

Manchester Hawks
Youth Football and Cheer
By-laws



Revised 5/17/2021

MANCHESTER HAWKS YOUTH FOOTBALL AND CHEER
BY-LAWS AND ADMINISTRATIVE POLICIES

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MANCHESTER HAWKS YOUTH FOOTBALL AND CHEER
BY-LAWS AND ADMINISTRATIVE POLICIES

1.0 NAME

The name of this organization shall be "Manchester Hawks Youth Football and Cheer"
(Herein after referred to as "MHYFC")

2.0 COLORS

The organization colors shall be blue and gold with a white alternate.

3.0 OBJECTIVES

The purpose of this corporation/franchise shall be to provide an organized format where our youth are introduced to football, cheerleading and related activities in an atmosphere which communicates sportsmanship, fair play and fellowship, with supervisors emphasizing safety in all coaching techniques. Further, it shall be the policy of this organization to promote academic achievement among all its participants. This organization shall be family oriented, community based and supported by all its members to insure the ultimate benefit of its youthful participants.

4.0 USE OF NAME

- A) No person or persons affiliated with this franchise 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 franchise may use or indirectly imply the name of Manchester Hawks Youth Football and Cheer Inc., this franchise or any of its affiliates for any other purpose except to further the purposes and objectives as specified herein.
- C) No person may utilize the name "Manchester Hawks" or any logo associated with this organization for personal gain or profit without the express written consent of the Executive Board.
- D) The President shall serve as the official spokesperson for this franchise, except in those instances where the President and the Executive Board direct other personnel to handle public relations.

5.0 AFFILIATIONS

- 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).
- B) This corporation shall be subject to the Constitution, By-Laws, Rules, 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.
- C) Further, the 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 excepts where same may be inconsistent with the By-Laws of the corporation.

6.0 FISCAL YEAR

The fiscal year of the corporation will run from January 1 to December 31st annually.

7.0 MEMBERSHIP

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

- A) Regular Membership – shall be afforded to persons 18 years of age or older who meet the following conditions:
 - 1. Parents or legal guardians whose children are participants and who reside within our assigned territory.
 - 2. Coaches and/or other individuals with no participants in the program but who donate their time to programs, projects or activities each year at the request and authorization of the Executive Board.

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 effective July 1st.

All persons included in the Regular membership must read, have full understanding, sign and abide by the Parent's Code of Conduct.

- B) Associate Memberships – 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 the franchise. All associate members must have parental permission to apply for membership.
- C) Probationary Memberships – This is a status of membership conferred upon all regular members who fall into one or more of the following classifications:
 - 1. Members who have not paid the participation fee.
 - 2. Members who have been suspended or put on probation.
 - 3. Members who have not read, signed and agreed to abide by the terms of the Parent's Code of Conduct (refer to Policy Handbook).

Probationary Membership status shall remain in full force and effect until such time as any 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 sport organization for a period of one 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 MHYFC at the discretion of the Executive Board.

- D) Honorary/Lifetime Members – shall be afforded to all past Presidents upon completion of their term of office as well as any person the organization wishes to honor. This can be done by a 3/4ths majority vote of the General Membership or a unanimous vote of the Executive Board. These members shall have no voting privileges within the organization.

All Members must be background checked if they will have interaction with children other than their own.

7.1 MEMBERSHIP-GENERAL MEMBERSHIP

The General membership shall be comprised of regular, probationary, honorary/lifetime and associate members. Regular members shall be in good standing and have full voting rights as stated herein provided they have 1) attended at least one third of the General Membership meetings held in the course of the time period starting January 1st and ending November 1st, 2) paid all fees due to the organization, e.g. registration, uniforms, prior to October 1st, 3) signed the Parent Code of Conduct. Probationary, honorary/lifetime and associate members shall have no voting privileges.

7.2 GENERAL MEMBERSHIP-MEETINGS

General Membership Meetings will be held monthly, the meeting in October will include nominations. Nominations will be accepted and closed at that meeting. Nominations will not be permitted at November's meeting. When meetings are canceled or re-scheduled, it will be posted on our Facebook page and the website

7.3 GENERAL MEMBERSHIP-MEETING AGENDA

The President will follow the procedure below when conducting a meeting. There will be no public participation in the meeting until the end. A Motion can be made from the floor to adjust the agenda if needed.

- A) Sign-in Sheet
- B) Call to Order
- C) Elections/Nominations (when necessary)
- D) Acceptance of Last Month's Minutes
- E) Treasurer's Report
- F) Football Commissioner's Report
- G) Cheerleading Commissioner's Report
- H) Sergeant of Arms Report
- I) Third Vice President's Report
- J) Second Vice President's Report
- K) First Vice President's Report
- L) President's Report
- M) Committee Reports, as needed
- N) Old Business (Public can participate)
- O) New Business (Public can participate)
- P) General Discussion/Public Participation
- Q) Adjournment

The conduct of each meeting shall be at the discretion of the President. He/She shall rule on all questions of order and shall be charged with conducting each meeting according to principles of democracy under which every person who wishes to speak shall be heard and that in every matter considered the best opinion shall prevail through the expressed will of the majority and the best course of action taken.

