

Jersey Shore Youth Football & Cheerleading League

2024 By-Laws

ARTICLE I NAME

The name of the organization shall be the Jersey Shore Youth Football & Cheerleading League (JSYFCL).

ARTICLE II PURPOSE

It shall be the general purpose of the JSYFCL to inspire the youth of the Jersey Shore and surrounding areas of New Jersey who are sponsored by the JSYFCL to practice the ideals of sportsmanship, fair play, and physical fitness. This league's purpose shall be to better prepare the youth for their participation in High School cheerleading.

ARTICLE III ELIGIBILITY

1. Any cities coaches sponsored by a team that is actively participating as a member of the JSYFCL is eligible for membership in the JSYFCL.
2. New cities coaches must be sponsored by a squad in good standing.
3. All new cities and coaches are subject to review by the Executive Board.
4. If a city is not a registered member of the JSYFCL, they are not eligible to participate in any JSYFCL Football Games or JSYFCL Events unless approved by the JSYFCL.

ARTICLE IV OFFICERS

1. The duly elected officers of the association shall be:
 - a. President
 - b. Quality Assurance
 - c. Treasurer
 - d. Secretary
2. The Executive Board shall consist of all officers and immediate past President (within the past two years).
3. The interpretation of the by-laws will be at the discretion of the Executive Board.
4. A registered representative of any city in good standing who has been an active member in the JSYFCL and their city for at least two years and has attended 6 of 9 meetings per year (for 2 consecutive years prior to the year running) and must be an active coach or coordinator is eligible to hold office.
5. Duly elected officers of the JSYFCL shall finish their term of office regardless of eligibility status as defined under Article 111-1 provided they have not violated the JSYFCL Coaches Code of Conduct.
6. The President, Quality Assurance Officer, and the Treasurer have check signing privileges and there must be two signatures on every check.
7. Duties of the Officers:
 - a. **President:**
 - 1) Preside at all meetings and shall call regular meetings in accordance with these by-laws and any special meetings she shall deem necessary.
 - 2) Have the general control of the operation of the league and shall be empowered to dismiss any officer whose duties are not carried out.

- 3) See that all books and records required are properly kept in proper form by providing an annual audit.
- 4) Enforce these by-laws and perform the entire duties incidental to the position and the office of the president.
- 5) Appoint all committees and serve as ex-official of each.
- 6) Be empowered to dismiss from a meeting, anyone she cites for misconduct or conduct detrimental to the good of the league.
- 7) Has check signing privileges.

b. Quality Assurance:

- 1) During the absence or inability of the President to render or perform their duties or exercise their powers set forth in these by-laws, the same shall be performed and exercised by the Quality Assurance Officer and when so acting, the Quality Assurance Officer shall have all the powers and be subject to all responsibilities herein or imposed upon the President.
- 2) Perform such other duties as designated by the President.
- 3) In the event, for any reason, the President cannot fulfill their term of office, the Quality Assurance Officer shall, for the remainder of said year, assume the office of President.
- 4) Has check signing privileges.

c. Treasurer:

- 1) Have the care and custody of and be responsible for the funds and securities of the League.
- 2) Render a statement of the condition of the finances of the League at any regular meeting when called upon to do so by the President.
- 3) Keep the correct books of account, of all business transactions of the League.
- 4) Prepare an annual itemized financial report, signed by all Officers, and distribute to the members at the first meeting of the calendar year.
- 5) Has check signing privileges.

d. Secretary:

- 1) Keep all records pertaining to the League. Such records are to include the names and addresses of the duly authorized league member's teams.
- 2) Record and keep minutes of all league meetings and be prepared to read such minutes at each meeting.
- 3) Perform such other duties that may be incidental to the office or that the President designates.
- 4) Provide all squads with updated Policies and Procedures by the July meeting for the coming year.
- 5) Does not have check signing privileges.
- 6) Phone call, email, or written notice of all meetings.
- 7) Read all correspondence received since the last meeting and their proposed response to it.
- 8) Generally, assist the recording secretary when required to do so under the

direction of the President.

