communicate with Berkeley Township Parks and Beaches and any other Township entity for the purposes of building and grounds maintenance.

1:11:16 SPONSORSHIP COORDINATOR

The Sponsorship Coordinator (SC) shall be responsible for the acquisition and management of all private and business sponsorships and their subsequent renewal. The SC will also coordinate the purchase and maintenance of sponsorship signs. The SC primary goal is to establish a community outreach for the purpose of obtaining sponsorships to grow the program. The SC will ensure that any potential sponsorships be of good morale character and in line with the mission and goals of this Organization.

1:11:17 INSURANCE COORDINATOR

The Insurance Liaison (IL) shall coordinate and handle all business associated with organizational insurance issues. The IL will be authorized to contact and conduct business as it relates to the insurance policy of this organization. The IL shall also ensure that injured participants are properly handled, by way of insurance claim forms and Head Coach report of injury. The IL will also be responsible for serving as a support person for any family that has a participant claim. The IL will also ensure that all venues used by this Organization are covered on the insurance policy.

1:11.18 PUBLIC INFORMATION COORDINATOR

The Public Information Coordinator (PIC) shall be in charge of communications between the organization, the public and the community as it pertains to this organization. The PIC will use and be bound by the rules of this organization as it pertains to the use of social media, the internet and word of mouth.

1:12.0 VACANCIES

- A.** If a vacancy arises in the Presidency of this corporation, the Vice President shall become the President. If there is less than one (1) year remaining in the unexpired term, they will serve out the remainder of said term. If there is more than one (1) 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.** If there are vacancies of any other Executive Board positions, they will be replaced by appointment of the President with the advice and consent of the remaining Executive Board members.

1:13.0 NOMINATION AND ELECTIONS

- A.** At or prior to the November General Membership meeting, anyone seeking an office up for election shall submit a letter to the Secretary of this corporation 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 1:10.0(B) entitled “Executive Board”. Nominations must be accepted by the nominee and said 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 shall serve in more than one elected capacity. At the January General Membership meeting, the Secretary shall determine the eligibility of all nominees and report it to the General Membership.

1:13.1 NOMINATION AND ELECTIONS: BALLOTING

- A.** Balloting for the election of officers shall take place at the January General Membership/Election meeting annually. Balloting for each open office shall be done separately and immediately following the closing of nominations for that office. Balloting shall commence in the exact order in which these offices are listed and appear in Section 1:10.0(B) entitled “Executive Board”.
- B.** If there are no contested offices for election, a motion may be made of the Secretary to cast a unanimous ballot” for each uncontested office. This motion must be seconded and if there are no objections, the motion is carried.
- C.** In the event of a contested election for any office, balloting shall be by a secret ballot. The President shall appoint a committee to circulate, collect and tally all ballots cast. Once ballots have been tallied and a winner evident, the committee shall deliver said ballot to the Secretary who shall then announce the results of the balloting.
- D.** Under no circumstances shall proxy balloting be allowed.

E. A nominee must receive fifty percent (50%), plus one vote majority of the total eligible votes cast in order to be elected to office. In contested elections, should no one candidate receive the majority of eligible votes to be elected, the nominee with the fewest eligible votes will be eliminated and a second or subsequent ballot taken until one nominee receives the majority needed to be elected.

F. 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. Any such challenges shall be heard by any officers not up for election or reelection. The only acceptable challenges shall be to perform a recount of the ballots, qualifications of nominees, and certifications for members allowed to vote. No other challenges shall be allowed.

1:14.0 IMPEACHMENT – REMOVAL FROM OFFICE

A. An officer of this corporation may be removed from office “for just cause” by $\frac{3}{4}$ majority vote of the General Membership present and provided that specific charges have been presented in writing. Said charges must be presented in writing to the Secretary.

B. Written notice must be given to the officer to be removed from office with twenty (20) business days in which to respond and answer all charges. Notices of Impeachment shall state the charges along with the date, time, and location of the Impeachment Hearing. Both parties shall have the right to be represented by an attorney and the Executive Board shall set the rules of propriety for said hearing.

