

Flemington Midget Football Team, Incorporated

Organization By-Laws

Current Revision: 2018

Executive Board Approved: June 30, 2018

Full Board Ratified: June 30, 2018

Flemington Midget Football Organizational By-Laws

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Article 1 - General

1.1 Organization Year

- 1.1.1: The organization year starts on the 1st day of March of the calendar year and run through the last day of February of the following calendar year.
- 1.1.2 The by-law changes become effective the start of the organization year unless otherwise stated in an emergency by-law change covered under section II.7.2: i).
- 1.1.3 The by-laws will cover all activities related to one complete season cycle for all football and cheer squads.
- 1.1.4 The ratification and amendments to the by-laws are covered in Section II.8.

1.2 Official Name

- 1.2.1 Flemington Midget Football Team, Inc. may also be known as Flemington Midget Football or FMF. Teams and squads within FMF may be known as the Flemington Pioneers or the Hunterdon Jr Red Devils.

1.3 Offices

- 1.3.1 The principal office of the Corporation shall be located at the Pioneer Field House, Route # 31, in the Borough of Flemington and Township of Raritan, Hunterdon County, New Jersey.
- 1.3.2 The secondary location of the organization is the building located at 154 Rte 31N, Bldg J located at Raritan Town Square.
- 1.3.3 The Corporation may have such other offices, either within Raritan Township or the Borough of Flemington, as the Board of Trustees may from time to time designate.

1.4 Membership & Participants

- 1.4.1 A participant in the organization shall be defined as a child that meets the enrollment criteria for the organization's football teams and cheerleading squads and has met all of their registration obligations as defined by the registration process.
- 1.4.2 Membership in the organization shall be defined as the participant children and their parents and/or legal guardians.
- 1.4.3 Membership shall also be open to other members of the community who have an interest in and commitment to the support and furtherance of youth athletic programs.

1.5 Affiliations

- 1.5.1 Affiliations shall be defined as any league or organization in which registered participants of the organization participate in and the organization as a whole must adhere to that league or organizational rules and by-laws.
 - a) FMF is affiliated with the Greater New Jersey AYF and the teams will plays as the Jr. Red Devils
- 1.5.2 The organization shall adhere to and abide by all rules and by-laws in which in it is affiliated and/or the guidelines they follow.
- 1.5.3 For each Affiliation one (1) Trustee will be designated as the representative of FMF to that organization and one (1) will be designated as an alternate in case the primary representative is unable to attend a meeting or meet an obligation.

Article 2 - Board of Trustees

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2.1 General Powers

2.1.1 The governing body shall be the Board of Trustees.

- a) The activities of the football and cheerleader participants within the organization are subject to the approval of the Board of Trustees.
- b) The Extended Season Competitive Cheer Team will operate as a committee under the governance of the Board of Trustees and the Director of Cheer.

2.2 Composition

2.2.1 Structure

- a) The Board will consist Officers and Trustees
- b) The Officers will consist of positions as named in Section 3.1
- c) The Director of Football and the Director of Cheer are required to be members of the Board of Trustees.
- d) It is the discretion of the board of Trustees whether or not the Varsity Head Coaches, will be an active board member of FMF. It is the discretion of the Director of Cheer whether or not the Varsity Cheer Head Coach will be an active board member of FMF

2.2.2 Number

- a) The number of Trustees shall not be less than twelve (12) or more than twenty-six (26).
- b) The Executive Board, as defined in Section 3.7 will determine the size of the Board of Trustees based on need and availability of candidates.
- c) Any change to the size of Board of Trustees from the prior year's number must be voted on and approved by the Executive Board prior to the voting meeting by the Board of Trustee on new applicants.
- d) This vote may be conditional based on the approval/acceptance of new, qualified board members.

2.3 Meetings

2.3.1 Regular Meetings

- a) Meetings of the Board of Trustees will be held once each month.
- b) Meeting dates and times will be established by the Executive Board at December Executive board meeting for the upcoming calendar year for the conduct of that year's business.
- c) In case of inclement weather, or other emergent situations, any regular meeting can be canceled at the discretion of the President. The Secretary will be responsible for notification to all members of the meeting date change.
- d) Prior to the start of a regularly scheduled board meeting, any member of the organization shall have the opportunity to present business and/or concerns to the board of Trustees.
- e) Individuals/Groups who wish to attend during this time must notify the Secretary of the board, in writing, at least seven (7) business days prior to the board meeting and provide details and materials relative to the topic to be discussed.
- f) All Trustees will be notified of any speakers or attendees at least (4) days prior to the meeting, including the details of the topics and any materials that will be used.
- g) Discussion of any single topic raised shall be limited to ten (10) minutes unless otherwise stipulated and approved in the request. Following that discussion, the board shall review the information provided and respond accordingly to the request presented.