- 9) Written notice will be emailed to the coordinator of each team missing the 1st and 2nd meetings and the 2nd notice will be a certified letter.
- 10) Prepare a league roster of information to include each member, their team colors, team name, location and name of home field, name and addresses of head coach, all league officers and any such other data that may be pertinent annually.
- 11) Require from each head coach a roster of Varsity, JV, Pee Wee, Taxi, and Drill squads.
- 12) Does not have check signing privileges.

NOTE: Two coaches from the same city can sit on the Executive Board at the same time if there is no one else eligible, but they cannot be the President, Vice President, and the Treasurer. No two people from the same city can have check signing privileges.

ARTICLE V NOMINATIONS AND ELECTIONS

1. Nominations:

- a. The President shall, no later than the September meeting of each year, appoint a nomination committee of no less than three but no more than five members in good standing.
- b. The nomination committee shall, no later than the October meeting, present their slate of nominations to the members.

2. Elections:

- a. Elections of officers shall be conducted annually at the November meeting.
- b. Term of office is for one year, beginning January 1st.
- c. Upon notice of vacancy of any officer, other than the President, shall be filled by appointment of the President.
- d. Our method of election is by ballot. Procedures for this are described under Roberts Rules.

3. Installation of Officers:

- a. Installation of the officers shall take place at the installation dinner to be held at the last registered meeting of each year.

ARTICLE VI MEETINGS, AMENDMENTS, ATTENDANCE, VOTING, DUES & INSURANCE FORMS

1. Meetings:

- a. The Policies and Procedures will be issued at the July meeting of each year.
- b. The Policies and Procedures will be handed out at the first August meeting (Meet & Greet) of each year. Attendance is mandatory for Coordinators' and a representative from each Teams' level (not just the head coaches from each level).
 - 1) Each city must have a representative (Coordinator or Head Coach) present to accept the Policies and Procedures as read. Any changes to the Policies and Procedures can be proposed by a member in good standing at a meeting. It must be seconded, re-discussed at the following meeting and can be voted upon immediately. Any changes can be tabled by the President.
 - 2) By-laws and amendments are the means to change by-laws or Policies and

Procedures that have been previously adopted. By-laws may be amended by adding words at the end of a phrase, by insertion between words, by striking words and inserting different words, or by substitution. Such amendments are offered in the form of motions; require previous notice and general membership approval.

NOTE: Amendments become effective after approval by the JSYFCL. Any changes to the by-laws can be proposed by a member in good standing at a meeting. It must be seconded, re-discussed at the next meeting, and voted on at the third meeting.

- c. Regular meetings shall be as follows:
 - Third Monday in May
 - Third Monday in July
 - Third Monday in August – Meet and Greet
 - Third Monday in September
 - Third Monday in October
 - All regular meetings shall begin at 7:00pm
 - The November meeting will be the third Sunday in November and be the dinner meeting and installation of officers and shall not conflict with the final championship game,
- d. Special meetings shall be called at the discretion of the Board.
- e. For special meetings, each organization will be notified via telephone or email in enough time to reach the coordinator or head coach no later than the day before the meeting.
- f. All meetings will be conducted regardless of the number of teams represented, however, at least three Executive Board members must be present, or the meeting will be cancelled.
IF MORE THAN HALF OF BOARD CAN'T MAKE IT- DO VIRTUAL CALL
- g. Members must attend 5 out of the 7 scheduled meetings to be considered an active member of the JSYFCL.