- A) A 2/3 majority vote of the General Membership present shall be needed to overrule the President with regard to decisions made by him/her on questions of order or conduct of the meeting. Motions to overrule must be properly moved and seconded.
- B) A motion to reconsider or the reconsideration of any previous motion, resolution or business before the General Membership during the fiscal year shall require a 3/4ths majority vote of the General Membership present to open discussion of the matter which shall then require 3/4ths majority vote of the members present to overrule that motion, resolution or business.

All meetings of Manchester Hawks Youth Football and Cheer Inc. shall be governed by these Bylaws. In instances where the Bylaws do not address issues or circumstances which arise in meetings, the Executive Board will refer to the parliamentary procedures specified in the Roberts Rules of order.

8.0 QUORUM

- A) Shall consist of at least five (5) Executive Board Members and five (5) Regular Members, not elected or appointed officers.
- B) If there is not a Quorum, as set forth under Section 8.0(A), at the General Membership Meeting, all matters must be tabled until the next General Membership Meeting when a Quorum is present. A discussion will still be held and members will still receive credit for attending the meeting.
If a Quorum is not present for two consecutive meetings, the Executive Board may present and vote on any pending matters at the second meeting as long as the meeting has been posted on social media and the website has been sent to regular members announcing the second meeting and the need for a Quorum. This protocol will continue until a meeting is held in which a quorum is present. Once a meeting with a Quorum is held, the 2 meeting requirement is reinstated
- C) Voiced votes can only be cast after a motion and a second is made on issues at a General Membership Meeting & Executive Board Meetings. Votes are accepted from the Regular members and the Executive Board who are in good standing.

9.0 EXECUTIVE BOARD

- A) The Executive Board shall consist of the following elected officers: President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, NJAYF Sergeant of Arms, Cheer Commissioner and Football Commissioner. All Executive Board members have voting privileges on matters before the Board.
- B) At the request and recommendation of the Football and Cheer Commissioners, the President may appoint Assistant Commissioners to serve on the Board. Assistant Commissioners are not allowed to vote on matters before the Executive Board.

- C) The President appoints the Scholastics Chairman(s), Parliamentarian, Insurance Coordinator and Public Relations Representative to serve as members of the Board; however they shall not be allowed to vote on matters before the Executive Board.

9.1 QUALIFICATIONS FOR ELECTED AND APPOINTED POSITIONS

All officers, elected or appointed, must be a Regular Member in good standing of MHYFC. A Member is not in good standing if fees are owing to the MHYFC and/or a disciplinary action has been taken against said Member within the previous two fiscal years. In order to run for office, they must have attended a minimum of six (6) General Membership Meetings during the fiscal year prior to their election or appointment and must have donated a minimum of thirty (30) verifiable volunteer hours to the projects and programs of the Hawks'. To be able to run for President you have had to hold an Executive Board Position for two of the five previous fiscal years prior to running for the President's Position.

A waiver of the qualifications (excluding outstanding financial obligations) for any office may be approved by a majority vote of the General Membership in good standing present at the October meeting, only if no one who has been nominated for that position meets the criteria set forth.

9.2 TERMS OF OFFICE

All elected and appointed officers shall serve for two years concurrent with the fiscal year, which is defined as January 1st to December 31st. All appointed officers shall serve at the will of the President. However their term of service ends December 31st. There will be a transition period for all officers, elected or appointed from elections to Feb. 1st. Officers' duties are not complete until after the transition period. Any officer who does not complete their specified duties will be deemed in bad standing for a period of time to be determined by Executive Board.

There is no maximum number of terms, consecutive, or non-consecutive, that an officer may hold in the same position.

9.3 RESTRICTIONS

- A) No officer, elected or appointed, may have two (2) votes on the Executive Board. No person shall be elected to more the one office on the Executive Board.
- B) A member may run for 2 positions. However if they are elected to both, they may only serve in one position and must forfeit the other. Any vacancy created by this action will be filled by appointment by the president in accordance with section 15.0.
- C) An officer elected or appointed, must be in good standing to be eligible to vote. An officer is not in good standing if fees are owing to the MHYFC 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 committees' recommendation will then be forwarded to the Executive Board for a final decision. Refer to Section 22.

10.0 NOMINATION AND ELECTIONS

At the September General Membership meeting, the President shall announce the appointment of a Nominating Committee, which will consist of 2 Regular Members, the duties of which are:

- A) Solicit nominations from all members in good standing who meet qualifications stated in Section 7
- B) Meet the prospective officers and propose a slate of officers to the General Membership
- C) At the October meeting, he/she shall ask for additional nominations from the floor and motion to close nominations
- D) Prepare paper ballots for any positions with multiple nominees
- E) The Nominating Committee shall be relieved of duty prior to balloting at the November meeting

10.1 BALLOTING

Contested positions shall be balloted on paper ballots; otherwise the election shall be conducted by having the Secretary cast a unanimous ballot for the uncontested positions.

Only regular members in good standing are eligible to vote. Each parent/guardian of a player may vote as long as they meet the requirements set forth in Section 7.2. There is a maximum of 2 votes per family. A sign in sheet of eligible members will be made available at election meeting. Upon signing in, all eligible members will receive a ballot to cast one vote for each position.

