

**KITTATINNY MIDGET FOOTBALL, INC.**  
DOING BUSINESS AS: KITTATINNY YOUTH FOOTBALL AND CHEER

**CONSTITUTION AND BY-LAWS**

**ARTICLE I Name and Purpose:**

Section 1. The organization shall be called Kittatinny Midget Football, Inc. The team name shall be the Kittatinny Cougars. The team colors shall be blue, silver gray and white.

Section 2. The major objectives of this program are to inspire the young people involved to practice the ideals of good health and citizenship and to help them build character. Also, to bring them together through the common interest of athletics and good sportsmanship. To impart to the game the elements of safety and fair play and to keep the welfare of the children first and foremost while keeping the program free of adult ambition and personal glory.

Section 3. The goal of this organization is to help equip our players/cheerleaders to have the most success at the high school level by adopting the strategy of the high school football and cheerleading coaches.

**ARTICLE II Qualifications for membership:**

Section 1. Qualification for membership shall be as follows:

- A. Participants in either the football or cheerleading program who are part of the geographical sending districts to Kittatinny Regional High School, and who register, pay the required fee and any outstanding balances and supply the necessary documentation (birth certificate, doctor's examination statement and/or prior medical history and clearance) at the time of registration, but prior to August 1st, unless not enough participating at a specific level, are eligible to be participants in this program.
- B. Exclusionary Rule:
  - (i) Participant moves into sending district after registration cut-off date, can be permitted to participate in the league upon majority vote of the Board;
  - (ii) Participant moves out of the sending district after start of the current season, can be permitted to continue in the league indefinitely;
  - (iii) Participant is part of another sending district and there is no viable program existing in such district or said participant had been previously registered within KMFL in previous seasons, can be permitted to participate in the league upon majority vote of the Board;
  - (iv) All participants subject to these exclusionary rules must be in good academic and civic standing to be considered for inclusion. References from other leagues can be requested by the Board if required.
- C. Registrations received after the cut-off date will be placed on a waiting list. Players will be chosen in an "out of the hat" situation type drawing, only as the need arises

**ARTICLE III Officers and Elections:**

Section 1. The officers of the Board, known hereafter as the Executive Officers, shall be as follows:

- A. President
- B. Vice President
- C. Recording Secretary
- D. Treasurer
- E. Sergeant of Arms

Section 2. Nominations for Office are for a (1) year term. Nominations shall take place at the first regular meeting following the conclusion of the preceding season.

Section 3. Voting for Nominations shall take place immediately following the nominations.. A written ballot for any Nomination with more than (1) running for the same position. If a position is uncontested, a vote is not needed.

Section 4. Following the election of officers, the newly elected Officer shall consult with the Officer he/she is replacing to go over any details of the position. The new Officer elected will take over in January.

Section 5. In the event of a vacancy of any elected officer, the president has the right to appoint someone to fill the position until the next nomination.

**ARTICLE IV Duties of Executive Officers, Board and Committees:**

Section 1. The duties of the Executive Officers shall be as follows:

President:

- A. Shall call and preside over all meetings.
- B. Shall be an ex-officio member of all committees.
- C. Shall be empowered to take all other action not in conflict with the constitution, which he/she deems necessary to affect the purpose of the corporation.
- D. The president may be a Head Coach and or the head of any committee.
- E. Helps Chairperson of each committee as needed.

Vice President:

- A. Shall assume all duties in the absence of the President.
- B. Shall appoint an Equipment Manager with the approval of the Board.
- C. Shall in conjunction with the Equipment Manager, maintain an inventory of all equipment and present a written account of the same at the December meeting.

Recording Secretary:

- A. Shall record all minutes of the meetings and record a list of all attendees.
- B. Shall assume all duties in the absence of the President and Vice President.
- C. Shall keep record of all registered participants and members of the organization.

- D. Shall develop a contact list and notify the Board of any meetings, up-coming events, and developing issues, i.e. by using e-mail, in case of one not having e-mail, contact by phone and/or any other means of contact. This is to keep everyone respectfully updated.
- E. Shall keep an accurate list of all Board members, potential Board members and committee volunteers.