2. Attendance:

- a. All cities shall have at least one registered representative at all regular scheduled or special meetings. This excludes the Meet & Greet and the Dinner Meetings when all coaches must be in attendance. The July meeting is mandatory for all cities' Cheerleading Coordinators.
- b. Failure of a city to be represented at any regular or special meetings shall result in the following:
 - 1) First missed meeting: a \$25 fine must be paid at the next meeting, or the city will be considered not in good standing.
 - 2) Second missed meeting: a \$50 fine must be paid at the next meeting, or the city will be considered not in good standing.
 - 3) Third missed meeting: A \$100 fine must be paid at the next meeting, or the city will be considered not in good standing.
 - 4) Fourth missed meeting: Suspension from the JSYFCL at the discretion of the Executive Board.

NOTE: Fines will be at the discretion of the board.

- c. Any team with their coaches suspended will be permitted to participate in any JSYFCL function or activity under the supervision of a registered, certified JSYFCL coach approved by the Executive Board. For each time a person violates this rule, their city will be assessed an additional \$100 fine.

3. Voting:

- a. A Coordinator from each organization shall have one vote on all questions of association business including the election of officers.

NOTE: A representative can vote, only if the coordinator is unavailable.

- b. Each organization shall be entitled to any number of registered representatives, all to have a voice, but to vote as a unit of one.
- c. There shall be no voting by proxy.
- d. Only one person from each organization can make and second a motion or bring a discussion to the floor.

4. Dues:

- a. Dues shall be \$500 per year and shall be paid at the July meeting.
- b. A \$25 fine shall be imposed on a city whose dues are not paid by the August meeting.
- c. Any city owing dues after the August meeting of the year will have their coaches suspended from the JSYFCL activities (exhibition and sand bowl).

5. Insurance and Forms:

- a. Proof of insurance, proof of coaches' certification (Rutgers , NYSCA or any other certification approved by the Executive Board), coaches' information forms, Taxi, Pee Wee, JV, Varsity and Drill information forms are to be brought to the Corresponding Secretary no later than the August meeting.
- b. All cheerleaders must participate in the city in which they reside. Refer to JSYFL By-laws for jurisdictions. Any discrepancies of eligibility must be proven by the organization in which the cheerleader is rostered.
- c. Each organization shall produce the names of all coaches and coordinators for each year. The organization must note that those names presented as either a coach or coordinator shall abide by the Rules of Conduct of the JSYFCL and must be submitted by the August meeting.
- d. Uncertified coaches will not be permitted to be unassisted at any JSYCL event
- e. Each city is responsible for having certified staff at each game and all JSYCL functions, supervising.
- f. Additions to your coaching staff can be submitted at any time.
- g. All Junior Coaches under 18 must be supervised by a Certified Coach while with the cheerleaders.

ARTICLE VII COACHING CONDUCT

1. Code of Conduct:

- a. It is recommended that the code of conduct, as taken by all coaches at the August meeting, be followed by all registered representatives of this League and that any obvious disregard for these by-laws be referred to the Executive Board.

ARTICLE VIII CHEERLEADING RULES AND ACTIVITIES

1. Eligibility:

- a. Any city violating eligibility and safety rules will be subject to a mandatory Executive Board hearing to discuss penalties which can include a warning, fine, suspension, or an expulsion from any JSYFCL activities.
 - b. If a city does not have a Taxi Football team, it will be to that city's discretion if their second grade Taxi Cheerleaders should be moved up to Pee Wee. If the decision is made to move up their second graders, any first-grade cheerleaders would become Mascots on Pee Wee.
 - c. No child will be held back on a squad level at a parent's request. The only time adjustments will be permitted are when a city does not have the same level football team as stated above.
 - d. Taxi Cheerleaders consists of children in 1st or 2nd grade and may include children in kindergarten at the discretion of each city organization.
 - e. Pee Wee Cheerleaders consists of children in 3rd or 4th grade.
 - f. JV Cheerleaders consists of children in 5th or 6th grade.
 - g. Varsity Cheerleaders consists of children in 7th or 8th grade.
 - h. Squads must have a minimum of five (5) members to be considered a team. The maximum number of participants will be determined by each individual organization.
 - i. Squad rosters are final after the second scheduled game. Once rosters are turned in, cheerleaders are considered registered.
2. If a coach is currently coaching in one city while living in a different city and is participating actively in the JSYFC, at the discretion of the board and their city, their child can cheer in the city they coach.
 3. Each cheerleading squad must be accompanied by a registered, certified JSYFCL Coach at all cheerleading practices and county functions.
 4. All teams registered with the JSYFCL must abide by NFHS Safety Guidelines.

