

SENECA EAGLES INC. YOUTH FOOTBALL ORGANIZATION

Established January, 2003
Organizational Bylaws

Section 1- Mission Statement and Objectives

- 1.1- **Mission Statement-** To provide a *quality* youth football program for our children that stresses sportsmanship, team play and organizational pride while teaching the sport of football.
- 1.2- The Seneca Eagles Inc. (herein after referred to as, “The Organization”) and all of its business activities are to be operated and conducted in the promotion of its charitable activities and purposes as specified in the Certificate of Incorporation. In the conduct of its affairs, the Executive Board shall at all times be mindful of these charitable objectives and purposes.

Section 2-Membership

- 2.1- **Members of The Organization** shall consist of, Parent(s)and/or Guardian(s) of a fully paid registered child. The Organization shall have but not limited to 1 or more members.
 - a. Persons wishing to be included for membership without having a child in the program shall be permitted based on a reduced membership fee to that fact. The Executive Board prior to that year’s registration will set the cost of this membership. A “non child-playing member” may be subject to background check by the organization upon request. If refusal of background check is enforced membership shall be terminated and fee returned.
- 2.2- No amendment of these bylaws shall be valid or effective unless and until approved in writing by the affirmative vote of three quarters of the members then entitled to vote at an election of Board members.
- 2.3- **General Meetings.** Shall occur once per month, (commonly the last Tuesday of the month), unless notified of changes at prior months meeting. During the active football season no General Meeting shall be held in the months of August, September or October. There shall be a season opening meeting at the practice field site to determine needs and responsibilities of members during the active season. This meeting will be set up by and approved by the Executive board.
- 2.4- **Executive Board Meetings.** Shall meet the third Tuesday of the month, unless specifically noted at prior meeting. It is the responsibility of the **Recording Secretary** to book the time and location of this meeting. This meeting is open only to the Executive Board and it’s officers.
- 2.5- **Equipment-** The organization will supply the following: 1-Helmet, 1-set of Shoulder Pads, 1-Game Jersey & Game Pants, 1-Practice Pants with thigh pads (2) and knee pads (2)(to be used in Game Pants as well), 1-Girdle with hip pads (2), tail pad (1). This equipment will remain the property of The Organization and will be returned on a specific date as set up by the Equipment Manager annually. There will be fines imposed for unreturned items (after said return date) and fees charged for lost items. ***No*** equipment shall be held by ***any members*** for any length of time other than the active practice and game seasons.
 - a- Refund of Registration fee: No refund shall be given once a players has received their yearly equipment (in full) and played in the opening nights training camp practice.
 - b- Refunds will be given based on the following reasons: Medical, movement of family to another town outside the organization or personal, (to be reviewed by the Executive Board).

Section 3-Executive Board

- 3.1 Subject to the limitations of the Certificate of Incorporation, these Bylaws, and the laws of the State of New Jersey, the activities and affairs of the Seneca Eagles Inc. shall be managed, it’s property shall be

controlled and all corporate powers shall be exercised by or under authority of the Executive Board of The Seneca Eagles Inc. The primary function of the Executive Board shall be to establish corporate policies for the direction and guidance of the committees, officers and management of the corporation and to formulate the basic rules and regulations governing the operation and management of the Seneca Eagles Inc.

- 3.2 **Qualification of board Members.** Persons wishing to serve on the Executive Board shall have a general experience in the organization, be a member in good standing for no less than a period of 1 year, and have an age requirement of no less than 21 years of age. In order to run for a position on the board a candidate must first be nominated by a member with the same qualifications. The candidate must have also been present at no less than 3 consecutive General Meetings with sign in sheet verification.
- 3.3 **Positions.** The Executive Board shall consist of the following **elected** positions and have voting rights: President, Vice President, Recording Secretary, Treasurer, Fields& Grounds/Trustee, Registrar Trustee and Equipment Manager/Trustee. The President shall nominate with Board approval no more than 2 additional Trustees, as increase of membership will determine. The outlines of each of the previously mentioned positions, (including Presidential nominated Trustees), shall be explained in section 4.
- a- No person serving as a Head Coach will be permitted to occupy a space on the organizations Executive Board.
- 3.4 **Elections of Executive Board Officers.** Elections shall take place in April of each year at the General Meeting. Nominations will be in the previous month (March) at the General Meeting. Voting shall be administered by a pre-set board of elections, nominated and approved by the current Executive Board.
- 3.5 **Vacancies.** Any vacancy caused by resignation or removal shall be filled by a member meeting the requirements of section 3-3.2. The member will then have to receive a majority vote of the current Executive board (in quorum) to fill the unexpired term vacated.
- 3.6 **Removal of Board Officer.** An officer may removed at any time from office with or without cause by the affirmative vote of a majority of the members then entitled to vote at an election of directors.
- a. The Board may remove an Officer during his/her term by proof of neglect in responsibilities. The Board must then vote at regular executive board or emergency meeting in majority to remove form office. The standing president must call emergency meetings of this nature.
- b. Proof of neglect of responsibilities is reserved by review of the Executive board. Basic criteria for neglect would be, absence of 2 consecutive Executive Board meetings without notice, missing a total of 50% or more of General an/or Executive Board Meetings, ignoring responsibilities of defined jobs mentioned in section 4 of these Bylaws.
- 3.7 **Quorum.** At an Executive Board meeting duly called, shall not be recognized for transaction of business unless a quorum is present. The presence of a majority of the entire Executive Board shall be necessary to constitute a quorum for the transaction of business. The acts of a majority of the Executive Board present and entitled to vote at a meeting at which a quorum is present shall be the acts of the Executive Board.