Treasurer:

- A. Shall make a financial statement at all regular meetings
- B. Shall submit copies of the financial report to the President and Secretary.
- C. Shall prepare books for audit and be audited by the Finance Committee by January meeting or upon resignation of office.
- D. Shall deposit all monies collected into a local bank designated by the board.
- E. Shall expend funds only as authorized by the Board.
- F. Checks must be signed by one of the following: Treasurer or President
- G. Obtain the necessary insurance coverage as determined and approved by the Board.
- H. Three (3) Executive Officers, one (1) being President, may approve spending up to \$150 as it pertains to day to day operations of the League. Expenses pertaining to concessions cannot exceed \$500 maximum per week without Board approval.
- I. A voucher/reimbursement form must be completed and signed by three (3) Executive Officers, one (1) being President. The receipt must be attached to the voucher/reimbursement form and forwarded to the treasurer for payment.
- J. Linked to the Commercial Checking Account will be access to bank issued debit cards. There will be two (2) cards available for use by Executive Board members only. The cards will have the following limitations on them:
  - a. No more than a total of \$1,500.00 per transaction.
  - b. No more than \$500 per ATM withdrawal.
- K. Linked to the Commercial Checking Account will be access to online banking information. The password will be documented in the files of the banking records and will be accessible by the President of the Board as well.

Sergeant of Arms:

- A. Maintain order at meetings pertaining to Roberts Rules of Order.

Section 2. The duties of the Board shall be as follows:

- A. Any applicant who wishes to become a member of the Board must complete a volunteer form and will be voted on through an Executive Session and notified prior to the next meeting. (Each Board Member MUST volunteer in at least one committee or subcommittee). Failure to volunteer in at least one committee or subcommittee will result in the removal of that Board Member per vote of the Executive Board.
- B. The Football Coordinator, Cheerleading Director, League Representative shall be Board members.

- C. All Board members must attend 75% of meetings during the calendar year or they may be subject to removal from the Board. The President may accept an excusal from the board member in advance, (i.e. vacation, work, family emergency). The excusal will not account for missed meetings. It will be noted on the sign in sheet.
- D. The President shall only vote to break a tie.
- E. Every sending district may have representation on the Board subject to approval by the board.
- F. The Board will determine player/cheerleader participation but may waive the fee for good cause.
- G. Medical and liability insurance coverage shall be carried by the organization in coverage amounts to be determined and approved by the Board.
- H. Board shall nominate/accept nominations, review qualifications and vote on who will hold the position for Football Coordinator and Cheerleading Director on a yearly basis on or before the April board meeting.
- J. The League Representative is appointed by the President with Board approval.

Section 3. The duty of the Committees shall be as follows:

- A. Committees shall act in the best interest of the organization. A Chairperson will be nominated and voted on by the board. When a new committee is suggested or formed, a recommendation to the Board needs to be established and put into writing utilizing the following parameters:
  - 1. Purpose
  - 2. Duration (if any)
  - 3. Guidelines (time, scope and jurisdiction)
- B. All committees will have an odd number of members, between the Guidelines of 3-9 board and non-board members.
- C. Once the committee has their proposal(s) together, it will be brought for presentation to the Board at such time a specific amount of discussion will be allowed before a final vote of the Board.
- D. Any Board member can serve on up to three (3) committees at any time.
- E. Committee members can be chosen by the Chairperson, or by volunteer, but must be approved by the board.
- F. Minutes of all committee meetings should be available to Board Members.
- G. All Board members or their spouses are required to work/oversee the concession stand at least one home game per season. Failure to comply will result in the removal of this members voting privileges and or coaching privilege for the following season per Executive Board vote.
- H. Each Board member is required to volunteer in one or more committees or sub-committee each season. Failure to comply will result in the removal of this members voting privileges and or coaching privilege for the following season per Executive Board vote.
- I. Volunteers for KMFL committees do not need to be board members.

Section 4. The duties of the Football Coordinator, Cheerleading Director and League Representative shall be as follows:

Football Coordinator:

- A. Shall be responsible for the proper assignment of each child to a particular squad, keeping in mind the best interest of each child and subject to board approval.
- B. Shall work with coaches to demonstrate techniques and different types of drills.
- C. Will be nominated and voted on by the board.
- D. Will be a member of the Board and have a vote on the Board.
- E. Will be responsible to have all Head Football Coaches USA certified, concussion training certified, and criminal history background check completed. All fees are to be paid by the coaches and reimbursed upon receipt of successful completion.
- F. Football Coordinator designates when all teams will start practices. If the head coach is unavailable, assistant coaches will run practice until the head coach returns. Moving participants up and down a level to meet the minimum required number of participants to form a full squad. If there are not enough participants to move up/down a level to meet the minimum requirements, then there will not be a squad for that particular level. Practices cannot be held without an adult coach present.