10.2 PROXY BALLOTING

Absentee balloting shall be allowed if previously arranged with the secretary within 24 hours prior to the vote. In the event of a tie, the original absentee ballot will not be counted. The member who cast the absentee ballot will be required to appear to cast a new ballot.

10.3 BALLOTING RESULTS AND CHALLENGES

- A) The President shall appoint two members to count any contested election ballots. Persons appointed shall not be any of the parties on the ballot so as to prevent any possible conflict of interest.
- B) The results of any balloting shall be tabulated by the special committee above and sealed. The sealed ballots and results thereof shall be delivered to the Secretary and announced to the General Membership.
- C) Challenges to the election process, balloting or the announcement of the results must be made prior to adjournment of the election meeting or the election will stand.

11.0 EXECUTIVE BOARD-AUTHORITY

- A) The Executive Board shall uphold and enforce the Constitution, By-Laws, 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 the 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 these by-laws. Further, they shall have absolute authority to solicit contributions and raise revenues necessary to carry out the purposes and objectives of the corporation.
- B) A three-fourths majority vote of the General Membership present at a General Membership meeting (as covered in Section 7 above) shall be needed to overturn any action taken in the proper exercise of the authority charged to the Executive Board in this section
- C) Any official meetings, excluding president's meetings and cheer commissioners meetings held must have at least 2 Executive Board members present and the subjects discussed must be relayed to all elected Executive Board members within 72 hours of the meeting, i.e. Parent Meetings, Township Meetings, etc.

12.0 EXECUTIVE BOARD-ATTENDANCE AT MEETINGS

- A) Any officer who is not in attendance collectively, at three (3) meetings of the Executive Board, and the General Membership, during their term, without prior notification to the Board Secretary shall be considered to have voluntarily vacated their office. In which case, the Board 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 15.0 as stated below and entitled "Vacancies".
- B) For the purpose of enforcement, any officer who shall be late for any meeting without notifying the Board Secretary or an attending 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 provisions of this section shall not be applicable.

13.0 EXECUTIVE BOARD-MEETINGS

Executive board meetings are closed to all other members other than those specifically named in Section 9. All issues discussed at Executive Board Meetings, with the exception of issues of a personal, sensitive nature regarding our individual members, will be disclosed at our monthly General Membership Meetings.

- A) All discussions, proceedings and decisions of the Executive Board shall remain confidential. Any breach of confidentiality by an Executive Board member can and will be considered a violation and could result in disciplinary action up to an including removal from the Executive Board with a 2/3rds majority vote of the Executive Board.
- B) Executive Board Meetings will be held prior to the General Membership meeting, with the time and place to be set by the President. The President may call special meetings

as deemed necessary. Meetings may be rescheduled as deemed appropriate by the Executive Board.

14.0 EXECUTIVE BOARD-VOTING

- A) On all matters calling for a vote by the Executive Board, each vote shall be by roll call and the Board Secretary shall record each vote into the official minutes.
- B) All votes of the Executive Board shall be taken by oral vote of members present. At the direction of the Board President, absent members may be polled for their vote and/or a written secret ballot may be called for.
- D) The President will cast a vote only in cases where the Board vote results in a tie.
- E) Executive Board members shall not abstain from a vote with the exception of a direct conflict of interest (conflict involving the board member directly or the board member's immediate family).
- F) All Executive Board votes are by simple majority unless otherwise stated.

In "time critical" situations, when certain business cannot wait until the monthly meeting, the President may call for a vote on a particular matter via e-mail or text. ALL MEMBERS of the Executive Board MUST be contacted and a quorum shall be needed to take a vote via e-mail or text.

15.0 VACANCIES

If a vacancy arises in the Presidency of this Association, the First Vice President shall become the President. If there is less than one year remaining in the unexpired term, they will serve out the remainder of that term. If there is more than one 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. If there are vacancies of any other Executive Board positions, they will be replaced by appointment of the President and require a majority vote of the Executive Board at an Executive Board Meeting. All other vacant positions will be filled in accordance with the By-Laws. These appointments are for the remainder of the term.

16.0 OFFICERS DUTIES

The elected officers listed in 9.0 herein shall be charged with the duties that correspond to their respective offices. Further, all officers may be assigned additional duties by the President in as much as they may be relative to their position. It is expected that the appointed officers listed in 16.9 through 16.15 shall fulfill their duties. Failure to do so shall result in a written warning issued by the President. If the duties and requirements of the office remained unfulfilled the President has the authority to remove the appointed officer from the board with a consenting 2/3 majority vote of the Executive Board.

16.1 PRESIDENT

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, excluding the nominating committee, and shall have absolute power to appoint all appointed board positions, chairpersons and committee members (excluding Assistant Football and Cheer Commissioner- see Section 10.9(C), has the power or authority to co-sign

checks, reviews and accepts all applications for coaching positions of the organization and obtains all liability insurance certificates. They will chair the Grievance/ Hearing Committee. The President will attend all NJAYF meetings and functions on behalf of this organization or arrange for a proxy if they are unable to attend. They will vote on matters discussed at those meetings, as reviewed and approved by the Executive Board or in the best interest of this organization. They will present at the monthly General Membership Meetings information from the New Jersey American Youth Football Jersey Shore Conference meeting. They will present any issues being voted on by the Conference for discussion at the monthly Executive Board meetings. They may only vote when necessary to break a dead lock in voting (unless in an impeachment hearing, then the President has a vote). In emergency situations, when the Executive Board is not available, the President may be required to make executive decisions which he/she feels are in the best interest of the organization. Before doing so, the President must contact and consult with at least one other Board member prior to making the decision. The remainder of the Executive Board must be notified of any executive decisions made by the President as soon as possible, but no later than 48 hours after the decision was made.

