



August 2016

Article I – Name

The name of this non-profit organization shall be North Creek Junior Jaguars Football Association (NCJJFA or the Association). The organization abides by all the rules governing the Greater Eastside Junior Football Association (GEJFA).

Article II – Purpose

- A. Dedicated to teaching the youth of our community the fundamentals, rules, and proper safe techniques of football and cheerleading
- B. Emphasis on fostering a love for the game of football and cheerleading while developing physical fitness, sportsmanship, teamwork, and leadership skills in a positive and safe environment
- C. To provide a satisfying and rewarding experience for participants, coaches, parents, and sponsors

Article III – General Membership

The geographic area to be served by NCJJFA is determined by the boundaries of North Creek High School of the Northshore School District and all feeding junior high and elementary schools. Upon completion of written registration, every parent or legal guardian of a registered player shall become a non-voting member for one year from the date of registration or notification, provided the member is willing to conform to the Association’s purpose and ethics and abide by NCJJFA and GEJFA rules and regulations. All General Members are invited to attend the bi-annual General Membership meeting. In addition, should a General Member wish to present an idea or voice a concern to the Board, they are welcome and encouraged to do so by simply requesting, in writing to the Board Secretary, attendance at the next scheduled Board meeting.

Article IV – Officers

The Officers of the organization shall consist of:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary

Officers can function as an Executive Committee. Except as otherwise limited by the Board of Directors, the Executive Committee shall have the full power and authority of the Board of Directors between meetings of the Board of Directors. All acts taken by the Executive Committee shall be ratified at the next Board Meeting.

1. **PRESIDENT** – The President shall preside at all membership meetings, be chairperson of the Board of Directors, present an annual report of the work of the organization at each annual meeting, see that all books, reports and certificates, as required by law, are properly kept or filed. In absence of duty selected designate, shall represent the NCJJFA with GEJFA.



2. VICE PRESIDENT – Oversee all internal activity and provide leadership. Responsibilities shall include, but are not limited to, coordinating all functions of the program: oversee committees, coaches selection, team formation, certifications, coaching clinics, equipment purchases, monitoring staff for rule compliance, and day-to-day operations of the program. She/he will be responsible for procuring bids for uniforms and equipment and presenting bids to the board for final selection
3. TREASURER – Serves as the custodian of the financial assets. She/he develops and maintains a bookkeeping system to insure accurate financial accounting and timely reporting. Prepares an annual operating budget, reviews with President, and obtains Board approval. Provides to the President, monthly, a complete detail of all disbursement and provides support as requested. She/He are responsible for signing checks, securing and presenting bids for insurance, and other financial or legal instruments as approved by the Board. All checks must have two authorized signatures including the Board Treasurer and one other Board Officer.
4. SECRETARY – The Secretary shall record and prepare the monthly board and officer meetings. She/he will distribute minutes of the Board meetings in written form to the Board members before the next scheduled meeting as well as prepare the meeting Agendas. The Secretary is responsible for certifying board minutes to any external parties and manages general correspondence and record keeping associated with NCJJFA administration. The Secretary will be knowledgeable of the Association’s records and related materials, providing advice and resources to the Board on topics such as governance issues, amendments to the state laws, and the like, that will assist them in fulfilling their fiduciary duties.

Article V – Board of Directors

The Board of Directors (the Board) shall consist of seven members.

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary
- E. Commissioner Purple
- F. Commissioner Gray
- G. Commisioner Green

All Board Members will assist with System projects such as player registration, equipment distribution and return, fundraising and concessions. All Board members will immediately report to the Board any individual or activity that poses an immediate safety concern or violation of GEJFA or NCJJFA rules. Board Members may participate in coaching as long as it doesn’t interfere with their Board duties.

COMMISSIONER - The responsibilities of the Commissioner includes but is not limited to managing registration and recruitment activities, coordinating and assisting with fundraising campaigns, and managing the football gear, uniforms, and equipment. One Commissioner may also be appointed as the System Representative for GEJFA. In addition they may be responsible for home field management, and serve as the main point of contact for all Program Coaches including Head and Assistant Coaches.



1. All elected Board Members shall complete a background of check
2. The Board of Directors, consisting of no more than seven members, four of which shall include the current officers of the organization. They shall manage the affairs and business of the organization.
3. Board Members shall only have one vote as it pertains to any matter before the Board
4. Board Members shall be chosen by the existing Board and confirmed by two-thirds vote of the Board of Directors
5. A simple majority of the total Board members shall constitute a quorum. Voting shall not be accomplished by proxy
6. A Board Member may be removed by two-thirds vote
7. At no time shall two family members hold terms at the same time
8. A Board Member's term shall be for two years. Board membership is limited to three consecutive terms
9. No member shall hold more than one position at a time
10. The Board may, at its discretion, create and fill any number of non-voting "Chair" positions to fulfill responsibilities necessary to conduct the business of the NCJFA
11. If a vacancy occurs during the season, the Board may fill the vacancy through election. The Board may elect to attrite the vacant position and/or adjust responsibilities. The candidate must receive two-thirds majority ratification by the entire Board membership
12. No officer or director, shall for the reason for the office, be entitled to receive compensation from the organization

The board acts as trustee of the organization's assets and ensures that the nonprofit is well managed and remains fiscally sound. In doing so, the board must exercise proper oversight of the organization's operations and maintain the legal and ethical accountability of its staff and volunteers.