Section 4- Responsibilities of Officers

- 4.1 **President.** The President shall be responsible for the day-to-day operations of the organization. He/She shall have a spot on all committees, and a say on all matters, which are pertinent to the daily operations within the organization. The president along with the Treasurer shall be the only signatures on all checks of bills to be paid incurred by the organization. The president is responsible for running

the General and Executive Board meetings and preparing outline of topics for both. The president shall nominate, with board approval the following positions:

- a. **Head of Fund Raising.** This person(s) shall have a non-voting seat on the board for input regarding all aspects of fund raising within the organization. The *HFR* shall review all requests regarding ideas of fund raising, feasibility, and mode of operation for, within the organization. They will work directly with, and report to the Treasurer for all financial matters.
- b. **Head of Coaches/League Rep.** This person shall have a *non-voting* seat on the board. They shall be a direct link to all coaches and staff to make sure anyone coaching within the Seneca Eagles Inc. has proper requirements needed thru the League and Organization. They will also be responsible for acquiring all necessary paperwork for the League (weigh-ins, roster sheets, all-star and championship) and turning it in to the League from each of the teams in the Organization. They will also work in conjunction with the President in regards to naming of head coaches. The H.C. will be required to attend all League meetings as required to remain informed of League policy, monies due for membership and avoidance of fines from absence. (A Substitute may be used only when necessary for these meetings.) This person *will not* be a *head* coach of any of the teams in the Organization.
 - b.1 the H.C. shall work with the coaches of each team in the Organization in regard to a coach's responsibility to the team, the players, the parents and to the Organization's expectations. The H.C. will inform the Board in writing of any disciplinary action to be taken as a result of a coach's actions.
 - b.2 the H.C. will coordinate all schedules for both Varsity and Junior Varsity before and during the season. It is strongly recommended Junior Varsity games be played on Sundays between 9:00am and 3:00pm unless circumstances dictate. Notification to each head coach and Executive Board shall be made.
- c. **Snack Stand Rep.** This person(s) will be responsible for purchasing, selling and maintaining the Seneca Eagles Inc. Snack Stand during the active football practice/game seasons. They will also work in conjunction with the Treasurer for purchasing and depositing all monies.
- d. **Web Site.** This person shall maintain the web site for the purposes of promoting only the Seneca Eagles Inc and their sponsors.
- e. **Press Secretary.** This person shall be a non-voting seat on the board. This person would be responsible for the public relations of the Organization.

The president along with the Treasurer and board, shall prepare a budget for which the organization shall operate during the fiscal year. The Executive Board will approve the budget after review.

- 4.2 **Vice President.** The duties shall consist of all the same as the president in his/her absence. In addition the vice president will assist with the game day activities. The Vice president shall have a good relationship with all committees of the participating Townships within the organization.
- 4.3 **Recording Secretary.** Will keep records of minutes to all meetings, (General, Executive and Emergency) within the organization. These records shall be available at all General Meetings for member review. The Rec.Sec. shall keep the original copy of the Certificate of incorporation and bylaws as amended to date. The Re.Sec. Shall also keep the seal of the incorporation in safe custody. The Rec.Sec. Shall notify the board and members of all meetings, and secure the place in which these may be held.

