

BY-LAWS

Jefferson County Midget Football Association

2008 Season

ARTICLE I - ORGANIZATION

This organization shall be known as the Jefferson County Midget Football Association, Inc., a nonprofit corporation in Jefferson County, Colorado, hereinafter called JMFA.

ARTICLE II - OBJECTIVE

The objective of the association is to organize, schedule, and conduct a football program for youngsters between the ages of seven (7) and fourteen (14) who meet the JMFA eligibility.

ARTICLE III - MEMBERSHIP

The JMFA shall consist of the following levels of organization and membership.

1. TEAM:

A football team within an area (*see Section 2 of this Article*) shall consist of youngsters eligible to play football in accordance with the JMFA By-Laws and Rules of play. Also, in accordance with JMFA eligibility rules, all area membership fees must be paid by each player rostered prior to the first practice.

2. AREA:

The areas shall consist of the individual football teams formed within geographic boundaries of the areas as defined by Article VIII of these By-Laws. Each said area shall be known as an area association, and shall be governed by an Area Board of Directors, hereinafter called the Area Board.

3. THE JEFFCO MIDGET FOOTBALL ASSOCIATION, INC.,:

The JMFA shall consist of the area associations and shall be governed by a Board of Directors, hereinafter called the County Board. The County Board shall consist of elected county officials and two representatives from each Area Association, one of who shall be the Area Association President/Director, the other a County representative as defined in Article IV, Section 2. In addition, the immediate past President of the County Board shall automatically be a non-voting member of the County Board for one (1) calendar year.

4. ELECTED OFFICER: A membership shall be extended to any elected office in JMFA, if said officer is not already a team-voting member.

5. HONORARY MEMBERSHIP:

An honorary membership may, at the discretion of the County Board and/or Area Board, be extended to any other person, firm, partnership, corporation or other business entity interested in supporting the objectives of JMFA.

ARTICLE IV - OFFICERS

1. TEAM MANAGER:

It is suggested that the Team Manager shall be an elected officer. An elected Team Manager shall automatically be a member of their Area Board. Each team in the association shall hold an annual meeting on a date prior to December 31 of each calendar year, at which time, the voting members, by a majority vote of the membership present, a Team Manager shall be elected for the remainder of the calendar year. If any Team Manager having been duly elected shall decline, fail or be unable to serve, the team concerned shall elect a replacement for the unexpired term.

2. AREA OFFICERS:

A. The following shall be elected officers within the various area associations:

1. President/Directors
2. Vice President(s)
3. Treasurer

B. Two or more officers may be combined in one person, except the President/Director and Treasurer, and the offices of the President and County Representative shall not be so combined.

C. The officers shall be elected from Area Boards. An exception may be made where a particularly qualified individual not already a member of JMFA could benefit the association by being elected to an office.

D. Prior to December 31 of each year, each Area Board shall hold an election for the purpose of filling offices. Each area may conduct their election according to their own By-Laws. If an officer having been duly elected, shall decline, fail or be unable to serve, the Area Board shall elect a replacement for the unexpired term. If an Area President or County Representative is elected to an office of the County Board, the Area Board shall elect a replacement for the unexpired term.

E. Each Area Association officer and/or each member of the Board of Directors shall be entitled to one vote at any meeting of the Area Association Board of Directors, except the presiding officer. The presiding officer may exercise a vote only as necessary to break a tie among those present.

F. The duties of the Area Association Officers are as follows: Each officer shall maintain such books and records as may be appropriate to their office, and shall be expected to attend all meetings of the Area Board, and shall give a full and complete report of their activities to the Area Board on request. It shall be the duty of each officer, upon completion of their term, resignation, or removal, to turn over all the books and records to the Area Board or to their successor.