2.3.2 Special Meetings

a) Definition

- i) Special meetings of the Board of Trustees may be called by or at the request of the

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President or any three Trustees.

- ii) Meetings may be held at the principal office and place of business of the Corporation or at any such other place within reasonable proximity thereto the persons authorized to call such special meetings.
- iii) If there is a need for a special meeting that will not fit in the thirty-day period the Executive Board would represent the board on the vote.

b) Notice

- i) All members of the Board shall be contacted by the persons calling such special meeting at least seven (7) days in advance, except in case of emergency.
- ii) The attendance of a Trustee at any meeting, except where a Trustee attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened, shall constitute a waiver of notice of such meeting.
- iii) The nature of the business to be transacted at any such special meeting shall be stated in the notice of such meeting. Notice by mail shall be effective when mailed. Any decision made at the special meeting must be brought up at a regular board meeting for ratification.

2.4 Quorum

- 2.4.1 A quorum for the transaction of any formal business at any meeting of the Board shall be half plus one (1) of the members designated and elected as Trustees, but if less than that number shall be present at any meeting, a majority of the Trustees present may adjourn the meeting without further notice. Duly elected members of the Board shall be the only persons eligible to be present and to form a quorum.

2.5 Manner of Acting

- 2.5.1 The act of a majority of the Trustees present at a regular or special meeting at which a quorum is present shall be the act of the Board of Trustees, unless the act of a greater number is required by law or by these by-laws.

2.6 Trustee Status

2.6.1 Board Tenure

- a) A board member is approved and elected to the board until such time they resign as per article 2.6.2 or they are voted to be removed as per section 2.6.3.

2.6.2 Resignation

- a) During the season, any member of the Board of Trustees may resign thereby submitting their resignation in writing to the Secretary in a method that can be confirmed.
- b) The resignation should be submitted at least seven (7) days in advance of the next board meeting and be announced by the President at that board meeting.
- c) The resignation will be effective at the following board meeting.

2.6.3 Removal -Obligation Failure

- a) A member must be in good standing in order to remain an active, voting member of the board.
- b) Any member of the Board of Trustees will be removed from his/her position because of failure to attend a majority of the prior 13 regularly scheduled meetings of the Board in which they were an active Trustee or failure to attend any three (3) consecutive regular meetings.
- c) Such removal may be waived by a vote of two-thirds of the remaining Trustees by secret ballot.
- d) Trustees may be removed if he/she fails to perform his/her duties as a Trustee. e) This vote

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can be called by any elected officer of the Board.

f) Removal requires a two-thirds vote of the Trustees eligible to vote at a regular or special meeting duly called for that purpose.

2.6.4 Removal - Best Interest

a) Any Trustee elected or appointed by the Board of Trustees may be removed at a regular or special meeting duly called for that purpose by two-thirds vote of the Voting members of the Board of Trustees whenever in its judgment the best interests of the Corporation would be served.

b) The Trustee shall be notified of his/her removal from the Board of Trustees by the Secretary in a manner that can be confirmed if not present.

2.6.5 Vacancies

a) Candidates for vacancies in the Board of Trustees should be presented at a regular meeting for introduction to the remaining Trustees prior to the Executive meeting.

b) The positions will be filled by a majority vote of voting eligible Trustees at least three (3) days after the introduction meeting. Quorum majority is not sufficient for approval. All votes must be in the form of a written/email ballot.

2.6.6 Minutes and Treasurer's Report

a) At each regular meeting of the Board of Trustees it is the responsibility of the Treasurer to provide an up-to-date Treasurer's report and copies of all bank statements & receipts of purchases since the last meeting must be made available at each meeting or at any special meeting called for that purpose.

b) At each regular meeting of the Board of Trustees it is the responsibility of the Secretary to provide the Board minutes of the previous regular meeting or special meeting. Board minutes shall include a listing of those Trustees in attendance.

c) Financial reports and regular or special meeting minutes from the past twelve (12) months shall be posted to the website behind a secure password and be available at each meeting if requested by a Trustee. All reports over twelve (12) months old shall be filed at the office of the Treasurer for a period of seven (7) years.

2.7 General Voting

2.7.1 In order to qualify to vote at any meeting, on any matter, a Trustee shall have attended at least 3 general board meetings in which they were an active Trustee. Attendance records of all Trustees shall be the responsibility of the Secretary.

2.7.2 Motions and Declarations

a) All motions must be submitted written out in exact words or submitted verbally and written into the minutes.

b) The name of the trustee making the motion will be written into the minutes.

c) Prior to the vote, the secretary will read the motion verbatim from the minutes or from the submitted documentation.

d) All motions for voting should be done by roll call or written vote

e) The method of voting is determined by the President

f) Any board member may request a written ballot that if seconded, must be accepted by the board president.

g) These voting criteria apply to both Executive and general board votes

h) If a vote is taken at a regular monthly meeting and a special meeting is called within 24 hours to re-discuss said issue, only those members who attended the original meeting can re-vote. This procedure will also hold true for special meetings. The Secretary will mail out the agenda ahead of time so that board members will be present if they have an interest in

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the items.