- 4.4 **Treasurer.** The Treasurer shall keep or cause to be kept correct and accurate accounts of the properties and financial transactions of the corporation and in general perform all duties incident to the office. This shall include but not limited to all deposits, banking statements, vouchers, and payments due incurred by The Seneca Eagles Inc.
- 4.5 **Equipment Manager Trustee.** Is responsible for the proper storage, upkeep and use of all practice and game equipment and uniforms belonging to the Seneca Eagles Inc. Purchasing of new equipment, repairs of old and General maintenance of the previously mentioned shall also be their responsibility but will be done with the approval of the board. The Eq. Mgr. shall make sure game field equipment (down markers, chains, end zone pads, sideline markers, team benches, and miscellaneous items) are in good use and are put away after usage during active season games, pre-season games and scrimmages. Eq.MGR. shall work closely with the Fields & Grounds Trustee in regards to the previously mentioned.
- 4.6 **Registrar Trustee.** Shall be responsible for the entire registration of participants within the organization. They will set the days, times, place to hold registrations and maintain all forms for which the participants sign. The Registrar shall collect all monies pertaining to sign-up and deposit daily, during registration periods, to the organization's Treasurer. The registrar shall preliminarily place participants in to perspective teams for coaches, at which time personnel shifting may take place. When this happens the registrar shall be notified. A complete roster will be kept on file of each team by the registrar, with names, numbers and addresses per season.
- 4.7 **Fields& Grounds Trustee.** This person shall also be *solely* responsible for scheduling use of game field during the practice and active seasons. The Field& Ground Trustee shall make sure equipment is stored for the end of the season till the start of the next in a safe and secure manner. They shall also make arrangements to acquire a reliable site planner (surveyor), or equivalent for the season to place markings on all playing fields used for league games. Such person will be named and approved by the board and report directly to the President and Equipment/Fields Manager. Field maintenance such as grass cutting, fertilizing and watering and upkeep of fixed items (Scoreboard, flag pole, memorial, goal posts, trash receptacles, Crowd seating {stands}) shall also be controlled by the F&G Trustee. Game Day set up shall be done and organized by the F&G Trustee. They shall be permitted with board approval to appoint person(s) as needed to complete the aforementioned tasks. These person(s) shall answer to the President and F&G Trustee.
- 4.8 **Resignation-** A board member may resign by written notice to the organization. The resignation shall be effective upon receipt thereof the Organization or at subsequent time specified by the resigned in the notice.

Section 5 Construction and Definitions

- 5.1 Unless the context otherwise requires, the general provisions, rules of construction and definitions contained in the general provisions of the General Corporation Law of the State of New Jersey shall govern the construction of these Bylaws.

Section 6- Fiscal Year

- 6.1 The fiscal year of the Organization shall be from January 1 to December 31.

Section 7 Amendments of Bylaws

- 7.1 These Bylaws and any part thereof may be amended or repealed, and new Bylaws may be adopted, only by either, (1) the affirmative vote of a majority of the Executive Board present at a meeting duly held at which a quorum is present with the subsequent notification by the members, or (2) by written consent of all members of the Executive Board and with the approval of the members or, (3) by the members.
- 7.2 Any part of these Bylaws in question may be brought up to the membership at a General meeting. No vote shall be taken on any change or amendment without a 1 month notice to all members at which time motions for vote on changes and amendments will take place after all discussions on aforementioned are concluded.

Section 8 Coaches Requirements

- 8.1 All Head coaches will be reviewed prior to the season and again at the end of the season. A Coaches Committee formed at the beginning of the New Year shall be directed to review head coaches and make recommendations for positions to the Executive Board. The president will choose the Committee.
- 8.2 Coaches shall be a registered (paid member) in good standing with a willingness to volunteer for the good of the players and organization.
- 8.3 A Coaches application must be filled out for the Coaches Committee to review with the possibility of a background check of all applicants. This will apply to Assistant coaches as well. Any applicant not wishing to agree to a background check will not be considered for any Coaching (Head or Assistant) position.
- 8.4 It will be the final decision of the Executive Board as to Head Coaches for the season.
- 8.5 Section 4.1 b is modified to read as follows.

Head of Coaches/League Rep. This person shall have a *voting* seat on the board. (If the Head of Coaches and League Representative responsibilities are served by more than one person, only the League Representative shall have Executive Board voting privileges.) They shall be a direct link to all coaches and staff to make sure anyone coaching within the Seneca Eagles Inc. has proper requirements needed thru the League and Organization. They will also be responsible for acquiring all necessary paperwork for the League (weigh-ins, roster sheets, all-star and championship) and turning it in to the League from each of the teams in the Organization. They will also work in conjunction with the President in regards to naming of head coaches. The H.C. will be required to attend all League meetings as required to remain informed of League policy, monies due for membership and avoidance of fines from absence. (A Substitute may be used only when necessary for these meetings.) This person *will not* be a *head* coach of any of the teams in the Organization.

Section 9 – Plan to Dissolve Assets

- 9.1 Seneca Eagles Inc. with all its assets sets forth this plan to distribute its assets and holdings in the event the Organization ceases operations and closes as its own entity.
- 9.2 All outstanding financial obligations will be satisfied using all available liquid assets before distribution of remaining holdings.
- 9.3 All possessed property will be donated in the following order; (1) a youth football program that exists of forms as a replacement to Seneca Eagles Inc that supports youth football for Shamong, Tabernacle, Southampton and Woodland Townships (2) Seneca High School Football Program.
- 9.4 All liquid assets, to include cash, checking, CD and securities will donated equally to the surrounding youth sport organizations serving Shamong, Tabernacle, Southampton and Woodland Townships.

THIS IS TO CERTIFY THAT the foregoing bylaws of the Seneca Eagles Inc. have been duly adopted by the board of said corporation and by the Member(s).

IN WITNESS WHEREOF, the undersigned, duly and acting secretary, along with the President of the Organization, has signed this certificate and affixed the seal of the Organization herein.

Dated _____

(SEAL)

(Wendy Finnerty/Secretary)

(Glenn E. Hastie/President)

Amendments & Revision dates.

Rev.1 January 2004

Rev.2 January 2005

Rev. 3 March, 2006