The President will conduct two meetings as President-elect with the outgoing President and Executive Board, and the newly elected Executive Board to coordinate the upcoming calendar of events and budget. Upon completion of their term, they will submit a written report describing the current situation of the organization and any future goals. He /She shall strictly uphold and enforce all laws and rules of the JSAYF as they relate to this corporation as a franchise thereof. This position is up for re-election for odd number years.

- A) In the event that a team from MHYFC advances to the AYF championship games, the President shall have coach class airfare and reasonable accommodations paid for by MHYFC. As long as the organization is financially able to do so. All arrangements must be approved by the Executive Board.
- B) In the event that the President is unable to attend as the MHYFC representative, he/she may appoint another Executive Board member to attend. The appointed board member shall also have the benefits set forth in 16.1(A). The President shall make every effort to appoint a Board Member with a child on a team competing in the championship.
- C) If the President or the appointed Executive Board member has a child on the competing team, the President or designee shall not be afforded the provisions set forth in 16.1(A) above.

16.2 FIRST VICE PRESIDENT

Performs all duties of the President in his/her absence,. Act as Chair of the Bylaws committee.Has power or authority to co-sign approved checks. Obtains all raffle licenses and school use forms. Coordinate the annual Picture Day for the organization Shall be charged with participant registration, The First Vice President shall work with Commissioners, Coaches, Team Parent Coordinator and Fundraising Committee to find parents to assist in the game day activities listed below:

- Merchandise Sales;
- 50/50 Sales, Chain Crew, Monitors;
- Any other job required to keep the games moving

The First Vice President also prepares and maintains the Work Bond Schedule and Game Day Schedule for the Executive Board Members.

This office will be up for election for even number years

16.3 SECOND VICE PRESIDENT

Performs all duties of the President and First Vice President in their absence. Responsible for concession stand staffing, food and beverage preparations for all events and obtaining licensing from the Board of Health. Maintain accurate log books for all parent work bond fulfillments. In the absence of a Public Relations Representative, is responsible for updating all Social Media and website. This Office will be up for election for odd number years.

16.4 THIRD VICE PRESIDENT

Performs all duties of the President, First Vice President and Second Vice President in their absence. Has power or authority to co-sign approved checks. Inventory and order apparel, trophies and sideline passes. chairs Fundraising committee, submits and maintains social calendar to include dates when possible, coordination of banquet, updates to social media and flyers. Organizes and distributes mandatory fundraiser information

This Office will be up for election for even number years.

16.5 SECRETARY

Shall keep an accurate account of all meetings; Executive, Special and General Membership Meetings of MHYFC. They shall prepare copies of the monthly minutes for membership review at the General Membership Meetings. Maintains a current accurate list of all General Membership in good standing from which voting eligibility will be determined. They are responsible for all incoming and outgoing correspondence. All outgoing correspondence must be approved by the President before they are mailed. Upon receiving the list of members who have outstanding balances, the Secretary must notify member in writing of the amount owed to the organization and that they will have until September 15th to pay all amounts due. The Secretary will be responsible to get all monthly minutes to each Executive Board member one (1) week prior to the Board and General Membership Meetings. This Office will be up for election for odd number years.

16.6 TREASURER

They shall collect all monies due to the organization and deposit all monies within a seventy - two (72) hour period. Keep an accurate record of all transactions and shall report all transactions at the next General Membership Meeting. They are Responsible to co-sign checks with President or First Vice President/Second Vice President/Third Vice President. The books shall be audited bi-monthly by the President and another Board member who shall be selected on a rotating basis which includes a receipt audit to ensure the integrity of the organization.

Chairperson of the Budget Committee. Pay all approved bills as money is available. Ensures that all tax forms are filed yearly and timely. He/She shall upon his/her election, draw up an Annual Operating Budget for presentation to the Executive Board and shall give a written report at all meetings, copies of the reports shall be made available to all Executive Board members. The Treasurer must notify the Secretary of all members who are not in good standings due to outstanding balances. The Treasurer must then provide a list of all members not in good standing to the Secretary and President no later than August 30th. This Office will be up for election for even number years.

16.7 SERGEANT OF ARMS

Shall maintain order at all meetings and organization events. They shall act as the secretary in their absence. They shall chair the Buildings and Grounds Committee and be responsible for set-up and clean-up of the field on game days. This Office will be up for election for odd number years.

16.8 COMMISSIONERS

The Manchester Hawks Youth Football and Cheer shall sponsor two program activities annually: Football and Cheerleading. Direct control over these programs shall be charged to the Football and Cheerleading Commissioners.

They shall perform whatever duties are charged to them either by these By-Laws and the Executive Board.

They shall be afforded administrative charge over their respective programs and shall serve at the will of the President. They may, at their choosing, request for and recommend the appointment of Assistant Commissioners by the President. Assistant Commissioners shall be afforded all rights and be charged with all duties of the Commissioners in their absence, except for voting privileges.