- i) Any motion that is deemed by the President or Vice President(s) to be in conflict with the by-laws requires a three-quarters (3/4) vote of active, voting board members to be ratified.
- j) This action should be subsequently be determined if it requires an emergency/off-cycle change to the bylaws
- k) A majority vote taken at the following board meeting after the emergency amendment is documented and distributed to all board members.

2.8 Amendments and ratification to the by-laws

2.8.1 Amendments to by-laws will be done annually.

2.8.2 Amendments submissions must be submitted in writing (electronic permitted) to the President, Secretary and at least one Vice president by December 15th.

2.8.3 Any board member in good standing can submit a by-law amendment suggestion

2.8.4 Amendment submissions must reference the Section & paragraph number it is amending or the section to which it will be added.

2.8.5 All amendments must be distributed in written/electronic format to all board members by December 20th along with the current version of the by-laws.

2.8.6 By-law Amendment Ratification

- a) Amendments submissions will be read one by one into the minutes at the January meeting and the person submitting has ten (10) minutes to present their submission unless an extension is allowed by the board president.
- b) The board president will decide the order of submissions for discussion and debate
- c) Amendment submission will be allowed a minimum of fifteen (15) minutes for discussion
- d) The president can call for a vote any time after the minimum discussion period is completed.
- e) Any revision to the original amendment based on the discussion must be documented in written form prior to the vote.
- f) An amendment to the by-laws requires an affirmative vote by a majority vote of the active, voting board members (not just the present quorum) to be carried to the confirmation vote.
- g) Any submission not receiving a majority affirmative vote will not be reconsidered until the following year.
- h) Any submission receiving a majority affirmative vote will deemed a tentative amendment to the by-laws and will go into effect on the start date of the business year noted in 1.1. (See 1.1.2)
 - i) Tentative amendments will be presented for a confirmation vote at the February or next scheduled regular meeting.
 - ii) A tentative amendment to the by-laws is confirmed by a two-thirds quorum vote.
 - iii) If a tentative amendment to the by-laws is confirmed by a two-thirds quorum vote, it will take effect on the start date of the business year noted in 1.1.1 (See 1.1.2)
 - iv) if a tentative amendment to the by-laws is not confirmed by a two-thirds quorum vote, it is considered a defeated amendment and cannot be reconsidered until the following year.
 - v) Any amended by-law cannot be reversed or the spirit of the amendment modified for 2 years unless the president deems the by-law to be detrimental to the organization.

2.9 Corporation Funds

2.9.1 Expenditures.

- a) All receipted expenditures over \$50.00 incurred by members of the organization, including Officers, Trustees, and Board Committee Persons, shall have first been authorized by the President or other Executive Board Officer. The only exception being that the use of

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electronic payment systems (with single signature) may be used to pay expenses that are pre-approved in the Annual Budget.

b) All reimbursements must be presented to the Board before being paid.

2.9.2 Income.

a) The collection of corporation funds in possession of one person that in aggregate sum over \$50.00 must be deposited in a timely manner, preferably with 2 business days.

i) A record of the deposit must be on files with the treasurer.

b) Any cash must be counted and proofed by two (2) Board Members (i.e., Snack Stand, 50/50, parking, Tag Day) before the end of the scheduled event or practice.

2.9.3 Petty Cash.

a) All receipted expenditures under \$50.00 incurred by members of the organization, including officers, Trustees, and Committee persons may be paid from the petty cash fund without formal presentation to and approval by the Board.

b) Expenditures of less than \$50.00 must be authorized by the President or other Board Officer and must be presented to the Treasurer or a Board officer to be paid after the completion of proper documentation.

2.9.4 Receipts.

a) All receipted expenditures must contain Flemington Midget Football Inc. merchandise only (no comingling).

2.9.5 Sunshine Fund.

a) This fund will cover expenditures of the Board for the purpose of purchasing appropriate remembrances in the event of the illness or death of a current Board member or the spouse, child, or parent of a current or former Board Member, a current member of the coaching staff or of a current football player or cheerleader.

b) The expenditure for such an item shall not exceed \$50.00 and does not require prior Board approval. The Secretary or a member of the Sunshine Fund Committee shall purchase the item. A report of such activity will be made at the next regular Board meeting.

c) Sunshine fund purchases for previous Board members or their immediate families, as described above, who have been active Board members within the previous five (5) years, shall be limited to \$50.00.

d) Such purchases for previous Board members or their immediate families, as described above, who have not been active for a period in excess of five (5) years shall be limited to appropriate greeting cards or shall require Board approval.