Cheerleading Director:

- A. Shall be responsible for the proper assignment of each child to a particular squad, keeping in mind the best interest of each child and subject to board approval.
- B. Shall work with coaches to demonstrate techniques and different types of drills.
- C. Will be nominated and voted on by the board.
- D. Will be a member of the Board and have a vote on the Board.
- E. Will be responsible to have all Cheerleading Coaches NYSCA certified. All fees are to be paid by the coaches.
- F. The Cheerleading Director coordinates all phases of the cheer program with approval of the Executive Board. Cheerleading Director will have the discretion to realign squad configurations, should there not be enough participants to form a squad at any level. Minimum # of participants needed to form a full squad will be 8 participants with 12 being optimal. If this minimum number is not met then the squad reconfigurations could include the following: Moving participants up and down a level to meet the minimum required number of participants to form a full squad. If there are not enough participants to move up/down a level to meet the minimum requirements, then there will not be a squad for that particular level. The Cheerleading Director designates when and where all squads will start practice. If the head coach is not available, then an assistant coach or Cheer Director has the ability to conduct practice until the head coach returns. Practices cannot be held without an adult coach present.

League Representative:

- A. Will be appointed by the President.
- B. Will be a member of the Board and have a vote on the Board.
- C. Will attend all league functions/meetings and will report to the Board.
- D. Will advise the Board as to all league matters/discussions/decisions.

**ARTICLE V Coaches:**

Section 1. No one except coaches approved by the Board will be permitted to work with a team during practice and games.

Section 2. Head Coaches will be named and voted on at the May board meeting. All Cheerleading Coaches will be named by the Cheerleading Director and voted on by the July Board Meeting.

- A. All Cheerleading Head Coaches will be allowed to pick their support staff but those names must be presented for approval by the Board by the July Board Meeting.
- B. All Head Football Coaches will be allowed to pick their support staff by first considering family members of players within our sending district. If no volunteers within our sending district are willing to, then outside staff may be considered. Those names must be presented for approval by the Board by the July Board Meeting.
- C. Any Head and Assistant coaches who participate in coaching another team within MCYFL or any other league that may compete against KMFL cannot be considered or will forfeit their position.
- D. All carded Coaches can only wear badges for a single team within KMFL.
- E. It is the responsibility of the Football Coordinator and Cheerleading Director to see that the lists of assistants are presented to the Board within the specified time period.

Section 3. It is each coach's responsibility to conform to the KMFL By-Laws and to see that there are no more than six (6) coaches/adults (including flag) (inclusive of the Head Coach) on the sidelines during a scheduled game, and that there is no interference with the officiating of the game.

Section 4. Each coach is to notify the Football Coordinator/Cheerleading Director of any dropouts, injuries, and notify the Equipment Manager if uniforms have been returned.

Section 5. Each coach is to maintain discipline on his or her team. Each Coach is to adopt the Language of the current High School program and tailor their Offense to align with it. This in no way limits the Offense/Defense of the acting coach. Guidance of the Head Coach and High School Liaison will be available to assist in translation to align our league to have one language throughout each level of competition.

Section 6. Only the Football Coordinator or League Representatives can schedule or change a makeup game. Any deviation by team coaches may result in their dismissal by the Football Coordinator.

Section 7. All Head Football Coaches and Head Cheerleading Coaches must attend all Board Meetings during the season from July through November. If any of the above cannot make the meeting for any reason, they will designate an appropriate appointee from their team/squad to attend the meeting in their place. Failure to do so will cause the Head Coach/Advisor to be subject to penalty under the Board's discretion.

Section 8. Head Cheerleading Coaches can choose their Assistant Coaches and High School Cheerleading coaches for the upcoming season. This MUST include one (1) CURRENT High School Cheerleader but does not exclude CURRENT High School volunteers.

## **ARTICLE VI Resolution of Disputes and Discipline:**

Section 1. Any dispute to be considered by KMFL must be in writing and will be subject to the following procedures:

- A. A disciplinary board consisting of the board president, the football coordinator, cheerleading director and the league rep will hear all disputes and complaints. They will be responsible to do all research involved with resolving the dispute. This will include, but not limited to: interviewing witnesses (including coaches, parents or players) getting written statements from all parties involved, seeking legal advice form agreed on by the disciplinary board. The disciplinary board will then vote on whether the complaint or dispute warrants discipline. The president can only vote to break a tie. A Decision cannot be made until at least 72 hours, and no more than five (5) business days, after the written complaint is presented to the disciplinary board.
- B. The disciplinary board shall have power to discipline and expel its own personnel and all adults connected therewith (including coaches) as the need arises.
- C. If the complaint is found to be a false accusation, or deemed malicious, it will be the disciplinary board's responsibility to decide if action should be taken against the accuser.