Commissioners shall maintain a strict vigilance over their respective programs. Commissioners, along with Head Coaches of each team, insure that each participant is eligible to participate.

C) FOOTBALL COMMISSIONER

1. Shall coordinate player development among all franchise coaches and program continuity with and between area high school programs.
2. Shall notify the Executive Board of all coaching assignments. However, coaches with unfavorable background checks will be approved by a majority vote of the Executive Board. Commissioners may remove coaches utilizing the provisions set forth in the hearing process Section 22 until a full hearing is complete.
3. Shall maintain Property Inventory, which shall include assuring that MHYFC have ample equipment and uniforms for the programs that we offer and that said equipment and uniforms are clean, in good repair, and safe.
4. Provide reports in writing to the Executive Board in December and March of each year regarding property inventory and condition of said inventory.
5. Ensures team certifications
6. Commissioners are responsible for maintaining their respective areas until their term and transition period are complete.
7. Shall further be responsible for the reviewing of all first level complaints filed against any coach and/or staff member
8. Arrange all scrimmages prior to the regular season.
9. This office will be up for re-election for odd number years

D) CHEER COMMISSIONER

1. Shall bring the Cheerleading Program in continuity with other programs in New Jersey American Football Jersey Shore Conference.
2. Shall represent the MHYFC at all meetings of the NJAYF Cheerleader Coordinator's Council.
3. Shall recommend all coaching assignments to the Executive Board, at which time the Executive Board will vote on the assignments, however, the Executive Board will rely on the advice of the Commissioners and will not unreasonably object to recommended placements. Commissioners may remove coaches utilizing the provisions set forth in the hearing process Section 22 until a full hearing is complete.
4. Shall maintain Property Inventory, which shall include assuring that MHYFC have ample equipment and uniforms for the programs that we offer and that said equipment and uniforms are clean, in good repair, and safe.
5. Provide reports in writing to the Executive Board in December and March of each year regarding property inventory and condition of said inventory.
6. Ensures team certifications
7. Commissioners are responsible for maintaining their respective areas until their term and transition period are complete.
8. Shall further be responsible for the reviewing of all first level complaints filed against any coach and/or staff member
9. This office will be up for re-election for even number years.

16.9 SCHOLASTICS CHAIRMAN

As per the Jersey Shore AYF League Inc. guidelines, the Director of Scholastic Programming shall have the responsibility of accumulating and preparation of all information relevant to the submission of candidates for honors as AYF scholars. He/She shall also assist head coaches in the preparation of eligibility affidavits for competition committee. This office does not have voting privileges. This office is appointed by the President

16.10 PUBLIC RELATIONS REPRESENTATIVE

Public Relations Representative will be required to attend all monthly General Membership and Executive Board Meetings in order to obtain information for monthly newsletter. They will prepare and distribute all flyers for the organization's events. They shall send out all press releases with the approval of the President. He/She shall also serve as acting Secretary at any meetings where the Secretary is not in attendance and shall be charged with keeping an accurate accounting at such meetings. The position carries with it corresponding secretarial duties which shall include but not be limited to announcements to all coaching personnel, parents and participants regarding game time and locations, upcoming events, functions and related data. They will receive approval from the schools for distribution of the flyers and information from the organization. This office does not have voting privileges and is not required. This office is appointed by the President.

16.11 TEAM PARENT COORDINATOR

The Team Parent Coordinator shall seek out and find two qualified volunteers per team or squad to serve as Team Parents. Together they shall become part of a very vital communications link and team support network. It shall be the duties of the coordinator to assure that Team Parents for all squads receive pertinent corporate information to enable him/her to solicit team support personnel for fund raisers, social events, concession stand committee members, monitoring, videotaping and all of the various areas where manpower is needed to carry on the programs, projects and activities of the corporation. In situations where there are emergencies or special meetings or other vital communications which must get out to the membership or participants, the Team Parent Coordinator will activate the network of Team Parents to contact and inform participants. This office does not have voting privileges. This office is appointed by the President.

16.12 INSURANCE COORDINATOR

Coordinates all injury insurance and insurance claims filed. This office does not have voting privileges. This office is appointed by the President.

17.0 PROPERTY

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

1. Domain name: www.manchesterhawksayf.org
2. Manchester Hawks Logos
2. Email address manchesterhawksyfc@gmail.com and all accounts linked, not limited to telephone numbers, email, and blogs.
3. Manchester Hawks Facebook account
4. Any and all passwords to listed accounts. These are to be kept by the President and must be surrendered to the incoming President.
5. All financial accounts held by any institution that contain funds deposited for use by this corporation.
6. Any equipment purchased for the purpose of running day to day operations as well as concession stand.
7. All equipment used by participants including, but not limited to uniforms, protective pads, helmets, and field equipment.
8. All trophies and awards won by teams under the MHYFC name.
9. Any and all property of this franchise

18.0 DISPOSITION OF FUNDS AND PROPERTY

- A) None of the funds, assets or property of MHYFC shall be divided among its officers, trustees, directors or members. In the event of the dissolution of this corporation, its assets shall be donated to Manchester Township 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 MHYFC. 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.

