



Association Bylaws

Our Purpose: To be the best youth football association possible by keeping the interests of the children first and maintaining strong values which include sportsmanship, teamwork, responsibility, and commitment.

ARTICLE 1: (Name, Association, Purpose and Membership)

1. John Jay Youth Football & Cheer, Inc. shall be organized as a New York not-for-profit corporation. The name of this corporation (hereinafter "JJYF" or the "Association") shall be John Jay Youth Football & Cheer, Inc. (hereinafter referred to as "JJYF").
2. JJYF (the Association) may conduct business as John Jay Youth Football & Cheer, Inc.
3. JJYF is a non-profit organization exempt from taxation under Section 501C (3) of the Internal Revenue Code.
4. The purpose of the JJYF shall be to promote youth football and the development of youth athletes in a positive manner.
5. The Associated membership of the John Jay Youth Football & Cheer, Inc. shall include all registered youth football players, registered coaches, board members, registered parents or guardians of participants, and volunteers (provided, however, that only members age 18 or over are entitled to vote on matters upon which the membership has a vote).
6. The organization is 100% volunteer based, there are to be no paid positions

ARTICLE 2: (Subjugation)

A. The Association will be subject to the JJYF by-laws.

ARTICLE 3: (Association Meetings)

1. A minimum of four (4) meetings must be held per calendar year by the Board of Directors.
2. Special or emergency meetings may be held on a notified date, if determined necessary by the Board of Directors, and upon such notice as is reasonably practicable.

ARTICLE 4: (Board of Directors and Officers)

1. The Board of Directors of this Association shall consist of between four (4) and nine (9) elected voting directors. The Board shall determine from time to time the number of directors. Except as specifically set forth herein, action by a majority of Directors present and entitled to vote shall constitute the action of the Board. The presence of a majority of Directors shall be necessary to constitute a quorum for voting purposes.
2. Board of Director meetings should be held in person however, the Board may from time to time hold meetings via conference call or email, upon reasonable written notice.



3. The Directors shall appoint the following officers at a minimum: President, Vice-President, Secretary, Treasurer
4. Should the Directors choose to add to the Board, the following roles or similar roles may be added: Coaching Director, Registrar/Marketing Director, Operations Director.
5. Officers can only hold one office at a time, unless the Directors determine otherwise
6. Nomination and Election of Officers and Board Members will be determined by the following:
 1. Candidate Board members will be presented to the Board at any Board of Directors meeting for vote through Quorum.
 2. Newly elected officers and Board members will take office at the first Board meeting following the vote of confidence.
 3. The acting President will have the final vote in the case of an electoral tie for all other offices.
 4. The President is elected to a two (2) year term, with the option for re-election upon completion of his/her term.
 5. All officers are elected to a two-year term starting on the date of the annual meeting, with the option for re-election or nomination for a different office upon completion of their current term.
 6. An elected President must be a current or past officer of the JJYF Board of Directors.
 7. Any officer may willfully resign from their position at any time. If required and/or appropriate, upon such resignation or removal of any officer, a special meeting will be held to nominate and vote on an interim voting officer.
 8. Officers or Directors may only be removed from office by a unanimous vote of the Board of Directors at any time, but officers or Directors being considered for removal from the board may not partake in a vote of his/her removal from office. Any direct family members also serving on the Board at such time (e.g., spouse, sibling, parent, child) must recuse themselves from the vote to avoid any potential conflict of interest. Upon removal or resignation of any officer or Director, the Board shall elect a replacement to hold such office, if required.

ARTICAL 5: (Action Committee)

1. The Action Committee will be made up of member volunteers and be appointed by the Board of Directors, no term limit. Any Action Committee member may be removed by a vote of the Board of Directors, or by the President, for any reason or no reason at any time.
2. All Action Committee Volunteer (ACV) candidates must be approved by a majority vote by the Board of Directors.
3. An ACV will be assigned a position by the Board of Directors and will assist the Board of Directors in any affiliated program or needed action for JJYF.
4. An ACV may also receive a titled Coordinator position, but must report and work directly with an officer or the Board.



ARTICLE 6: (Officers' Responsibilities) The following is not an exhaustive list, and specific duties may be adjusted, modified, added, or removed from specific offices from time to time by the President and/or the Board.