ARTICLE IX SUSPENSIONS

1. Any city not participating in meetings, games or JSYFCL functions are in violation of the by-laws and will have a hearing in front of the board.
2. Any coach or coaching staff suspended shall pay a remittance fee of \$100 per level.
3. Length of suspension will be determined at hearing.
4. Official letters, signed by the board, will be emailed after each missed meeting, Policy & Procedure, or by-law violation.

ARTICLE X EXPULSIONS

1. According to the JSYFCL By-Laws, expulsion is expelled from all JSYFCL activities including football games and cannot be readmitted mid-season. Examples of expulsion are breach of the Code of Conduct and constantly breaking rules in the Policies and Procedures and/or the By-Laws.
2. If a cities coaches are expelled, the cities cheerleaders are permitted to participate in all JSYFCL functions as long as they have a registered certified JSYFCL Coach, that has been approved by the Executive Board, with them at all times.
3. Teams must be notified regarding suspensions or expulsions via email including an official letter signed by the board.

ARTICLE XI EXTENUATING CIRCUMSTANCES

1. In the event of an incident that is deemed to be a safety issue, a special meeting will be called by the Board. At that meeting the matter will be discussed and a vote will be taken.

NOTE: All matters will be addressed on a case by case basis.

2. Any other extenuating circumstances will be brought to the attention of the Executive Board and handled on a case-by-case basis, including the Policies and Procedures at the discretion of the Executive Board.
3. With all extenuating circumstances, the Executive Board must be notified. If the extenuating circumstances involve an opposing team, a phone call to the Coordinator or Head Coach of that city is also warranted.
4. Challenged city may not vote.

ARTICLE XII UNIFORM GUIDELINES

1. The official uniform must be worn at all football games, Exhibition and Sand Bowl along with the Sand Bowl Sweatshirt.
2. Cheerleading uniforms must be in accordance with the registered uniform colors, mascot and/or City's name, except special functions that require Executive Board approval (pink in October).
3. Uniforms must be city colors on the sidelines. During halftime the cheerleaders should be in their official uniform. Uniforms can consist of warm ups that are team colors and name in inclement weather.

ARTICLE XIII HIGH SCHOOL CHEERLEADING AWARD

1. A \$500.00 check shall be presented to a former JSYFCL Cheerleader and Drill Team member from each city, to be presented at the JSYFCL exhibition. The cheerleader must have cheered at least 8th grade or two years in the ACJCL or JSYFCL program and at least tried out and/or cheered in high school.
2. Each city must be an active member in the JSYFCL to be eligible for the scholarship of \$500.00. Each city's coordinator will be given a list of eligible

seniors along with the JSYFCL scholarship application each year. All scholarship applications are due to the JSYFCL PO Box by October 1 of each year. Scholarships will be awarded at the Varsity Exhibition in November.

3. The applicant will provide the JSYFCL with their grade point average, documentation that she tried out or cheered in high school, email address and proof of enrollment in college.
4. The JSYFCL will decide the recipients by:
 - a. The most years at County level, minimum of 2 years required.
 - b. The highest-grade point average.
 - c. If a tie-on year at the County level occurs, the higher GPA is the recipient, or the scholarship may be split at the Executive Board's discretion.

GUIDELINES FOR THE SUNSHINE CLUB

This club shall be established by appointment of the board to recognize current members, coaches and/or cheerleaders for a noteworthy or sorrowful experience (birth, marriage, hospitalization).