19.0 AMENDMENTS

- A) Any amendment, change, additions or deletions to the Constitution and/or the By-Laws, Administrative Policies of this Association shall be submitted by the By-Laws Committee to the Executive Board for their consideration prior to presentation to the membership at a General Membership Meeting.
- B) The amendments, changes, additions or deletions shall be read aloud at 2 consecutive General Membership meetings and voted on for adoption at the third meeting. At least thirty (30) days prior to the proposed adoption at the monthly General Membership Meeting, the proposed amendments will be posted on our web site. The Constitution, By-Laws and Administrative Policies will stand to be amended or changed by a majority vote of the General Membership in attendance at the Meeting, provided the provisions of Section 8.0 have been met.
- D) Nothing in the Constitution, By-Laws and Administrative Policies of the Manchester Hawks Youth Football and Cheer shall conflict with any Civil Laws, By-Laws or Rules in which this organization maintains a membership. In the case of a question arising not covered in the NJAYF or this Association's Constitution and By-Laws or Rules, the Executive Board shall refer to Roberts Rules of Order as a guide.

20.0 EFFECTIVE DATES

Amendment, changes, additions or deletions of the By-Laws shall become effective immediately upon approval by both the General Membership, as set forth under Section 7, Section 8, Section 19, and New Jersey American Youth Football Jersey Shore Conference.

21.0 CALENDAR OF EVENTS AND BUDGET

The calendar of events will serve as a flexible guideline during the fiscal year. The Board has the responsibility to set a calendar of events in a timely fashion.

JANUARY

- Installation of newly elected officers
- All other appointed positions shall be appointed and announced by President at the General Membership Meeting

FEBRUARY

- Preparation for registration, letters and flyers sent out for notification
- Equipment status is reviewed
- Budget drawn for current year
- Reorganization/Bylaws review meeting
- President-elect conducts meeting with outgoing and incoming Board and President

MARCH

- Head Coaching staff to be appointed
- Grandfather Registration held
- Order any equipment needed for upcoming year
- Medical exams scheduled for June
- Franchise payment due in April/May, review with Budget Committee

APRIL

- Registration held
- Conduct background checks
- Pay Franchise Fees

MAY

- Registration held
- League Representative to start to arrange scrimmages
- Insurance premium due to NJAYF in July, arrange payment through League Representative

JUNE

- Coaching staff finalizes all plans for August
- Pay insurance premium

JULY

- League Representative finalizes arrangements for scrimmages
- Organization holds mandatory parent meetings
- Practice begins

AUGUST

- All game schedules and directions given to General Membership and placed on web site, provided information has been supplied to organization by NJAYF

SEPTEMBER

- First game of season
- Nominating Committee appointed

OCTOBER

- Cheerleading and Dance Competitions

NOVEMBER

- Cheerleading and Dance Competitions
- Football Playoffs and Championships
- Election of Officers

DECEMBER

- Cheerleading and Dance Competitions
- Football Championships
- Equipment returned by all participants
- Equipment status is reviewed

22.0 GRIEVANCES AND HEARINGS

Any grievance or dispute which may arise between the parties, including the application, meaning or interpretation of this Agreement, or established past practice, shall be settled in the following manner:

- 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 and the filing fee will be charged. The chain of command is as follows: Head Coach, Program Commissioners, Chair of Grievance/Hearing Committee, Executive Board and NJAYF.
- C) In the event that a complaint is filed directly with NJAYF a \$100 fine will be issued (i.e. Work Bond Forfeiture) and will be subject to a disciplinary hearing by the Grievance/Hearing Committee.
- D) Any Grievance to be heard by the Executive Board requires a \$100 filing fee (i.e. work bond can be used (1) one time) to be paid by the complainant. If the grievance is found to be meritorious your \$100 filing fee will be refunded at the end of the entire hearing procedure.

22.1 GRIEVANCES-PROCEDURES

- A) Within (15) fifteen days of the occurrence the complainant must go through the proper party in the chain of command (the head coach must be notified of any grievance prior to a written complaint). Within (5) five days the Program Commissioner shall respond to the individual as to the validity or non-validity of the grievance. The response may be verbal or in writing. If the response is verbal, another Executive Board Member must be present during the conversation.
- B) If the Member is not satisfied with the Head Coach/Program Commissioner's response, within (5) five days thereafter, he/she may then make written notice of the grievance to the Chair of the Grievance/Hearing Committee who will conduct a grievance hearing. A notice of decision from the Grievance/Hearing Committee shall be provided to the Member in writing within (15) days of that date.
- C) The Grievance/Hearing Committee will be comprised of a Board Member, Football Coach, Cheer Coach and two Regular Members in good standing (chosen at random). 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.

22.2 HEARING-PROCEDURE

- A) Written Notification of Date in addition to the grievance procedures, will be issued to the Accused (15) days prior to the Hearing by the Chair of the Grievance/Hearing Committee.
 - 1. Up to (3) witnesses are allowed by all parties involved.
- B) Questions must be submitted by the Grievance/Hearing Committee to the Chair (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 2 days.
- D) The Executive Board will review the decision to make sure it's a just decision.

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

23.0 IMPEACHMENT

Any elected officer can be removed from their office for conducting themselves in a detrimental manner to the organization following a Hearing Process. See Section 22.