2.9.6 Dis-solution of Funds

a) In the event that the organization votes to disband, any funds that are remaining will be distributed to other non-profit organizations that specialize in youth football & cheer or high school football and cheer (such as Hunterdon Central Booster Club).

2.10 Depository

2.10.1 The Board of Trustees shall have power to select one or more banks to act as depositories of the funds of the Corporation and to determine the manner of receiving, depositing and disbursing the funds of the Corporation and the form of checks and the person or persons by whom they shall be signed, with the power to change such banks, the person or persons signing such checks, and the form thereof at will.

2.11 Board Responsibility

2.11.1 All Trustees of the Board must serve as members of the various Committees of the Board and be

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active participants in the various activities and duties of the Corporation.

- 2.11.2 At least one Chairperson of any Committee must be a member of the Board of Directors.
- 2.11.3 Membership on all Committees of the Board is open to all members of the organization.
- 2.11.4 No board member can be Chairperson more than two committees
- 2.11.5 All board members with 1 or more-year experience **must chair** *at least* one committee.

2.12 Correspondence

- 2.12.1 All Corporation correspondence must be mailed to the P.O. Box. (614)

Article 3 – Officers

3.1 Officers

- 3.1.1 All officers of the corporation shall be members of the Board of Trustees.
- 3.1.2 The officers of the Corporation shall be a President, two Vice Presidents, a Secretary and a Treasurer.
- 3.1.3 The Board of Trustees may elect or appoint such other secondary officers, including an assistant secretary and/or an assistant treasurer as part of a transition/training of such officers.
- 3.1.4 The secondary officers have the authority and perform the duties prescribed, from time-to time, by the Board of Trustees.
- 3.1.5 No two offices may be held by the same person.
- 3.1.6 The definition and make-up of the Executive Board is define in Section 3.7

3.2 Election and Term of Office

- 3.2.1 The officers of the Corporation shall be elected at the December meeting of the Board and shall serve for a period of two (2) years commencing in January of the year following their election. Voting shall be by written ballot.
- 3.2.2 Each officer shall serve a full term in one office.
- 3.2.3 There are no limits on the number of consecutive re-elections.

3.3 Nomination of Officers

- 3.3.1 The nominating committee shall submit nominations for the officers in writing to the President and the Secretary not later than fifteen (15) days prior to the date set for the annual election of Officers, or such other special election date as may be fixed in accordance with these by-laws. Nominations shall be available to any member of the Board of Trustees who shall inquire thereof prior to such election date. Nominations of the Committee and any nominations from the floor by any Trustee may be received at the election meeting.

3.4 Eligibility for Officers and Football/Cheer Directors

- 3.4.1 The first preference goes to standing board members.
- 3.4.2 No person from outside the board shall be considered to be elected as an Officer or Director of Cheer/Football if a candidate exists that is an board member in good standing
 - a) Has been a member of the Board for one (1) year.
 - b) Has attended at least two-thirds of the regularly scheduled meetings in a twelve- month period of his/her nomination.

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3.5 Removal

- 3.5.1 Any Officer elected or appointed by the Board of Trustees may be removed at a regular or special meeting duly called for that purpose.
- a) A two-thirds vote of the voting members of the Board of Trustees can remove a board member whenever in its judgment the best interests of the corporation would be served thereby.
 - b) The officer shall be notified of his/her removal from the Board of Trustees by written notice from the Secretary by certified mail.

3.6 Vacancies

- 3.6.1 Any vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled for the unexpired term by a majority vote of the Trustees present and constituting a quorum at any regular meeting or at a special meeting duly called for that purpose.

3.7 Executive Board

- 3.7.1 Any quorum of the Executive Board is authorized to act in emergency and/or special situations on behalf of the board regarding pursuits previously approved by the Board of Trustees and in line with the Flemington Midget Football by- laws

3.7.2 Membership

- a) The Executive board consists of the elected Officers and the Director of Football & the Director of Cheer
- b) The Officers and Directors have equal voting rights as part of the executive committee.
- c) No two members of the same family can serve on the Executive Board.
- d) No one can hold two Executive Board offices concurrently except in an acting manner until the next voting meeting can be held.
- e) All written correspondence must be approved by an Executive Board member and copied for the file.
- f) The Executive Board will have the responsibility of setting up a meeting with all coaches before the season begins. It will consist of all coaches at all levels and the Executive Board will inform the coaches of their responsibilities.
- g) The Executive Board shall produce a 5-year strategic plan for the organization each year.
 - i) The initial draft of the plan shall be presented to the full Board at the November meeting
 - ii) The strategic plan shall be approved by the full Board at the December meeting, or meeting subsequent to the November meeting.
 - iii) The plan shall cover and document the current year, plans for the upcoming year and tentative plans for the subsequent 3 years.
- h) The Executive Board shall bare responsibility of handling any discrepancies. They are to report their decisions to the Board of Directors at the next general board meeting after a decision on discrepancies have been made.