C. For the purpose of clarification, the words “for just cause” are used herein, shall mean, “for failure to perform the duties of their respective office”, or for actions that in the opinion of those bringing the charges, would deem that party “unworthy of continuing to serve in the capacity of an officer of this corporation.”

D. An appointed officer may also be removed by the appointee, without “due process” as described in Section 1:14.0(A)(B) entitled “Impeachment – Removal from Office.”

1:15.0 GRIEVANCES AND HEARINGS

A. All grievances may only be filed by a Regular Member.

B. All grievances must follow the Chain of Command. Any violations of this policy will void the grievance.

The Chain of Command is as follows:

1. The Head Coach of your child’s team (If your complaint is regarding the Head Coach, you may go directly to the Football/Cheerleading Coordinator).
2. The Football Coordinator or Cheerleading Coordinator of Berkeley Golden Eagles Youth Football and Cheer.
3. The Vice President of Berkeley Golden Eagles Youth Football and Cheer.
4. The President of Berkeley Golden Eagles Youth Football and Cheer.

5. A letter written to the Berkeley Golden Eagles Youth Football and Cheer Executive Board.

1:15.1 GRIEVANCES: PROCEDURES

A. Within fifteen (15) days of the occurrence, the complainant must go through the proper party in the Chain of Command. Within five (5) days, a response shall be provided to the individual as to the validity or non-validity of the grievance. This response shall be in writing.

B. If the member is not satisfied with said response, within five (5) days thereafter, he may then take written notice of the grievance to the Chairperson of the Grievance/Hearing Committee who will conduct a Grievance Hearing. The Chairperson of the Grievance/Hearing Committee shall be the Executive Board member appointed (refer to Section 1:15.1(C) entitled "Grievances: Procedures"). A notice of decision from the Grievance/Hearing Committee shall be provided to the member in writing within fifteen (15) days of that date.

C. The Grievance/Hearing Committee will be comprised of one (1) Executive Board member, one (1) Football Coach, one (1) Cheerleading Coach, and two (2) Regular Members (chosen at random) in good standing (refer to Section 1:9.0 entitled "membership Classifications and Requirements of" for criteria of members in good standing). This committee shall be appointed by the President, with the advice and consent of the Executive Board members. In the event the grievance is within the Executive Board, the complaint is heard by the Grievance/Hearing Committee and the resolution will be forwarded to the Executive Board for a final decision.

D. If, in the opinion of the Executive Board, the grievance is unresolved, then the Executive Board may request to hear the complaint. The decision of the Grievance/Hearing Committee will be reviewed by the Executive Board for a final decision. The Executive Board has the right to amend or modify the decision of the Grievance/Hearing Committee. All decisions by the Executive Board are final. The complainant has the right to appeal the final decision of the Executive Board to NJAYF.

1:15.2 HEARINGS: PROCEDURES

A. Written notification of date in addition to the grievance procedures, will be issued to the accused fifteen (15) days prior to the hearing by the Chairperson of the Grievance/Hearing Committee. Up to three (3) witnesses are allowed by all parties involved.

B. Questions must be submitted by the Grievance/Hearing Committee to the chairperson three (3) days prior to the hearing.

C. After the hearing, the Grievance/Hearing Committee will convene and render a decision and present it to the Executive Board within two (2) days.

D. The Executive Board will review the decision to make sure it is a just decision.

E. Postponement of the hearing must be requested in writing by the complainant to the Chairperson of the Grievance/Hearing Committee no later than ten (10) days prior to the hearing date. One postponement per complaint will be allowed.

1:15.3 HEARINGS: FAILURE TO ATTEND HEARING

Any 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 into full force with no right to appeal.

1:16.0 LEGAL COUNSEL

The Executive Board may contract and pay for the services of Legal Counsel when it deems necessary. Said Legal Counsel shall be an attorney in good standing licensed to practice in the state of New Jersey.

