

**At the January 9, 2013 meeting of the Wood Ridge Recreation Commission, the Commission voted to void the current Wood Ridge Moonachie Jr. Football By-Laws and to put into effect the new By-laws with the revisions agreed upon with representatives of the Wood Ridge Jr. Football Board. Mayor Sarlo spoke with Borough Administrator Chris Eilert and Borough Attorney Paul Barbire who confirmed the following. The Recreation Commission is created by state statute, unlike any individual recreation sport board. Individual recreation sport boards are a creature of the Recreation Commission therefore in the best interest of any sport; the Recreation Commission may adopt new bylaws and impose regulations on them.**

## **Constitution and By-Laws**

### **Constitution**

#### **Article I – Name**

This organization shall be known as Wood Ridge Moonachie Jr. Football. The teams shall be known as the “Blue Devils”. Date drawn up officially as February 1, 2013.

#### **Article II – Objective**

- A. The objective of the Wood Ridge Moonachie 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 Wood Ridge Moonachie Jr. Football shall be the Council. This Council shall be composed of the League officers and Four (4) Trustees. These members shall have voting privileges and shall serve for a term of one year.
- B. The Council shall be composed of League Officers; President, Football Vice President, Cheering Vice President, Secretary, Treasurer; and Four (4) Trustees. League Officers shall be elected by a majority vote of members that are eligible to vote at the annual meeting in February and hold office for one year. Any parent, coach, or interested party may run for office whether under the nomination of the Nominating Committee or the nomination of the public. Trustees are appointed each year by the President with consent of the League Officers. Vacancies on the Council 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 remaining Council members, until the next annual (February) meeting.
- C. Other Council officers (Chairpersons) shall be appointed by the President subject to ratification by majority vote of Council members present at a regular meeting.

- D. The Council may appoint three individuals for a Nominating Committee and the Nominating Committee shall present to the Council their recommendations for the individuals to be voted upon as officer at the January meeting of the new calendar 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 monthly meetings open to the general public. A majority of the members of the Council shall constitute a quorum at any meeting. Meetings shall be held on the third Monday of the month at 8 p.m.
- B. The annual election of League Officers shall be held at the general February meeting.
- C. When deemed necessary, additional 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 Wood Ridge Moonachie Jr. Football Program.
  - 2. Membership can also be open to any participating advisor, coach or any active interested person, with approval of the council.
  - 3. A member is eligible to vote if the family has been represented by attending at least ½ (one half) of the meetings of the current calendar year or with approval of the council.
- E. Two thirds (2/3) of the General Membership eligible to vote present shall be required to amend or repeal any amendment.
- F. Roberts Rules of Order shall govern the proceedings of all meetings, except where they conflict with the Constitution and By-Laws of the program.

#### **Article V – Financial Policy**

- A. The Council shall decide all matters pertaining to the Administration of the program and it shall be the policy to place all income in a common program treasury, directing the expenditure of funds in such a manner as will give no individual an advantage over the others. The select Competitive Cheering Squads will be supported by funds raised specifically for their activities. Funds from the general treasury may not be used for the competition program unless approved by majority vote of the membership at a monthly meeting.

- C. Registration fees for children shall be within guidelines established by the Wood Ridge Recreation Commission. An additional registration fee may be charged for the select Competition Squads with Council approval.

## **Article VI – Playing Rules**

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

## **Article VII – Amendments**

- A. This Constitution or any section thereof may be amended or repealed by a two-thirds vote of those members of the general membership present that are eligible to vote. Any member is eligible to vote if their family has been represented by attending at least ½ (one half) of the meetings of the current calendar year or with approval of the council. Only one (1) vote will be allowed for each family. Written notice of such proposed changes shall be in the hands of each member of the Council and advertised at least 10 days prior to the meeting at which such proposed changes shall be submitted to vote.

\* Advertised means posted on the home page of the Wood Ridge Moonachie Jr. Football official website and in writing via email.

## **By-Laws**

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

- A. **President** – The President shall be the Chairperson of the Council. He/she shall be the administrative head of the program and shall see that the rules, regulations, and principles of the program are observed. The President shall preside at all meetings of Wood Ridge Moonachie Jr. Football. He/she should possess leadership skills, sound character, knowledge of the fundamentals of football and a sincere desire to help children to achieve the objective of the football program. The President is required to attend 2/3 of the monthly meetings.
- B. **Vice President Football** – During the absence or inability of the President, the Football Vice-President shall have the right, power, and duty to do and perform the duties of the President. The Football Vice-President shall carry out such duties and assignments as may be delegated to him by the President relating to Football operations. He/she should possess leadership skills, sound character, knowledge of the fundamentals of football and a sincere desire to help children to achieve the objective of the football program. The Vice-President of Football is required to attend 2/3 of the monthly meetings.