3.8 President

- 3.8.1 The President shall preside at all meetings of the Board of Trustees, and shall appoint such committees, as he/she or the Board of Trustees shall consider expedient or necessary.
- 3.8.2 The President shall sign, with the Secretary or any other proper officer of the Corporation authorized by the Board of Trustees, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Trustees have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Trustees or by these by-laws or by statute to some other officer or agent of the Corporation
- 3.8.3 The President shall perform all duties incident to the Office of President except as may otherwise be delegated herein, and such other duties as may be prescribed by the Board of Trustees from time to time, such as holding safe deposit keys and review of said contents twice a year. This is to

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be done in the presence of another Trustee.

- 3.8.4 If there is a discrepancy among members of the Board of Trustees, the President shall also interpret policies of the Board of Trustees.
- 3.8.5 The President shall also appoint from time to time such committees as he/she or the Board shall deem appropriate, to serve until disbanded or until the end of the organizational year.
- 3.8.6 The President shall designate a chairperson and shall fill vacancies whenever they occur and may remove appointees whenever he/she deems appropriate.
- 3.8.7 The President shall be a member, ex-officer of all committees.
- 3.8.8 It is the responsibility of the President to follow up with the Treasurer to see that the taxes are filed by May 15 of the following year.
- 3.8.9 No Coach shall be elected to the office of President.

3.9 Vice President

- 3.9.1 In the absence of the President or in the event of his/her inability or refusal to act, the Vice President (or in the event there be more than one (1) vice president, the vice president in order of their election) shall perform the duties of the President.
- 3.9.2 When so acting, shall have all the powers of and be subject to all restrictions upon the President.
- 3.9.3 Any Vice President shall perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Trustees.
- 3.9.4 The office of Vice President (or in the event there be more than one (1) vice president, the vice president in order of their election) is responsible for maintaining the By-Laws of the organization
- 3.9.5 The responsible Vice President is obligated to have a current, approved version of the by-laws available to the organization members within 30 days of any confirmed and ratified amendments.

3.10 Secretary

- 3.10.1 The Secretary shall keep the minutes of the regular and special meetings of the Board of Trustees in such manner as agreed upon by the Board and keep an accurate account of each Trustee's attendance.
- 3.10.2 The Secretary will perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President or by the Board of Trustees.

3.11 Treasurer

- 3.11.1 The Treasurer shall have custody of the funds of the Corporation and shall keep regular books of account for the Corporation.
- 3.11.2 The Treasurer shall perform such other duties and possess such other powers as are incident to that office or as shall be assigned by the President or by the Board of Trustees.
- 3.11.3 It is the responsibility of the Treasurer to see that the Taxes are filed by May 15 of the following year.

3.12 Directors of Football and Cheer

- 3.12.1 General
 - a) Directors shall be elected at the December meeting of the Board and shall serve for a period of three (3) years commencing in January of the year following their election.
 - b) Voting shall be by written ballot.
 - c) There are no limits on the number of consecutive re-elections
 - d) Directors can be removed from office by a two-thirds vote of the active, voting board.
 - e) Vacancies are handled the same way officer vacancies are handled.
- 3.12.2 Director of Football
 - a) The Director will provide oversight and guidance to the Varsity Head Coaches for each

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league to ensure there is a multi-level progression plan in place that is appropriate for their leagues' rules & structure.

- b) The Director shall ensure that each Football Head Coach is fully equipped with the proper skills, philosophy and staff management to be successful.
- c) The Director shall coordinate off season coaching development and identify coaching clinic opportunities for the coaching
- d) The Director shall establish and be responsible for measuring a set of minimum skill capabilities for each level that should be achieved by the head coaches.
- e) The Director shall have the responsibility and the authority to determine practice cancelation or field shut-down due to inclement weather. This should be done in conjunction with the head coaches.
- f) The Director of Football is responsible for representing the needs of all the football teams to the board and for all communications from the board to the football team head coaches.

3.12.3 Director of Cheer

- a) The Director shall ensure that each Head Coach is fully equipped with the proper skills, philosophy and staff management to be successful.
- b) The Director shall coordinate off season coaching development and identify coaching clinic opportunities for the coaching.
- c) The Director shall establish and be responsible for measuring a set of minimum skill capabilities for each level that should be achieved by the head coaches.
- d) The Director shall have the responsibility and the authority to determine practice cancelation or field shut-down due to inclement weather. This should be done in conjunction with the head coaches.
- e) The Director of Cheer is responsible for representing the needs of all the cheer teams to the board and for all communications from the board to the cheer team head coaches.