- a) **President/Director:** The President/Director shall call and preside at all meetings of the Area Association Board of Directors, and shall attend meetings of the County Board. In addition, they shall be responsible for securing coaches for the teams within their area, with the advice and consent of the Area Board of Directors. The assignment of each registered youngster to a team shall be a prime responsibility of this office.
- b) **Vice President(s):** The Vice President(s) shall assist the President/Director and discharge all of the duties of the President/Director in the absence of that office.
- c) **Secretary:** The Secretary shall keep the list of all members, and shall record the proceedings of the meetings of the Area Board. The Secretary shall also attend to such correspondence and reports as may be required.
- d) **Treasurer:** The Treasurer shall be charged with the responsibility of collecting assessment fees and of keeping a proper record of all financial transactions. They shall furnish such financial statements or information as may be required by the County Board or by the U.S. Bureau of Internal Revenue Service.
- e) **Equipment Manager:** The Equipment Manager shall be responsible for the requisition, maintenance, report, replacements and distribution of appropriate equipment for the teams.
- f) **County Representative:** A County Representative shall attend all meetings of the County Board as a voting member thereof. They shall be responsible along with the Area President for representing the opinion of the area at County board meetings and for reporting all county board transactions to the area board.
- g) **Alternate County Representative:** An alternate County Representative shall discharge the duties of the County Representative at meeting(s) of the County Board in the absence of that officer.
- h) **County Officers of the Jeffco Midget Football Assoc.:** The following shall be elected officers of the Board of Directors of the Jeffco Midget Football Association, Inc.:

1) OFFICERS:

- a) President
- b) Vice President
- c) Secretary (appointed by President with approval of the Board)
- d) Treasurer
- e) Such offices as the County Board may deem necessary

2) WHO CAN SERVE:

The officers shall be elected from the County Board. An exception may be made where a particularly qualified person could benefit the association by being elected to an office.

JMFA coaches who have been elected to serve as President of the County Board will not be allowed to serve as the head coach of a team during their term of office.

JMFA coaches who have been elected to serve as an officer of the County Board will be allowed to coach with the following restrictions:

1. May not serve on a protest committee that involves the area the officer is coaching for, the age group and division they are coaching in, or the opponent area of which they will face for the upcoming games for the remainder of the regular season.
2. May not participate in a position that may influence the outcome of a game, e.g. participate in the assigning of officials for games.
3. May not be involved in activities that are based upon factual information and the displaying or announcing of said information.
4. May not be Treasurer of the county board.
5. May not be a member of an area member board.
6. May not be a part of the playoff selection/tie breaker process.
 - a. In addition, the coach/officer may not be a part of an activity that two-thirds of the board votes to disallow.
 - b. If the coach becomes suspended for acts that are in violation of the JMFA Code of Ethics, JMFA Honor and Integrity Program, or any such similar program at the time, the coach/officer will be placed on probation without a review or vote.
 - c. If a coach/officer is suspended for a second infraction, a review committee will be convened to consider one of the following penalties:
 - Two year suspension from JMFA,
 - Lifetime ban from JMFA.

3. ELECTION:

Prior to December 31 of each calendar year, the County Board shall, by a majority vote of the members present, elect all officers of the County Board.

4. VOTING RIGHTS:

Each member of the County Board shall be entitled to one vote at meetings of the County Board except that the presiding officer may exercise a vote only if necessary to break a tie among those present.

5. DUTIES OF THE COUNTY OFFICERS:

Each officer of the County Board shall maintain such books and records as may be appropriate to their office and shall be expected to attend all meetings of the County Board, and shall give a full and complete

report of their activities to the County Board on request. The duties of the officers set forth below shall be subject to such modifications as the County Board may from time to time determine. It shall be the duty of each officer upon completion of their term, resignation, or removal, to turn over all of their books and records in the County Board or to their successor.

(a) **President:** The President shall call and preside at meetings of the County Board. They shall be responsible for assignments of all committees necessary to oversee and guide the activities of the JMFA. The President shall appoint a person who shall collect scores of all games each week of scheduled play and for the reporting of same, either to local newspapers and/or the JMFA.

(b) **Vice President(s):** The Vice President(s) shall assist the President and discharge all the duties of the President in the absence of that officer.

(c) **Secretary:** The Secretary shall keep the list of all members, and shall record proceedings of the meeting of the County Board. The Secretary shall also attend to such correspondence and reports as may be required.

(d) **Treasurer:** The Treasurer shall be charged with the responsibility of collections, assessment of fees from all area associations, and keeping a record of all financial transactions. They shall furnish such financial statements as may be required by the County Board or the U.S. Board of Internal Revenue Service. He/she shall pay bills only upon approval of the County Board and upon presentation of suitable vouchers, receipts or invoices. All checks in excess of \$2,000.00 shall have two signatures from the following officers: President, Vice President or Treasurer.