1:17.0 GIFTS AND BEQUESTS

A. All monies and properties, real or personal, received by gift or bequest shall be devoted to the purpose stipulated in any such gift or bequest and only if such purposes are within the lawful purposes of this corporation, shall any such gift or bequest be accepted.

B. The Executive Board is authorized to accept and receive in the name of this corporation all such monies and properties given for the purposes of the same in trust or otherwise as provided for in the By-Laws.

1:18.0 COACHING

A. All individuals seeking a coaching position within the organization must complete all documentation required by AYF/AYC and NJAYF, including but not limited to, a background check.

B. Any falsification of information on the application will result in immediate dismissal.

1. Head coaches shall be recommended by the respective Program Administrator and approved by the President with the advice and consent of the remaining Executive Board Members. Head Coaches must be members in good standing (refer to section 1:9.0 entitled "Membership Classifications and Requirements Of" for criteria of members in good standing). Coaches will serve from the time of their appointment through the end of the fiscal year unless removed for cause by a 2/3 majority vote of the Executive Board.
2. Head coaches must be at least 21 years of age. Assistant Coaches must be at least 18 year of age. Coach Trainees must have attained the age of 16.
3. Coach Trainees and demonstrators under the age of 18 must have parental permission to serve in these capacities.
4. All coaches, trainees, and demonstrators must be able to read, write, communicate and understand the English language.

5. Any applicant shall not have been convicted of a crime that would pose a threat to the safety and general welfare of this organization's participants if allowed to coach. All applicants are subject to background checks.
6. All coaches, coach trainees, and demonstrators shall be required to take a Safety Orientation and Training Course and must be certified every year or as often as may be required by AYP/AYC.
7. All coaches, coach trainees and demonstrators of this corporation shall be required to wear a Sideline Pass issued by Berkeley Golden Eagles Youth Football and Cheer at all times during game day. The Sideline Pass must be visible and around the individual's neck.
8. The Executive Board of this corporation may deny any individuals who seek a coaching position at any time.
9. Head coaches will be recommended by Coaching Committee and approved by the President and sitting Executive Board members.

1:19.0 MAILING ADDRESS AND PHONE NUMBER

PO Box 107, Bayville, New Jersey 08721

1:20.0 BANKING INSTITUTION

A bank that is federally insured.

1:21.0 REGISTRATION

Registration shall be in accordance as stated by NJAYF, unless a full roster is obtained prior to that date.

1:21.1 REGISTRATION FEE

The Executive Board will determine an annual dollar amount to be collected as registration fees from the General Membership. All registration fees are due at the time of registration, unless approved by the Executive Board. In order to be eligible for a coaching position, all registration fees must be paid in full prior to the first practice. Members who have unpaid fees from previous years will not be permitted to register for the current season and will be required to pay past due amounts, as well as current fees, before registration will be accepted, unless a waiver is obtained from the Executive Board.

1:22.0 RETURNED CHECKS

If any check is returned, the Treasurer will be responsible to notify the party and recoup funds in cash from the involved party, as well as a \$35.00 returned check fee. Any payments thereafter must be made in cash or cash equivalent during the tenure with this organization.

1:23.0 PRACTICES

A. Practice will be in accordance with NJAYF and AYP/AYC.

- B. All participants must have all required documentation before they are allowed to practice.
- C. A minimum of one (1) Executive Board member must be present at all practices.

1:24.0 INJURED PARTICIPANTS

If a participant is injured, the team's Head Coach will complete an incident report immediately following the incident describing the occurrence. The participant's parents will be given a copy of the report, and the original will be kept on file for permanent record. A copy of the report shall be forwarded to the Insurance Liaison and Football Coordinator or the Assistant Football Coordinator.

1:25.0 ATTENDANCE POLICY

Attendance shall be kept by each team's coaching staff and must be in accordance with the Rules and Regulations set forth by this corporation.