Article 4 – Coaches

4.1 Head Coaches

- 4.1.1 There shall be a head coach for each football & cheerleading team.
- 4.1.2 The head coaches shall commit to a term of two years when first approved.
 - a) Head Coaches are approved at the January meeting.
 - b) Head coaches shall be approved by a simple majority vote of the Board of Trustees.
 - c) Head coaches may be removed by two-thirds vote of the Board at a regular or special meeting duly called for that purpose during their elected term.
- 4.1.3 At the end of the Head Coach's term, the position is considered open and any qualified candidate can apply.
- 4.1.4 Open positions will be communicated in writing to all assistant coaches and will be posted on the website detailing the information and credentials to be submitted for any candidate wishing to fill said position.
- 4.1.5 Depending on the position, the director of football or director of cheerleading coach shall present all interested candidates at the February Executive Board meeting or a special meeting held for that purpose. The candidates have fifteen (15) minutes to present their qualifications.
- 4.1.6 Candidate Approvals
 - a) A candidate needs half plus one approval of the active, voting board for a Head Coaching position.
 - b) If a candidate doesn't get half plus one, the candidate with the lowest vote total is dropped and another vote is taken.

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- c) If no other candidate applies, the incumbent coach is extended for only one year
- 4.1.7 Minimum Certification
- a) All head coaches must complete and pass the Rutgers S.A.F.E.T.Y. Clinic (Sports Awareness for Educating Today's Youth) course and shall be able to present his/her identification card when requested by the Board.
- b) Football Head Coaches must take and pass the USA Football Tackle Certification available on the USA Football website.
- c) Cheer Head Coaches must be AACCA (American Association of Cheerleading Coaches and Administrators)
- d) Certifications must be completed by August 1st, prior to the start of the season.
- e) Head Coaches are required to attend at least one coaching clinic per year as part of their continuing education
- f) If a Head Coach doesn't acquire the proper certifications or attend continuing education, they can be removed from the Head Coaching position by a simple majority vote of the Board on the recommendation of the Director
- 4.1.8 Head Coach Authority
- a) The head coaches for teams that have minimum play or starting requirement shall ensure that that each player participates as decreed by the governing league rules
- b) Varsity Football Head Coaches are responsible for a multi-level development progression for the teams in their league(s) to ensure players are prepared to excel at the Varsity level.
- c) Head football and cheerleading coaches will present yearly objectives to the board, in person, at the May Meeting.
- d) The head coaches shall have full authority and responsibility for their respective teams and staff on both playing and practice fields.
- e) In case of a conflict between or among the Head Coaches:
- i. First the Director shall have the authority to rule and resolve it, unless they are involved.
- ii. If the Director is involved or unable to resolve the issues, the Board of Trustees shall have the authority to rule and resolve it.
- f) Head coaches and assistant Coaches shall be responsible to see that no unauthorized persons engage in coaching on the field of play or practice.
- g) Head coaches shall have the authority to establish a practice attendance requirement for participation on game days.
- h) It shall be the responsibility of the head coach to inform all participants and parents of any attendance or practice requirements at the initial practice of their teams
- 4.1.9 Head Coaching Responsibilities
- a) The Head Coach from each level for each league FMF is affiliated with will attend the beginning of the Board of Trustee meetings in August, September & October.
- b) Any topics specific to the Head Coaches will be covered at the beginning of the meetings
- c) The Head Coaches will be dismissed when these topics are completed and the Board will move onto the formal agenda.
- 4.1.10 Special Team Events
- a) All scrimmages or events sponsored by a coach will be put into writing and presented to the Executive Board one week prior to the event (if timely possible).
- b) Each coach uses their own discretion for participation, provided it is in writing and board approved before the start of the season.
- c) Coaches/Board Members will all be in approved uniforms at games or events, excluding practices.

4.2 Assistant Coaches

- 4.2.1 Head coaches shall select their respective assistant coaches subject to final approval of the Board. This can occur at any board meeting starting with the board meeting following the confirmation of the head coach.
- 4.2.2 At the Flag & Silk levels, there is a minimum of one (1) coach (head & assistant) per five (5) team participants unless an exception is approved by a majority vote of the Board.
- 4.2.3 Assistant coaching terms are for one year and can be re-confirmed annually. There is no limit to the number of terms.
- 4.2.4 Removal
 - a) Assistant coaches may be removed by their respective team head coach with the majority approval of the Executive Board when such action is initiated at the request of the team head coach
 - b) Alternatively, an assistant coach may be removed by a two-thirds vote of the general board when such action is initiated by the general board.
 - c) This will be done at a regular or special meeting duly called for that purpose.
- 4.2.5 All assistant coaches must complete and pass the Rutgers S.A.F.E.T.Y. Clinic (Sports Awareness for Educating Today's Youth) course and be able to present his/her identification card when requested.
- 4.2.6 In the event of a vacant assistant coaching position, information related to said position shall be posted on the website and communicated to the known organization members detailing the information and credentials to be submitted by any interested candidate.
- 4.2.7 Head coaches shall present all proposed assistant coaches during a regular board meeting, or special meeting duly called for that purpose
 - a) At that time, any member of the board may request that a written vote be taken relative to whether an individual should be allowed to serve as an assistant coach for the upcoming season.
 - b) A two-thirds vote against is required to not-approve a proposed candidate for an assistant coach's position.