- A) An Executive Board Member makes a motion in an Executive Board Meeting and 2nd by another Executive Board Member. The complaint is then turned over to the Grievance/Hearing Committee for review.
- B) An Impeachment will follow the same procedures as set forth in the Grievance & Hearing Process with the exception that the officer will be eliminated from the vote along with the Board Member who made the motion against the said officer (when it gets to the final step).
- C) There must be a 4 to 1 vote by the Grievance/Hearing Committee to forward the motion of impeachment to the Executive Board for a Full Hearing of the said Officer. The Executive Board shall follow the said procedures as set forth in Section 22 Hearing Process.
- D) Any member in good standing can make a motion and can be seconded by another member in good standing at a general meeting after signatures of 2/3 of the current members in good standing are obtained for an impeachment of an elected officer.

Any vacancies by the impeachment will be filled under the guidelines of Section 15.

24.0 LEGAL COUNSEL

The Executive Board may appoint a Legal Counsel to assure that all necessary matters of the Corporation are attended to. Said Legal Counsel shall be an attorney in good standing licensed to practice in the State of New Jersey.

25.0 SALARIES

No officer or member shall for any reason of his/her office or standing, be entitled to receive any salary or compensation. Nothing herein shall be construed to prevent same from receiving reimbursement from this corporation for duties, goods or services delivered and/or performed other than that as an officer or member.

The Board may vote to hire and fix the compensation of any and all vendors which at their discretion they may determine to be necessary and proper in the conduct of the business of the corporation.

26.0 GIFTS AND BEQUESTS

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.

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

27.0 PROGRAM RULES

All rules of Manchester Hawks Youth Football and Cheer will be in accordance with the NJAYF rules and regulations and administrative policies.

Annual program rules will be comprised and available on the website.

28.0 SCHOLASTICS REQUIREMENTS

Shall be in accordance with AYF & NJAYF requirements.

29.0 TEAM SIZES

Shall be in accordance with AYF & NJAYF requirements.

30.0 APPLICATION

All persons seeking a coaching position with the organization must complete all documentation required by AYF and NJAYF, including but not limited to a background check.

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

- A) Head coaches shall be recommended by the respective Directors of Football/Cheer with the consent of the President and final approval by a 2/3 majority vote of the Executive Board. Head Coach Nominees must be members in good standing (refer to Section 7 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.
- B) Head Coaches must be at least 21 years of age. Assistant Coaches must be at least 18 years of age. Coach Trainees must have attained the age of 16. The use of Student Demonstrators is allowed, however they must be two years older than the oldest participant on the senior most team or squad in accordance with AYF age requirements.
- C) Head Coaches are required to attend monthly General Membership Meetings from July 1 through November 30 to participate in discussion for the overall good of the organization. Failure to attend meetings or send an Executive Board approved designee will result in a one game suspension for the Head Coach. Each Head Coach or their designee shall bring all information back to their teams. All Assistant Coaches are encouraged to attend General Membership Meetings.

- D) Coach Trainees and Student Demonstrators under the age of 18 must have Parental Permission to serve in these capacities and must complete organization registration forms.
- E) All coaches, trainees and demonstrators must be able to read, write, communicate and understand the English language and must have a valid driver's license or other valid form of photo identification.
- F) Any applicant shall not have been convicted of a crime that would pose a threat to the safety and general welfare of MHYFC program participants if allowed to coach. All applicants are subject to background checks.
- G) All coaches, 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 the NJAYF

31.0 TEAM OR SQUAD PLACEMENT

- A) The number of coaches assigned to each team should be in accordance with NJAYF and AYF Guidelines.
- B) Each cheerleader squad must have one certified coach for every twelve (12) participants or part thereof and squads with two (2) or more coaches must have one (1) person designated as the Head Coach.
- C) All coaches shall serve in the capacity from the official start of the season through December 31st annually and must be re-appointed annually.
- E) It shall be the ultimate responsibility of the Football Commissioner and the Cheerleading Commissioner to place participants on teams or squads in accordance with the Age Requirements, as specified by the NJAYF.
- F) The Commissioners shall attempt to keep inexperienced participants in the Age and/or Weight Division that will allow them to have more participation time and that will enable them to gain the fundamentals necessary to advance to the next highest division of play. The goal of the MYHFC shall be to give every participant at least two (2) years in each Age division, if at all possible.
- G) Program Administrators shall attempt to take into consideration siblings playing in other Age Divisions. Whenever possible, MHYFC shall make every effort to accommodate these situations; however the main responsibility shall be to the team or squad as a whole.

32.0 RECORD KEEPING

All officers, League Representatives, Football Commissioners, Cheerleading Commissioners and Coaches shall keep adequate records of occurrences. All original records shall be on file with the President and a copy with the Secretary.

33.0 MAILING ADDRESS

P.O. Box 582. Lakehurst, New Jersey 08733

34.0 BANKING INSTITUTION

A bank that is federally insured.

35.0 REGISTRATION

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

36.0 REGISTRATION FEES

The Executive Board will determine an annual dollar amount to be collected as registration fees from Regular Members. 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. Executive Board members shall be exempt from paying registration fees for their children.

37.0 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 the organization.