1:26.0 REPLACEMENT LOANED PROPERTY

A. All football equipment must be returned to the Equipment Manager during the Equipment Return day at the end of the season. If equipment is not returned by January 31st of the following year, a fine will be incurred by the parents equal to the cost of current equipment replacement.

B. All cheerleading uniforms must be returned to the Cheerleading Coordinator during the Uniform Return day at the end of the season. If the uniform is not returned by January 31st of the following year, a fine will be incurred by the parents equal to the cost of current uniform replacement.

C. This fine must be paid prior to the next years' registration. Payment of the fine may also be collected at registration or pursued in small claims court. Failure to pay said fine will result in refusal of participation.

1:27.0 INSURANCE

Berkeley Golden Eagles Youth Football and Cheer is covered under insurance. The participant's insurance is the primary carrier. Any medical bills not covered by the participant's insurance must be paid by the participant and can be submitted to the Insurance Representative of this corporation for reimbursement which will be submitted to the NJAYF Insurance Coordinator. After submitting NJAYF, this corporation is no longer responsible and at that point, all information should be handled with NJAYF and their contact.

1:28.0 PARLIAMENTARY AUTHORITY AND CONDUCT OF MEETINGS

A. All meetings of this corporation shall be governed by these By-Laws and to a lesser extend, at the determination of the Executive Board, Robert's Rules of Order, in its most current edition, may be consulted and if so determined, may also be used as a guide.

B. The conduct of each meeting shall be at the discretion of the President. He shall rule on all questions of order and shall be charged with conducting each meeting according to the laws of

democracy, under which laws, every person who wishes to speak shall be heard and that in every matter considered, the best opinion shall be properly motioned and seconded.

C. A majority vote of the General Membership present shall be needed to overrule the President with regard to and decision made by him on questions of order or conduct of the meeting. Motions to overrule must be properly motioned and seconded.

D. A motion to reconsider or the reconsideration of any motion or business that was previously considered and disposed of before the General Membership, at any time during the fiscal year, shall require a $\frac{3}{4}$ majority vote of the General Membership present to be reconsidered and shall require an additional $\frac{3}{4}$ majority vote for passage of that motion or business.

1:29.0 PROPERTY

The following items, digital or otherwise, are hereby property of this corporation:

1. Domain name: _____
2. Domain name: _____
3. Domain name: _____
4. Email address: vicepresident@berkeleygoldeneaglesyfc.org and all accounts linked, including but not limited to, telephone numbers and blogs.
5. Email address: President@berkeleygoldeneaglesyfc.org and all accounts linked, including but not limited to, telephone numbers and blogs.
6. Email address: Football@berkeleygoldeneaglesyfc.org and all accounts linked, including but not limited to, telephone numbers and blogs.
7. Email address: Cheer@berkeleygoldeneaglesyfc.org and all accounts linked, including but not limited to, telephone numbers and blogs.
8. Email address: Info@berkeleygoldeneaglesyfc.org and all accounts linked, including but not limited to, telephone numbers and blogs.
9. Facebook: _____
10. Twitter: _____
11. Instagram: _____
12. YouTube: _____
13. The telephone number _____ and voice mailbox
14. Any and all passwords to listed accounts. These are to be kept by the President and must be surrendered to the incoming President.
15. Any and all financial accounts held by any institution that contain funds deposited for use by this corporation.
16. Any and all equipment purchased for the purpose of running day-to-day operations as well as concession stand.
17. Any and all equipment used by participants, including but not limited to, uniforms, protective pads, helmets, and field equipment.
18. Any and all two-way radios operated by the Executive Board members.
19. Any and all trophies and awards won by teams under the Berkeley Golden Eagles name.
20. Any and all paperwork handled throughout this corporation, including but not limited to, rosters and participant information kept in the "team book".