Article 5 – Teams & Structure

5.1 Organization Structure

- 5.1.1 The FMF Organization is structured as follows:
 - a) There are two "Groups:" Cheerleading & Football
 - b) There are four "Levels": Varsity (aka Midget), JV (aka Bidy), Peewee, Flag/Silk
 - c) There is at least one "Team", but potentially more at each Group/Level combination.
 - d) There is a "Extended Season Competitive Cheer" team that has special participation criteria (see Section 5.5)
- 5.1.2 Returning families have until April 15 to register and reserve their roster spot on the team of their choice.

5.2 Football Team Selection

5.2.2 If there are roster limit issues, returning players maintain the right to play for the Pioneers or Jr Red Devils ahead of a family switching leagues. A family switching leagues maintains the right to play for Pioneers or Jr Red Devils ahead of a new family.

5.3 Football Team Rosters and Play Limits

5.3.1 Play Limits

- a) If a player plays more than one game during the same day, it is the obligation of the coaching staff to ensure they do not exceed the amount of playing time that would be equivalent to playing a full, single game.
 - i) A player on any team cannot exceed the average number of plays in a single game within a 24 hr period
 - ii) The average number of plays is assumed to be 80 plays for less.
 - iii) If a player is scheduled to play more than one game on the same day, the names must be submitted to the Director of Football prior to the first game of the day.

5.3.2

- iii) Greater New Jersey AYF has a roster limit of 45 for one Greater New Jersey AYF and one Patriot Team
- iv) Greater New Jersey AYF must have at least 28 players rostered by the Greater
- d) If the total number of players at any level exceed the roster limits, it will be the executive board's discretion whether allow for a single season roster limit exception, field an additional team in the Patriot division, or some other accommodation.

5.4 Cheer Team Selection

- 5.4.1 Cheerleading squads: refer to section 5.1
- 5.4.2 If the number of cheerleaders per squad necessarily exceeds 25 due to returning cheerleaders, the head cheerleading coach may decide to limit the squad to 25. If the head coach limits the squad, he/she may recommend that try-outs be held to fill the participant positions.
- 5.4.3 A two-thirds majority vote of the general board is required to approve not having try-outs for the upcoming season.
- 5.4.4 If try-outs will be held, cheerleaders will be scored by a panel of outside judges. Impartial members of the Executive Board will tally all votes.
- 5.4.5 The try-outs are to form a competition squad determined based on the try out scores, commitment level, and evaluation scores compiled by the coaches during the first two weeks of practice. In addition, mandatory attendance at all competition practices is required. Exceptions will only be made due to an excused illness.
- 5.4.6 In the case of a conflict with a scheduled football game and a scheduled Cheerleading competition, the head coach will make every effort to ensure that there is a separate squad of girls available to cheer for that game.

5.5 Extended Season Competitive Cheer Team

- 5.5.1 Any members of the Extended Season Cheer Team must have been a member of a recreation cheer team from any organization from a league in which FMF participates during the previous fall season.
- 5.5.2 Members will be subject to try-outs for the Extended Season Cheer Team
- 5.5.3 The squad is open to girls in who meet the age requirements of UCA competitive cheer any other girls who receive a special invitation to try-out.

5.6 Extended Season Cheer Training Team (aka Training Squad)

- 5.6.1 The purpose of the Extended Season Cheer Training Squad is to provide additional instruction outside of the fall season to any and all girls who want to participate.
- 5.6.2 The Training Squad is open to all girls in grades 3-8 who are not members of the Extended Season Competitive Cheer Team.
- 5.6.3 The Training Squad will participate in several local competitions to allow the girls to experience the competition atmosphere.

5.7 Miscellaneous

- 5.7.1 Equipment
 - a) All equipment purchased for the teams (football & cheerleading) is subject to approval by the Directors before being presented for approval by the Board of Trustees.
 - b) Changes and decision on uniform shall be approved by the appropriate Director & Varsity Head Coach for that league.
 - c) All football equipment is to be used by team members for scheduled team participation only.
- 5.7.2 League Meetings
 - a) The designated league representative shall be responsible to attend (or ensure an alternate attends) the league meetings and report back to the Board of Trustees as the next occurring board meeting.
- 5.7.3 Registration Fee Obligations
 - a) All participants in the Flemington Midget Football Team, Inc. Organization must have paid full registration fees and any outstanding debts set by the Board from time to time before receiving equipment.