ARTICLE V - MEETING AND RESPONSIBILITIES

1. COUNTY: The County Board shall meet at least every other month throughout the calendar year and otherwise at the call of the President when requested by three (3) or more members of the County Board. The last meeting of each year shall be for the purpose of electing officers for the following year and to adopt any By-Law changes. It shall be the duty of the County Board to exercise supervision of all areas included in the JMFA and set out county wide policies, to determine areas of responsibility and discretion within which the area associations also may act, to elect officers to carry out the policies, to determine scheduling of games, to hire referees, and to carry out such other duties as may from time to time become necessary.

2. SCHEDULING COMMITTEE: The scheduling committee shall consist of one member from each area and the County Board of Directors. For each term whose area association can provide and equip the necessary playing fields, the scheduling committee shall schedule at least three (3) home games on their home field.

3. TERM LIMITS: Any officer of the County Board may serve a maximum of three (3) consecutive years in any office of the County Board.

4. DUPLICITY: No two people from the same area will serve on the County Board of Directors at the same time.

ARTICLE VI - GENERAL

1. MEETING PROCEDURES: In all meetings called by any of the authorized officers or board members of JMFA, Robert's Rules of Order and Parliamentary Procedure shall be followed insofar as is applicable.

2. PRINCIPAL OFFICE: The location of the principal office of the JMFA shall be maintained at the residence of the President of the County Board, and may be moved from time to time by order of the County Board.

3. COUNTY SECRETARY: The Secretary of the County Board may be compensated in an amount to be set by the County Board.

4. AREA BOUNDARIES: The area boundaries as set forth below, may be adjusted from time to time at the discretion of the County Board by a simple majority vote of the voting membership. All youngsters are required to play within the area where they reside or attend school. The only exceptions being:

- a. When an area does not have enough youngsters in a grade to field a team
- b. When an area has filled the youth's grade group to capacity
- c. If a youngster moves after September 1, the player may continue to play that season in the area of residence as of September 1 for that playing season only
- d. When a player has been rostered on the same team for two or more consecutive years.
- e. When a parent wishes to move the child for personal reasons.

(i) ANY OTHER EXCEPTION MUST BE REVIEWED AND APPROVED BY THE COUNTY BOARD. ALL OF THE ABOVE SITUATIONS, WAIVER FORMS MUST BE SIGNED BY BOTH AREA PRESIDENTS INVOLVED AND APPROVED BY THE **COUNTY PRESIDENT**. If the President of the Area that the child wishes to move from refuses to grant the waiver, the accepting area may ask the JMFA Executive Board to approve the waiver without said directors signature, the Executive Board may allow or deny the waiver at their discretion. All players waived to another area must go into the blind draft or to the team with the smallest roster on the date of the waiver as specified by the County President. At the conclusion of the waived season it shall be the option of all waived players to return to their home area or elect to stay in their waived area. Whichever area the player elects to play in, that area henceforth shall be considered by all to be their permanent area for their remaining years of play in the JMFA program. ANY CHILD MAY REQUEST AN AREA WAIVER ONLY ONCE IN THEIR CAREER IN JMFA. ANY VIOLATION OF THESE RULES WILL RESULT IN ALL GAMES, WHICH THE INELIGIBLE PLAYER PARTICIPATED, BE FORFEITED.

Youngsters living in isolated areas immediately adjacent to Jefferson County where no program is available may apply through the County Board for permission to play in the JMFA program.

5. COUNTY ASSESSMENTS: The County assessment will be made and delivered at the August county meeting. Assessments will then be due by the September county meeting. If payment is not received by that meeting, then the ASSOCIATION failing to make payment will lose its county votes and all games its teams are scheduled to play will be forfeited. Once payment is made to the county, all games will resume as scheduled but the forfeited games will hold and will not be replayed. Once during a three-year period, an association may ask for a hardship from the County. Payment of at least one-third must be

made at the time of hardship and the County Board must approve the hardship with a two-thirds majority vote. The remaining two-thirds of the payment will be due prior to the playoff games beginning.

6. NEW AREA: Any new geographical area may be eligible to apply for membership in JMFA when said area is capable of fielding and supporting a minimum of six (6) football teams, and final membership in the JMFA shall be subject to approval of two-thirds of eligible voting members of the County Board. Application must be submitted in writing to the President of the County Board.