38.0 REFUND POLICY- Effective January 1, 2014

- A) Full refunds of registration fees will be granted upon withdrawal from the program prior to July 15th. Costs of personalized items will not be refunded if the items have already been ordered. Costs of mandatory fundraisers will not be refunded.
- B) Refunds after July 15th will be prorated by subtracting the cost of mandatory fundraisers and the cost of personalized items from the registration fee, dividing the remainder by the number of days in the season and multiplying that number by the number of days remaining in the season.
 - 1. For these purposes, the season shall begin on the first day of practice in July and end on October 20th.
- C) If a child does not meet certification requirements set by NJAYF, gets injured during a game/practice prior to August 15th or if a team is not fielded for their age group, a full refund will be given in accordance with section A above

39.0 PRACTICES

Practice will be in accordance with (NJAYF). All participants must have all required documentation before they are allowed to practice.

40.0 MEDICAL EXAMS

Medical Exams are mandatory for all participants in the League. Parents are responsible to obtain a certification from a private physician on the approved AYF issued form by the first day of practice.

41.0 INJURED PARTICIPANTS

If a child is injured, the coaching staff will complete an incident report immediately following the incident describing the occurrence. Parents will be given a copy of the report, and an original filed with the President, with a copy to the Insurance Coordinator for a permanent record.

42.0 ATTENDANCE POLICY

Attendance must be In accordance with the Rules and Regulations set forth by the Football and Cheerleading Commissioners.

43.0 REPLACEMENT OF MANCHESTER HAWKS LOANED PROPERTY

All equipment must be returned to the Head Coach immediately following the final game of the season. If equipment is not returned by December 31st, a fine will be incurred by the parents as follows: Helmet- \$250, Shoulders Pads- \$150, Pads/Game Pants- \$50, Cheer uniform- \$100. 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.

44.0 SCHOLAR FOOTBALL PLAYER AND SCHOLAR CHEERLEADER

Participants meeting the criteria established by AYF will be contacted regarding any scholarship monies available if any. The organization reserves the right to develop a grant program to assist qualified children.

45.0 SUSPENSION, HEARINGS AND APPEALS FOR PARTICIPANTS

Participants of the program can only be suspended by the Executive Board for violation of program rules or discipline problems. The organization requests all measures be taken to avoid suspension. Children, coaches and parents should openly discuss the situation and attempt to reach an attainable goal in order to resolve the situation. If this does not rectify the problem, suspension will be initiated after parents are notified by certified mail of the action to be taken.

Appeal process is available to the child and their parents. Appeals must be sent in writing within seven (7) days of notification to the President and the Secretary. It will then be reviewed and discussed by the Executive Board within fourteen (14) days of receipt of the Appeal.

46.0 INSURANCE

Manchester Hawk s Youth Football and Cheer is covered under insurance through NJAYF. The child's insurance is the primary carrier. Any medical Bills not covered by the participants insurance must be paid by the participants and can be submitted to the Insurance Coordinator of the Hawks for reimbursement which will be submitted to the Jersey Shore Insurance Coordinator. After submitting to Jersey Shore, MHYFC is no longer responsible, at that point all information should be handled with Jersey Shore and their contact.

Notice is hereby given that the provisions of these By-Laws were approved by the Executive Board and the General Membership of Manchester Hawks Youth Football and Cheer Inc. These By-Laws were presented for a first reading on July 31, 2013, and set down for a second reading, discussion and ratification at the next General Membership meeting to be held August 21, 2013.

I hereby certify that on August 21, 2013 a General Membership meeting of MHYFC was held, commencing at 7:00 p.m. and that these By-Laws were presented for a second reading. The bylaws were posted on the Manchester Hawks website and are set for a general membership vote and adoption on September 18, 2013.

Sue Nuccio
Secretary
MHYFC

Notice is hereby that the amendments of these By-laws, specifically sections 7.2, 9.1 and 36.0 were approved by the Executive Board and the General Membership of Manchester Hawks Youth Football and Cheer. These amendments were presented for a first reading on October 20, 2014 and a second reading on November 17, 2014. The bylaws are posted on the Manchester Hawks website and were adopted on November 17, 2014.

Sue Nuccio
Secretary
MHYFC

Notice is hereby that the amendments of these By-laws were approved by the Executive Board and the General Membership of Manchester Hawks Youth Football and Cheer. These amendments were presented for a first reading on March 21, 2016 and a second reading on April 18, 2016. The bylaws are posted on the Manchester Hawks website and were adopted on April 18, 2016.

Jami Chiappisi
Secretary
MHYFC

Notice is hereby that the amendments of these By-laws were approved by the Executive Board and the General Membership of Manchester Hawks Youth Football and Cheer. These amendments were presented for a first reading on March 20, 2017 and a second reading on April 17, 2017. The bylaws are posted on the Manchester Hawks website and were adopted on May 15, 2017.

Jami Chiappisi
Secretary

MHYFC

Notice is hereby that the amendments of these By-laws were approved by the Executive Board and the General Membership of Manchester Hawks Youth Football and Cheer. These amendments were presented for a first reading on January 18, 2021, second reading on February 15, 2021, another reading of revised text on March 15, 2021 and May 17, 2021. The bylaws are posted on the Manchester Hawks website and were adopted on June 21, 2021.

AnnMarie Freyer
Secretary
MHYFC