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- b) All participants with any outstanding debts from the previous playing year must pay in full before registration of current playing year.
- c) There will be a \$10.00 non-refundable registration processing fee.
- d) No registration refund will be made following the tenth day of practice.

5.7.4 Year End Awards

- a) All graduating members will receive a trophy to be approved by the Board of Trustees.
- b) Any team member that should happen to win a Division Title or League Championship will receive an award(s) to be approved by the Board of Trustees.
- c) Awards presented by outside service organizations must first be approved by the Board of Trustees.
- d) There will be individual awards presented at the banquet on the Varsity level only.
- e) The Varsity Head Coaches will decide who will receive the awards for their teams and what the award will be.

5.7.5 FMF Pride Awards

- a) An FMF Pride Award will be awarded to any FMF Football player or Cheerleader who has completed 7 or more years with FMF.
- b) A plaque shall be hung in FMF titled FMF Pride Award.
- c) Recipients of this award shall have their name and number of years with FMF listed on a plate to be added to plaque.

5.8 Substance Use/Abuse

- 5.8.1 The use of alcohol and/or any other chemical substances and/or abusive language and/or abusive behavior will not be tolerated by any participant/family member of the organization, Board of Trustees, Officers, Coaches (head and/or assistant), Board Committee Chairpersons, members or participants in or spectators at any program sponsored by the Flemington Midget Football Team, Inc.
- 5.8.2 No coaches (head and/or assistant) may be under the influence of alcohol and/or any other chemical substances to any degree during a game or practice session.
- 5.8.3 No individual assisting in any way during a game or practice session may be under the influence of alcohol and/or any other chemical substances to degree.
- 5.8.4 Disciplinary action will be the sole responsibility of the Board of Trustees and will require a two-thirds vote of the voting members of the Board of Trustees at any regular or special meeting duly called for that purpose.

5.9 Disciplinary Actions

- 5.9.1 Verbal, Written, and dismissal procedure for disciplinary actions will be written up and submitted to all board members, coaching staff, cheerleading and football participants.
- 5.9.2 They will be required to read and sign the procedures and they will be kept on file.
- 5.9.3 Any instances that occur will be carried over for 16 months from the time of the initial incident.

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Revisions:

2012.Mar.v2

Approved: Pended

Revisions: Vice President: G. Vuolde

Primary Reviewer: Vice President C. Torres

By-Law Committee: 2012 Executive Board

Notes: Overall Rework from 2006 version (last approved version) based on accumulation of changes, motion and amendments.

The 2006 approved version shall be kept on file as a historical record in support of this document.

2013.Mar.v2.4

Approved: Pended

Revisions: Vice President: G. Vuolde Primary Reviewers: Executive Board

By-Law Committee: 2013 Executive Board

Notes: Several Revisions from 2012 Draft. Once approved, this version of the document will be controlled and amended only by the process established in Section 2.8.

2013 Dec.v2.5

Approved: MM/DD/YY

Revisions: Vice President: C. Torres Primary Reviewers: Executive Board

By-Law Committee: 2013 Executive Board

Notes: Several Revisions from 2013.Mar.V2.4 draft based on comments from Executive Board. Once approved, this version of the document will be controlled and amended only by the process established in Section 2.8.

2015

Approved: 05/05/2015

Revisions: Vice President T. Gruber

By-Law Committee: 2015 Executive Board

Notes: Removal of Term Extension for Head coaches. Added d) to by law 2.2.1 The Varsity Head coaches are required to be part of the FMF board. Changed by-law 2.7.1. New Board Members must attend 3 general board meetings to be able to vote. Added h) to by-law 3.8 The Executive board share bare responsibility of handling any discrepancies. Added by-law 5.7.5 FMF Pride awards

2016

Approved: 03/01/2016

Revisions: Vice President T. Gruber

By-Law Committee: 2016 Executive Board

Notes: Change to 2.8.2, 2.8.5 Moved the dates of revisions and approval forward one month. 2.8.6 a) Amendment date submission from February to January. Added to h) effected start date, iii) tentative amendment start date

2016

Approved: 11/1/2016

Revisions: Vice President T. Gruber

Board Approved

Notes: Added: 2.9.6 Dis-solution of Funds

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2017

Approved: 03/07/2017

Revisions: Vice President T. Gruber

By-Law Committee: 2017 Executive Board

Notes: Changed: 2.2.1.d), added 3.12.2 f), added 3.12.3 e)

2018

Approved: 06/30/2018

Revision: Vice President T. Gruber

By-Law Committee: 2018 Executive Board

Notes: Removed:1.5.1.a), Changed 1.5.1.a)&b),5.3.2iii),iv)Removed b)&c)