7. MINIMUM TEAMS: A member area must maintain a minimum of six (6) teams each season. Teams that do not meet the minimum on the weekend of bracketing can be subject to the following actions:

- The area may be placed on Rule 17 probation
- The area would work with the Closest Geographical Area (CGA) with the lowest total teams with respect to fields, registration, and recruitment. The CGA will have oversight into all decisions related to the registration and recruiting process.
- If an area is unable to achieve greater than six (6) teams after a three (3) year period, the JMFA Board may vote to remove the area from JMFA membership.

Teams that drop below the minimum requirement within three (3) years of an incident, the JMFA President will appoint an oversight committee to review all policies and procedures. The oversight committee may replace and/or implement new policies and procedures based upon the discoveries.

The area not meeting the minimum will have a financial requirement only for the resources they use to the CGA.

8. DIVISION OF AREA: An existing area may divide into two areas subject to the approval of a 2/3 vote of the eligible voting membership of the County Board and providing the area is fielding 12 football teams or more at the time of the request. Application to divide must be submitted in writing to the President of the County Board.

9. REFEREE/JMFA MEMBER: No referee or director of referees involved with JMFA may hold any coaching or administrative position.

10. COUNTY AUDIT: An audit of the financial records of the County Board shall be conducted at the end of the calendar year by a committee appointed by the President. An audit also shall be conducted in the event of the office of the county treasurer changing hands.

11. FAILURE TO ABIDE: Failure by an association to conform to these By-Laws shall submit them to possible loss of membership in JMFA, or the County Board may determine such other penalty as appropriate. A two-thirds vote of the voting membership of the County Board shall be necessary to impose any penalty.

12. RULE/BY-LAW CHANGES: All Rule and By-Law changes will be introduced during the association's December through April meeting; a simple majority vote of membership present is required to adopt new rules or by-laws.

ARTICLE VII - OFFICIAL UNIFORM COLORS

Alameda:	Blue on White
Arvada:	White on Red
Bear Creek:	Gold on Forest Green
Englewood:	Blue jersey with White trim, Black numbers with White outline
Golden:	White on Maroon
Green Mountain:	Gold on Black
Highlands Ranch:	Blue on Gray and Gray on Blue
Lakewood:	Black on Orange
Mountain Area:	Gray jersey with Navy numbers
North Metro:	Black on Turquoise
South Jeffco:	Cardinal on Navy or Cardinal on White
South Metro:	Purple on Black
Standley Lake:	White on Navy
Wheat Ridge:	Gold on Blue

ARTICLE VIII - AREA DEFINED

All JMFA Areas are defined by High School Articulation. Any player living in a HS articulation outside of the area and wish to play must have a JMFA approved waiver prior to roster placement.

- **Alameda** – Alameda High School
- **Arvada** – Arvada High School, Arvada West High School, Pomona High School, Ralston Valley High School, Faith Christian (must show proof of enrollment in FC)
- **Bear Creek** – Bear Creek High School, D'Evelyn High School, Colorado Academy (must show proof of enrollment in Denison, D'Evelyn, or Colorado Academy), *Option with South Metro - Kennedy High School*
- **Englewood** – Englewood High School
- **Golden** – Golden High School
- **Green Mountain** – Green Mountain High School

- **Highlands Ranch** – Highlands Ranch High School, Mountain Vista High School, Thunder Ridge High School, Rock Canyon High School, Valor High School (must show proof of enrollment in Valor)
- **Lakewood** – Lakewood High School, Jeffco Open School, *Option with Wheat Ridge – Jefferson High School*
- **Mountain** – Evergreen High School, Conifer High School, Clear Creek High School, Platte Canyon High School
- **North Metro** – Thornton High School, Legacy High School, Mountain Range High School, Horizon High School, Skyview High School
- **South Jeffco** – Chatfield High School, Columbine High School, Dakota Ridge High School, Front Range Christian School (must show proof of enrollment in FRCS)
- **South Metro** – Littleton High School, Heritage High School, Arapahoe High School, Lincoln High School, Sheridan High School, *Option with Bear Creek - Kennedy High School*
- **Standley Lake** – Standley Lake High School
- **Wheat Ridge** – Wheat Ridge High School, *Option with Lakewood – Jefferson High School*

OPTION AREAS:

Youths living in option areas that have never participated in the JMFA program, may choose one of the option areas as their home area. Once he/she has placed for that area, it will be considered their home area.