- C. **Vice President Cheering** – During the absence or inability of the President and Vice-President, the Cheering Vice President shall have the right, power, and duty to do and perform the duties of the President. The Cheering Vice-President shall carry out such duties and assignments as may be delegated to him by the President relating to Cheering operations. He/she should possess leadership skills, sound character, knowledge of the fundamentals of Cheering and a sincere desire to help children to achieve the objective of the Cheering program. The Vice-President of Cheering is required to attend 2/3 of the monthly meetings.
- D. **Treasurer** – The Treasurer shall receive all funds, keep records of the Program Treasury, shall co-sign all checks with a designated officer selected by the Council. The Treasurer shall dispense program funds as approved by the Council. Members in possession of invoices shall process same with the Treasurer by the next monthly meeting. Invoices or receipted bills must then be forwarded and approved by the President and returned to the Treasurer before payment can be made. The Treasurer is also responsible for preparing the books for periodic audit. He/she shall make a monthly report to the Council. The Treasurer will oversee the annual door to door fund raiser. The Treasurer will also supervise the gate at home games and collect money from the Concession Stand. After review by the council, on recommendation by the respective Vice Presidents, the Treasurer will submit an annual budget to the Wood Ridge Recreation Commission. The Treasurer is required to attend 2/3 of the monthly meetings.
- E. **Secretary** – The Secretary shall issue notice of all meetings and keep a complete and accurate record of all members and record their attendance at program meetings. The Secretary shall be custodian of all books and records. He/she must be present at all meeting and keep Minutes thereof. IF the secretary is not present at a meeting the President shall select an acting secretary. The Secretary shall have the responsibility for all general and specific promotions of the program. News releases should have approval of the Council before being released for publication or broadcast. The Secretary shall maintain adequate records of publicity. The Secretary is required to attend 2/3 of the monthly meetings.
- F. **Trustees** – It shall be their special duty to care for, ensure, preserve, and maintain proper conduct of all members of the program to ensure that the main objective of this program as stated in Article II of the Constitution is adhered to at all times. All complaints logged against any member are to be done in writing to this committee of four (4) Trustees and they must submit them to the full Board by their next regular meeting with their recommendations. The Trustees are required to attend 2/3 of the monthly meetings.

## **Article II – Responsibilities of Appointed Chair People**

1. **Equipment Chairperson** – The Equipment Chairperson shall be responsible for all playing equipment of the program. He/she shall see that it is in adequate supply and proper repair. Purchase of additional equipment shall be made by the recommendation of the Equipment Chairperson with the approval of the Council.
2. **Field Chairperson** – It shall be the Field Chairperson’s responsibility for the officials, chair operators, game writers and game announcer.
3. **League Representative** – The League Representative, and/or alternate League Representative, shall attend Meadowlands Football League Meetings. They will represent this association in the MFL. They will represent this program at annual weigh in, oversee weigh ins on game day and mediate conflicts with other team representatives if problems should arise. Attendance at all games is mandatory.
4. **Journal Chairperson** – The Journal Chairperson shall be responsible to meet the figure set by the League for fund raising by supervising the sale of ads to support the program. The Journal Chairperson will work with the printer to complete the book for distribution at home games.
5. **Concession Stand Chairperson** – The Concession Chairperson shall see that the stand is stocked for all home games and supervise its operation.
6. **Special Events/Fund-raising Chairperson** – The Special Events/Fund-raising Chairperson shall try to meet the goals set by the program for fund raising and form the necessary committees to set up the entire program. This person will oversee the annual team photo day, annual awards ceremony and other events approved by the council (except the door to door).
7. **Competition Cheerleading Chairperson** – The Competition Cheerleading Chairperson will act as a liaison between the select Competitive Cheering Squad and the Council. The Competition Cheering Chairperson may be an interested party, parent or member not currently an officer or part of the Competition Coaching Staff. The Competition Cheering Chairperson shall also be responsible to obtain practice facilities when necessary. The Competition Cheering Chairperson is responsible for the scheduling of competition try outs and retaining try out score sheets.