President:

Shall preside at all meetings of the members and shall have general charge of the business of the Association and make, execute and acknowledge for and on behalf of the Association
Represent the Association in public and in any associated leagues or groups
Shall prepare election ballot for all Officer and Director vacancies prior to the start of a new term or as vacancies occur
Ensure coordination and oversee all programs, activities, functions and events of the Association
Address disputes/complaints from the public, coaches, players and members, and refer to the board if and when necessary
Maintain the JJYF bylaws
Enforce JJYF policies, by-laws and principles
Ensure that field permits are secured and coordinate the practice and game schedule with the Operations Director
Coordinate the selection of head coaches with the Coaching Director, Board of Directors and have final say on all head coaching and assistant coaching positions
Annual JJYF meeting
Health and Safety planning and compliance
Injury awareness

Vice President:

Shall assist the President in all activities and responsibilities of the Association.
Fulfill the duties of President in the President's absence.
501C administration
Background checks for all coaches and board members
Act as a personal resource to all members who may be in need to discuss or report a private or particular issue involving the Association or member(s)
Emergency protocols and coordination with Coaches



Secretary:

Shall maintain minutes of all board and Association meetings
Issue all notices and flyers to members and affiliates
Oversee all forms and required paperwork
Responsible for distributing the Board meeting agenda and any related documents
Provide all Coaches/Managers with directions to away games
Responsible for updates to the Association's website in coordination with Registrar/Marketing Director
Maintain a player and volunteer database
Collect, and report all JJYF game day scores to the sanctioning league
Insurance requirements
Awards
Booking of meeting rooms
Special events
Responsible for all game and practice scheduling for the JJYF
Field reservation and booking

Treasurer:

Filing of an annual information return to the Internal Revenue Service.
Shall develop and administer the financial policy of the Association and shall be responsible for the control of the funds of the Association, for their proper disbursement, and for investments or donations directed by the President.
Raise any budget concerns in a proactive manner
Ensure no fewer than 2 additional Board Members have access to all accounts of the Association for purpose of reviewing account and balances.
Shall render a statement of the accounts of the Association monthly
Responsible for submitting all information to the state of New York to ensure the Associations active/good standing.
Responsible for processing all refunds.
At the end of the term of office, all books, records, funds, papers, documents, and all other property of the Association having to do with the financial or other transactions of the Association which may have come into the Treasurer's possession or may have been complied or created during the term of office must be turned over to the successor.
Payment of EMT and officials in coordination with Operations Director
Equipment inventory and medical kits in coordination with Coaching Director
Uniform orders in coordination with Operations Director



Coaching Director:

Act as the point of contact for all coaches and coaching issues.
Review and present all head coach candidates to the President and Board
Understanding of the league rules
Coaches' meetings
Coaching certifications
Ensure proper practice procedures for all levels
Ensure disciplined structure is being implemented by all teams so transition from year-to-year is seamless
Responsible for proper player equipment and fitting
Helmet decals and stickers
JJYF parent and spirit gear (shirts, stickers, etc.)
Coordinate and order team shirts or jackets in coordination with Treasurer
Equipment inventory and medical kits in coordination with Treasurer
Responsible for researching and ordering training equipment and game equipment
Inspect, replace, and prepare all coaching and playing equipment prior to the start of the season, and to distribute such equipment to the head coaches
Create and manage an equipment distribution list
Equipment storage
Recruitment
Coordinate all coaching clinics and player skill clinics
Coordinate and prepare the warm-up routine for practice and pregame for all teams to follow
Work directly with the varsity coaching staff to understand the program's philosophy

Registrar/Marketing Director:

Responsible for all marketing and PR programs
Responsible for fundraising and sponsorship activities
Responsible for Association marketing properties and channels
Shall coordinate and oversee all aspects of the JJYF Website
Responsible for creating, implementing, updating, and overseeing the registration system
Coordinate registration payments from members to the Association
Set up registration and upcoming seasonal plan



Operations Director:

Game day operations including coordinating EMTs referees, chain crew, and volunteers
Concession stand operations
Equipment night
Uniform orders in coordination with Treasurer
Set up and coordinate team pictures and picture day
Management of Team Managers in coordination with appropriate Board members and Coaches

ARTICLE 7: (Finance)