The main legal responsibilities of a nonprofit board are:

Duty of care: Board members are expected to actively participate in organizational planning and decision-making and to make sound and informed judgments.

Duty of loyalty: When acting on behalf of the organization, board members must put the interests of the nonprofit before any personal or professional concerns and avoid potential conflicts of interest.

Duty of obedience: Board members must ensure that the organization complies with all applicable federal, state, and local laws and regulations, and that it remains committed to its established mission.

In addition to its legal responsibilities, the board acts in a fiduciary role by maintaining oversight of the nonprofit's finances. Board members must evaluate financial policies, approve annual budgets, and review periodic financial reports to ensure that the organization has the necessary resources to carry out its mission and remains accountable to its donors and the general public.

Article VI – Meetings

Regular meetings of the Board of Directors shall be held at the discretion of the President, or a meeting can be called by two-thirds of the Board of Directors. The organization Secretary shall provide notice to organizing members of date, place and time of meetings. These meetings can discuss and review any and all issues relating to the organization.



All General Members are invited to attend the bi-annual General Membership meeting. In addition, should a General Member wish to present an idea or voice a concern to the Board, they are welcome and encouraged to do so by simply requesting, in writing to the Board Secretary, attendance at the next scheduled Board meeting.

Article VII – Quorum

Except where otherwise prescribed by law: A majority of the Board shall constitute a quorum at any regular or special business meeting.

Article VIII – Voting

All votes pertaining to the operation of NCJFA is done by Board Members. All votes shall be conducted by voice. Should majority not be determined by voice, a show of hands among the Board of Directors. The organization Secretary shall record the results of any votes in meeting minutes.

Voting via proxies are not permitted.

Article IX – Elections

A call for submission of nominations and applications shall be posted on the Association web site. Initial nominations for Board membership will be accepted by open nomination or by volunteering to serve as a member. Nominations are due 14 days prior to the election date. Voting will be by ballot and majority vote will constitute election. Election results will be tallied by the Secretary and Vice President in the presence of the voting members, and communicated within 48 hours to the membership.

Article X – Meeting Rules

All meetings shall be run in accordance with Roberts Rules of Order. At the meetings of members, the order of business shall be as follows:

1. Roll call of Board Members to establish Quorum
2. Call the meeting to order
3. Approval of Minutes from previous meeting
4. Report from Treasurer
5. Reports from Officers (as deemed necessary)
6. Reports from Committees (as deemed necessary)
7. Old and unfinished Business
8. New Business – Other Miscellaneous Business
9. Adjournment

Article XI – Committees

The Board shall determine the need for Special Committees and the number and nature of committees as deemed necessary. Committee members do not carry a vote. Committees may be composed of Board Members, Coaches, Volunteers, or other interested parties at the Board’s discretion. The President shall appoint a committee Chair Person with input from the Board taken into consideration. Committees report findings and recommendations directly to the Board for consideration, discussion and vote if necessary.



Article XII – Fees

The board shall determine Association fees and registration dates annually and incorporate these fees into the yearly budget. The Registration Refund Policy shall be determined by the Board prior to the registration event and published on the website and in the registration information.

Article XIII – Fiscal Year

The fiscal year of the organization shall be the calendar year.

Article XIV – Use of Funds and Assets

The funds and assets of the Association shall be used solely for the benefit of the Association as determined by the Board of Directors. No part of such funds, assets, and earnings of the Association shall be ascribed to the benefit of, or be distributed to, any member of the Association.

The Association shall require two signatures on all legal instruments of the Association. Any two Board Officers are authorized to sign legal documents on behalf of the Organization. No one else is authorized to encumber Association funds without prior Board approval. All monies paid will be accompanied by an approved purchase order and all checks for amounts within the approved budget can be signed by any Officer.

No loans of Association funds shall be made to any Member, Board Member or Coach. The Association shall have the authority to purchase or lease facilities, equipment or services for the benefit of the Association.

Article XV – Charitable Contributions

The organization can accept any “cash” charitable contribution that is made in the normal course of business. All “non-cash” charitable contributions must be approved by an affirmative vote of the Board of Directors.

Article XVI – Amendments

Organization By-Laws may be amended, altered, repealed, or enhanced by an affirmative vote of two-thirds majority of the Board of Directors.

Article XVII – Dissolution of Organization

Upon the dissolution of the Organization, assets shall be distributed for one or more exempt purposes within meaning of section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article XVIII – Effective Date

The By-Laws and rules of the organization shall be in effect commencing with their adoption.