### **Article III – Responsibilities of Team Coaches**

1. **Head Football Coaches** – One Head Coach will be chosen at each level unless otherwise approved by Council. Each Head Coach shall be responsible for the selection of his/her coaching staff and for the conduct of the 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 Coaches are required to wear the uniform designated by the Council as given to them at all games unless otherwise approved by the Council. Council shall receive a letter of intent no later than February 1. The Head Coach shall be chosen by a closed vote of the council during an executive session and appointed at the March meeting. Head Coaches are required to attend 2/3 of the monthly meetings. It is the responsibility of the Head Coach to see that his/her team is represented at all meetings.
2. **Assistant Football Coaches** – Up to Five Assistant Coaches will be chosen at each level unless otherwise approved by Council. 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. Assistant Coaches are required to wear the uniform designated by the Council as given to them at all games unless otherwise approved by the Council. In the absence of the Head Coach, the coach(s) shall assume full responsibility for player conduct. List of assistant coaches is due by August 1<sup>st</sup>. Assistant Coaches are required to attend ½ of the monthly meetings.
3. **Head Cheerleader Coaches** – One Head Coach will be chosen at each level unless otherwise approved by Council. Each Head Cheerleading Coach shall be responsible for the selection of his/her coaching staff and for the conduct of the cheerleaders on the field. The qualifications expected are leadership, sound character, knowledge of the fundamentals of cheering and a sincere desire to help children to achieve the objective of the Cheering program. Head Coaches are required to wear the uniform designated by the Council as given to them at all games unless otherwise approved by the Council. Council shall receive a letter of intent no later than February 1<sup>st</sup>. The Head Coach shall be chosen by closed vote of the council during executive session and appointed at the March meeting. Head Coaches are required to attend 2/3 of the monthly meetings. It is the responsibility of the Head Coach to see that his/her team is represented at all meetings.
4. **Assistant Cheerleader Coach** – Up to Five Assistant Coaches will be chosen at each level unless otherwise approved by Council. 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. Head Coaches are required to wear the uniform designated by the Council as given to them at all games unless otherwise approved by the Council. In the absence of the Head Coach, the Coach(s) shall assume full responsibility for player conduct. List of

assistant coaches is due by August 1<sup>st</sup>. Assistant Coaches are required to attend ½ of the monthly meetings.

5. **Junior Coaches** – High School age children may be used as Junior Coaches provided that they are accompanied and supervised by a certified coach when instructing. Junior Coaches are required to wear the uniform designated by the Council as given to them at all games unless otherwise approved by the Council.

#### **Criteria for Consideration by Council When Choosing a Head Coach**

1. Organizational Skills
2. Relationship with other coaches and the children in the program
3. Participation at meetings and Fund-raising events
4. Experience/knowledge of sport
5. Experience with that particular team (i.e.: had successfully coaches the same squad in younger age bracket)
6. Experience at the level of competition applied for

#### **Article IV – Regulations**

1. Any child meeting the requirements as to the age and residence as set forth in the rules of the Meadowlands Jr. Football League shall be eligible for selection.
2. The Council shall have the authority to suspend any member of the Council and program participants whose conduct is considered detrimental to the best interests of the program and the welfare of the children.
3. All participants in the Wood Ridge Moonachie Jr. Football program 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, ensure, preserve, and maintain in proper repair the property in their charge.
4. Members of the Council shall see to it that all players and Council members are adequately covered by accident and liability insurance as related to their participation in the Wood Ridge Moonachie Jr. Football program.
5. All coaches shall be certified and cleared via finger prints and/or background check as outlined in Borough Ordinance # 2009-22 and designated as per the policy of the Wood Ridge Recreation Commission.

#### **Article V – Dissolution**

Upon dissolution of the organization, after payment of all debts, no part of the remaining assets may be distributed to any trustee, member or officer of the organization exempt under the provisions of Section 501 c (3) of the United States Internal Revenue Code or to the United States.



## **Article VI – Amendments**

These By-Laws or any section thereof may be amended or repealed by a two thirds 2/3 majority vote of the eligible membership, as outlined in the Constitution Article IV Meetings and Membership D, present at any stipulated meeting, 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 VII – Awards**

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

## **General Meetings Order of Business**

Meetings are held on the 3<sup>rd</sup> Monday of the Month at the Wood Ridge Civic Center at 8 p.m.

## **Order of Business**

### **Reading of the Previous Months Minutes**

1. Treasurers Report
2. Concession Stand Report
3. Special Events/Fund raisers
4. Cheering Competition Committee
5. Ad Journal Committee
6. Equipment Committee
7. Team Reports (Report by Head Coaches)
8. Trustees Report
9. Meadowlands Football League Representative Report
10. Good and Welfare
11. Vice Presidents Reports
12. Presidents Report
13. Old Business
14. New Business
15. Public Hearing
16. Motion to Close Meeting