1. A business checking account will be established and is the only designated depository of the Association.
2. The President and Treasurer shall serve as executor of the business checking account.
3. The JJYF Board of Directors shall oversee the dissemination or usage of the checking account, and any future financial funds.
4. Funds of the Association in excess of two thousand (\$2,000) US dollars may be withdrawn from the business checking account only on any two (2) of the signatures of the President, Vice President or Treasurer. Funds of the Association in the amount of \$1,999 or less may be withdrawn from the business checking account on the signature of the President, Vice President or Treasurer.
5. The Treasurer shall present at each annual meeting an annual financial report (making same available to the members upon request) and, if necessary or feasible, a recommended budget of line-item expenditures for the ensuing fiscal year.
6. Any proposed capital expenditure over \$3,000.00 shall require a minimum of two (2) bids presented to the board of directors (e-mail is acceptable) prior to expense approval.
7. Donations from any person or organization must be reviewed by the Board of Directors.
8. Officers and members are entitled to a full reimbursement of personal expenditures that relate to the operations of the JJYF upon submission of appropriate documentation, but must receive approval by the Board of Directors for the amount of the expenditures beforehand.
9. The Treasurer and the President shall be responsible for any annual tax or corporate reports or filings.
10. Registration fee in an amount to be decided by the JJYF Board of Directors for each youth player may vary by age or grade level.
11. Approved refunds will be prorated through Game Week 1, after which no refunds will be given.
12. If a youth is unable to pay said registration fee due to financial hardship, the Board of Directors will determine if it is appropriate to donate the fee on behalf of the Association in the form of a scholarship. Scholarships do not repeat annually. A second or a multiple scholarship requested by the same member must be reviewed and approved by the Board of Directors each year.



ARTICLE 8: (Coaches)

1. JJYF recognizes that the position of Football coach is a technical position; the board of directors reserves the right to screen and select its coaches solely based on their ability to coach Football and provide a safe environment where players can have fun, develop and refine their Football skills, and enhance their love of the game.
2. Individuals who wish to coach must first apply
3. The Board of Directors is responsible for approving all Head coaches and assistant coaches.
4. Prospective coaches must submit an official background check which will be reviewed by the Board of Directors and will not be allowed to coach without said report.
5. The Board of Directors is entitled to review all coaching applicants and will be responsible for final approval of all coaches.
6. All current and returning coaches must submit an official background check report that is dated within two years of the current date, which will be submitted to the Board of Directors before the start of each season.
7. Head coaches will be responsible for the assembly and management of their own coaching staffs in coordination with the Coaching Director.
8. No walk-on personnel shall be permitted on the practice or game field without express, prior permission of the President.
9. Head coach and assistant coaches are for a term of one season only. If a head coach wishes to return in the same position in an ensuing season, the Board of Directors will review the coaching slate and will vote to determine final coaching assignments.
10. Board of Directors approvals regarding coaching assignments will be based on majority vote.
11. There will be no rule precluding a coach from switching to a new or different division or level before the start of any given season.
12. Coaches who receive parental complaints, verbal or otherwise, must report said complaints in writing (e-mail is acceptable) to the President, Vice President and Coaching Director within 24 hours of the receipt of said complaints.
13. Coaches must submit a written form to the President, Vice President, Coaching Director, Assistant Coaching Director and Secretary for any disciplinary action taken towards a player or member.
14. All formal complaints must be submitted in writing to the President, Vice President, Coaching Director, Assistant Coaching Director, and Secretary.
15. Complaints deemed significant by the President, Vice President and Coaching Director may be referred to the broader Board of Directors.
16. All JJYF coaches must be certified by USA Football through the "Heads Up Football Program".
17. The Board reserves the right to terminate any coach at any time through a quorum vote.



ARTICLE 9: (Conduct and Disciplinary Action)

1. Conduct which is detrimental to the health or safety of any person associated with a JJYF activity will be subjected to disciplinary action, up to and including a dismissal from the Association.
2. The Board of Directors has the right and authority to suspend, ban, expel, terminate, or otherwise discipline any player, member or coach for conduct detrimental to the health, safety or welfare of the Association or any player at any time through a quorum vote.
3. The JJYF Code of Conduct must be followed at all times by any member directly or indirectly associated with JJYF whether the said form has been signed or not. For a registered family that has been voted by majority to be expelled from the association, a pro-rata reimbursement will be granted based on the length of the season remaining with the refund processed by the Treasurer and approved by the President and Vice President.
4. The family will be notified through the appropriate written form.
5. Should a registered family be expelled from the association by majority vote, the family will not be eligible to join the association for a period of five (5) years.
6. There will be no appeal process offered to expelled families or associates.
7. If a player or coach is ejected from a game, the player or coach will be allowed to participate in the following week of practice, but will not be allowed to attend the next scheduled game.
8. No alcohol or tobacco use is permitted at or prior to any practice or game.
9. In an emergency, or upon report of egregious conduct or violation of Association or applicable league rules or these bylaws, the President and the Vice President, acting together, or either such officer and the Association's regularly appointed counsel, acting together, shall have the authority to suspend any Coach or member of any coaching staff until the next regularly scheduled meeting or any emergency meeting of the Directors. In such circumstances, the suspending officials shall give prompt written notice of such action to the Board of Directors.