21. Any and all property of this franchises predecessor corporations described above.

1:30.0 DISPOSITION OF FUNDS AND PROPERTY

A. None of the funds, assets or property of the Berkeley Golden Eagles shall be divided among its officers, trustees, directors or members. In the event of the dissolution of this corporation, its assets shall be delivered to the HLA, for even distribution between the existing franchises. In the event that this is forbidden by state and/or municipal law, said assets shall be delivered tot eh HLA and set aside for distribution to the franchise that is set up to service the dissolved corporation's territory.

B. Any entity in receivership of the assets and property of Berkeley Golden Eagles, in the event of dissolution, shall enjoy exempt status in accordance with the provision of Section 501(c)3 of the Internal Revenue Code; either as it currently exists or may be amended.

1:31.0 AMENDMENTS

A. This constitution may be amended, revised, or changed by a 2/3 majority vote of the General Membership (as covered in Section 1:9.0 entitled "Membership Classifications and Requirements Of"), provided that such proposed amendments, revisions or changes be delivered in writing to the By-Laws Committee for their consideration and disposition via the Secretary.

B. The By-Law Committee will be comprised of two (2) Executive Board members, one (1) Football Coach, one (1) Cheerleading Coach, and two (2) Regular Members (chosen at random) in good standing (refer to section 1:9.0 entitled "Membership Classifications and Requirements Of" for criteria of members in good standing). This committee shall be appointed by the President with the advice and consent of the Executive Board members.

C. The Secretary shall forward all proposed amendments, etc., to the By-Laws committee. Upon receipt, the By-Laws Committee shall review said amendment proposals and make a report to the General Membership, as to their findings and recommendations in the matter being considered.

D. The By-Laws Committee may recommend the passage of the amendments, etc., revisions or changes as received; or they may recommend further changes, an alternate proposal, or at their discretion, they may opt to take no action at all, in any case, no amendment, revision or change shall be presented to the General Membership for consideration, that hasn't received prior approval from the By-Laws Committee.

E. Those amendments which are approved by the By-Laws Committee shall be read to the General Membership at the next scheduled meeting. At the subsequent meeting, the President shall allow a brief hearing or discussion with the General Membership, with a fixed time limitation on same. When that fixed time limitation has elapsed, the matter shall be called and a vote taken. If in the event that there is no quorum present, said matters may be held over for a subsequent meeting until such time that there is a quorum present.

F. No provision or section of these By-Laws may be waived, revised, changed or amended except as provided for in this section. Further, any motions to suspend any of the By-Laws of this corporation may be ruled frivolous and out of order by the President with the consent of the Executive Board.

G. Any amendment, revision or change to these By-Laws, that are approved by the General Membership (as covered in 1:9.0 entitled "Membership Classifications and Requirements Of"), shall be done pending final approval of the HLA. After consideration by the membership, the President, or his designee, shall forward same to the HLA for their consideration and approval. Only those portions of these By-Laws which are not approved shall be void pending reconsideration by the membership. All other portions shall remain.

1:32.0 SOCIAL MEDIA POLICY

This Organization will maintain a ZERO TOLERANCE policy for all matter relating to Social Media as it relates to any member, parent, participant, sponsor, coach or Board Member of this organization. While this Organization respects an individual's right to free speech and self expression, a balance must be maintained to prevent disparaging and harassing remarks, including but not limited to bullying, criticism of volunteers, parent or participants. No person listed above will engage in any social media behavior that is deemed by the President, Vice President or their designee to be injurious to the mission and goals of the Berkeley Golden Eagles YFC. This conduct will also be defined and outlined in the Code of Conduct that is requirement for membership and/or participation in this Organization. Any violation of this policy will be subject to immediate suspension from all organizational activities until such time as the matter is investigated and disposed by appointed investigation committee.

ATTEST:

Notice is hereby given that the provisions of this constitution were approved by the General Membership at its meeting on this 18th day of July, 2019



JAMES REAGAN VANDENBOS
President



KRISTEN L. MACKOWN
Witness, Treasurer