Section 2. In the event that a member of the disciplinary board conducting the hearing is the charged party, or witness to action or the original charging party, such person(s) shall remove themselves from any judicial role in the proceedings. A replacement board member(s) will then be selected by majority vote of the Executive Board.

Section 3. All hearing will be closed to the general public.

Section 4. The charged party will have the right to attend the meeting and present their defense.

Section 5. If the charged party is aware of a complaint and if the complainant is going to attend a meeting, the charged party must be given notice of said meeting and be present at said meeting. The Board must be given notice of any complainant coming to any meeting with any such complaint prior to meeting.

## **ARTICLE VII. Player/Cheerleader Responsibility:**

Section 1. No child shall be registered or on any approved squad without the written consent from their parent or legal guardian.

Section 2. The sustainment of sound physical condition shall be attested by the constant vigil of the team coaches and/or by the individual's family physician. Any athlete with an injury that required a physician's care should be medically cleared in writing by an appropriate health care professional prior to resuming participation in any practice or competition.

Section 3. All Football Players will need to wear a NJCAA approved mouthpiece provided by Parent/Guardian

Section 4. Player/Cheerleader fee and any outstanding balances shall be paid at the time of registration.

Section 5. Uniforms (equipment) will not be issued until the player/cheerleader fee has been paid in full.

Section 6. Players/Cheerleaders must return his or her uniform ten (10) days after the last game or they are responsible to reimburse the organization for said uniform costs.

Section 7. All football players must play a minimum number of plays per game. This includes any combination of offense, defense and special teams. The minimum number of plays will be as follows:

K-4th Grade: 8 Plays per game

5th-6th Grade: 7 Plays per game

7th Grade: 6 Plays per game

8th Grade: 6 Plays per game

The above mandatory play rules do not apply to those players who miss one or more excused practice during the week prior to the game.

Section 8. No Registrations will be accepted after the cutoff date unless the team they are registering for has twenty-two (22) or less players.

Section 9. Cheerleaders who do not participate in team practices may not participate in games at the discretion of the Cheerleading Director.

Section 10. If a participant voluntarily elects to leave a team on or before August 15<sup>th</sup> of the current season, a full refund of fees will be provided to said participant. To qualify for a refund, the withdrawal request must be in writing to the participant's head coach and all equipment must be returned at the time of withdrawal. After August 15<sup>th</sup>, no refunds will be available.

#### **ARTICLE VIII. Meetings:**

Section 1. Regular Board meetings shall be held each month during the months of January through November.

Section 2. Meeting dates can be rescheduled by a majority vote of the Board.

Section 3. No regular meeting shall be official without (majority) representation of the (Executive) Board. Section

4. No meeting can be called without at least 24 hours' notice.

Section 5. All meetings shall be governed by Robert's Rules of Order.

Section 6. The Board will hold a public session in the beginning of the Board meeting and at that time entertain any public questions or concerns and then move to a closed board meeting not open to public participation to discuss board business.

#### **ARTICLE IX. Bylaws:**

Section 1. By-laws to be reviewed and amended, if applicable, during the 1st quarter of the calendar year.

Section 2. Majority of (Voting) Board members shall sign-off on reviewed and/or revised by- laws.

#### **ARTICLE X. Voting:**

Section 1. One (1) vote per registered member of the organization. Husband and wife, if they are both a member, may each cast their own separate vote.

Section 2. All new members may vote after attending five (5) consecutive meetings as a Board member in a calendar year.

Section 3. Before voting begins at each meeting, active voting members should be accounted for in order to avoid non-active votes being filled.

Section 4. 25% of voting board members are needed for a quorum.



**ARTICLE XI. Dissolution of the Corporation:**

Section 1. If the dissolution of the Corporation occurs, all assets at that date shall be donated for sports activities to the Kittatinny Regional High School Booster Club.

Section 2. In the event of relocation of the Corporation out of the Kittatinny sending district, said Corporation will be dissolved, and Article XI, Section 1, shall prevail.

**ARTICLE XII. Compensation:**

Section 1. No officer, member of the Board, or coach can receive remuneration for any position held within the Corporation.

**ARTICLE XIII. Recreation Cheerleading:**

Section 1. Cheerleaders must cheer for the Recreation Football squads (No-Try-Outs required).

Section 2. K-8 grade levels of cheerleading may compete in one or more competitions.

Sal Constantino – President \_\_\_\_\_

Mike Strong– Vice President \_\_\_\_\_

Jon Volpe – Treasurer \_\_\_\_\_

Karen Thibault - Recording Secretary \_\_\_\_\_

Mark Maring – Sergeant of Arms \_\_\_\_\_