ARTICLE 10: (Injuries)

1. Injuries that require a player(s) to miss more than three practices will require a doctor's approval or a professional recommendation note before participating in practices or games.
2. A suspected concussion should result in an immediate removal from play until evaluated by a trained medical professional.
3. Do not leave an injured athlete alone.

ARTICLE 11: (Player Participation)

1. To the best of their ability, players are required to be on time, and to attend and participate in all practices and games.
2. Player(s) are subjected to less game playing time or may not be allowed to participate in a game, if two or more scheduled practices are missed in a one-week period leading up to a game.



3. Head Coaches may suspend, limit participation time in accordance with any associated league rules for: poor sportsmanship, disruptive attitude, injury, by-law or team rule violation, or missed practices.
4. Any player(s) missing a one-week practice period leading up to a game due to an injury, will not be allowed to play in that week's game.

ARTICLE 12: (Interpretation of By-Laws)

All questions of interpretation or application of the by-laws shall be decided by the Board of Directors.

ARTICLE 13: (Amendments)

A. Amendments to the by-laws of this Association may be proposed by a member of the Board of Directors at any time. Amendment is approved by a quorum vote.

ARTICLE 14: (Limitation on Liabilities)

1. Nothing herein shall constitute members of the Association as partners for any purpose. No member, officer, agent, or volunteer of this Association shall be liable for the acts or failure to act on the part of any other member, officer, agent, or volunteer of the Association. Nor shall any member, officer, agent, or volunteer be liable for his\her acts or failure to act under these by-laws, excepting only act or omissions to act arising out of his/her willful misfeasance.
2. The Board shall, on a case by case basis, determine the extent, if any, to which the Association shall indemnify any officer, director, agent, volunteer or employee of the (the "Indemnatee" and collectively, the "Indemnitees"), from and against any claim, loss, liability, damage, fine, penalty, cost and expense (including, without limitation, reasonable fees and disbursements of counsel and other professionals) arising out of or in connection with the business and affairs of the Association or such Indemnitees' conduct or performance on behalf of the Association. The Board may, in its discretion, provide for common counsel to be used in proceedings where Indemnitees are similarly situated, may determine to pay or reimburse for expenses incurred in the course of the proceeding (provided that the Indemnatee gives a written undertaking to reimburse the Association if such Indemnatee is finally determined not to be entitled to indemnification) and shall retain authority as to which final payments shall be made. No Director with a personal interest in the outcome of a proceeding, claim or action, or threatened proceeding, claim or action, shall participate in any vote or determination as to indemnification or terms thereof for such matter. No officer or director shall be entitled to indemnification if such officer or director shall be liable for breach of fiduciary or other duty to the Association, for misconduct or negligence, fraud, dishonesty, or any other conduct giving rise to liability to the Association, or for conduct in which the Indemnatee earned a profit or other compensation to which he or she was not legally entitled.



3. The Board shall purchase directors and officers insurance to cover the cost of indemnification and defense of the Board and the officers.

ARTICLE 15: (Disqualification Criteria)

Individual Association members found to be guilty of the following crimes will be disqualified as a member of JJYF as outlined below. Guilty means the member was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by the court's finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This policy does not apply if criminal charges resulted in acquittal, dismissal or in an entry of "nolle prosequi".

1) Ever found to be guilty of:

- All sex offenses including child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.
- All felony offenses.
Should any of the pending charges described above be uncovered, or should any of the above charges be brought against an Association member during the season, the member shall be suspended from serving until such time as the charges have been cleared or dropped and the Board of Directors has approved reinstatement.

ARTICLE 16: (Playing "Up or Down" on a Grade Level Team)

A player must play within the appropriate grade level team as designated within the sanctioning league rules.

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These bylaws were last updated and approved by the Board of Directors in January 2022.