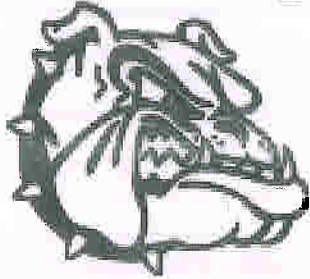


Somerset Hills Bulldogs



By-Laws

Amended February 2, 2006

**PO Box 92
Basking Ridge, NJ 07920**

TABLE OF CONTENTS

ADULT CODE OF CONDUCT	3
PARTICIPANTS CODE OF CONDUCT	3
COACHES CODE OF CONDUCT	4
BY-LAWS OF THE SOMERSET HILLS BULLDOGS, INC.	5
ARTICLE I. NAME	5
ARTICLE II. OBJECTIVES	5
ARTICLE III. GOVERNMENT	5
ARTICLE IV. FINANCES	10
ARTICLE V. COACHES	10
ARTICLE VI. PARTICIPATION	<u>11</u>
ARTICLE VII. MEETINGS	11
ARTICLE VIII. RULES	12
ARTICLE IX. AMENDMENTS	12
ARTICLE X DISSOLUTION	<u>13</u>
ATTACHEMENT A: CERTIFICATE OF INSURANCE	<u>13</u>

Adult Code of Conduct

1. All participants are entitled to a safe and fun learning environment. To that end, all parents, guardians and other adults and attendees of Somerset Hills Bulldog, (SHB) events, including practices, competitions and banquets, must behave accordingly in a respectful, courteous and sportsmanlike manner at all times.
2. Any adult who is using alcohol, tobacco or illicit drugs and/or appears to be intoxicated or under the influence at any SHB event, and/or who is flagrantly rude, attempts to intimidate, verbally abuse, heckles, taunts, ridicules, boos, throws objects and/or uses vulgarity or profane language/gestures with an official, coach, volunteer, staff member, participant or other event attendee, must receive a verbal warning and/or be asked to leave a SHB event. SHB may also provide a written warning to the individual regarding the misbehavior. The adult's children may also be removed from the event. Any adult, who commits one of the above stated offenses a second time, will be banned from any and all SHB events for a period of one year from the date of the second offense, and their children may also be removed from the program(s) for that time period.
3. Any adult who physically assaults an official, coach, volunteer, staff member or participant or threatens grave bodily harm will receive a written notification from the Board of Directors, and may be banned from any and all SHB events for one year from the date of the offense, and their children may also be removed from any and all SHB programs for that same period of time. After the ban has expired, if the individual commits another offense of the adult code of conduct, the individual will be permanently banned from any and all SHB events and the individual's children may also be permanently removed from any and all SHB programs.
4. Any suspension or removal of an individual must receive written notice after 24 hours of the proposed suspension or removal. All petitions for removal or suspension must be in writing, and the individual affected must be provided at least ten (10) days written notice of the proposed removal or suspension. The individual affected must be provided an opportunity to defend his/her interests.

Participants Code of Conduct

Disrespect: Participants will be warned at the first incident with a benching. At the second incident, the uniform will be requested. Disrespect includes: rudeness to a coach or other participants, poor sportsmanship, or destruction of school or association property.

Coaches Code of Conduct

All coaches, football and cheerleading participants will abide by a Code of Conduct which includes the following provisions. If any of these rules are broken, the Somerset Hills Bulldog organization shall have the authority to impose a penalty. Coaches shall:

1. Not smoke and/or use smokeless tobacco on the field.
2. Shall make every effort not to excessively criticize players/cheer participants in front of spectators, and will make best efforts to communicate constructively when delivering criticism.
3. Accept decisions of the game officials and judges on the field and in competitions as being fair and called to the best ability of the officials.
4. Not express criticism in a un-sportsman like fashion towards an opposing team, its players, cheer participants, coaches, or fans by word of mouth or by gesture.
5. Emphasize that good athletes strive to be good students.
6. Strive to make every football and cheer activity serve as a training ground for life, and a basis for good mental and physical health.
7. Emphasize that winning is the result of good "teamwork."
8. Together with team officials, be jointly responsible for the conduct and control of team fans and spectators. Any fan who becomes a nuisance and out of control will be asked to leave.
9. Not use abusive or profane language at any time.
10. In the spirit of good sportsmanship, and in compliance with league rules, not encourage their team to run up the score of a game well in hand. In these instances, best efforts shall be used to remove dominant players and let alternate players play.
11. Not receive any payment, in cash or kind, for services as a coach in SHB football/cheer.
12. Not recommend or distribute any medication, controlled or over the counter, except as specifically prescribed by the participant's physician.
13. Not permit an ineligible player or cheer participant to participate in a game.
14. Not deliberately incite unsportsmanlike conduct.
15. Abstain from the possession and drinking of alcoholic beverages and the possession or use of any illegal substance on both the game and practice fields.
16. In the coaches' best judgment, remove from a game or practice any participant, either ill or injured, until such time as either the coach has determined they are able to return, or competent medical advice has been received.
17. Control their fans. Remember, as a team coach, you're responsible for your team, and fan reaction will usually be in step with your reaction.
18. Uphold all rules and regulations of both SHB and the Morris County Midget Football League regarding football and cheerleading.

BY-LAWS OF THE SOMERSET HILLS BULLDOGS, INC.

ARTICLE I. Name

- 1.1 This organization shall be known as the Somerset Hills Bulldogs Inc.(aka: SHB).

ARTICLE II. OBJECTIVES

- 2.1 The objectives of the SHB shall be to firmly implant in the boys and girls of the Somerset Hills area the ideals of sportsmanship, honesty, loyalty, and courage, so that they may be finer, stronger and happier boys and girls, and grow to be good, clean, healthy men and women.

ARTICLE III. GOVERNMENT

- 3.1.1 The government of the SHB shall be under the direct supervision of the President and the Board of Directors (BoD). The BoD shall be composed of all elected Officers as defined in Article 3.6.
- 3.2.1 Officers shall be elected by a majority vote of eligible voting members, as defined in Article 7.1.6, present at an open meeting conducted annually by the incumbent BoD.
- 3.2.2 All matters concerning the SHB shall be decided by a majority vote, except where otherwise provided, of the eligible voting members as defined in Article 7.1.7.
- 3.2.3 Upon retirement from their office/position, all Board of Directors members and Coaches must turn over all records and equipment to the incoming BoD, or Coaches. All information/materials/equipment obtained during the time they are involved with the organization, remains property of SHB, and must be returned. Any information used without the express written consent of SHB is strictly prohibited and is a material breach of confidentiality.
- 3.2.4 All SHB Directors, and Coaches,(and their coaching staff) in direct contact with the minor children are required to complete the necessary forms for SHB to complete an annual background check. The type of background check will be set by the Board, but will be no less than a Criminal History Record, commonly called a State Police background check. Failure to complete and submit the Background Check Form by those required to do so will result in being barred from involvement in SHB. Any inappropriate information will be referred to the BoD for disposition. The cost of background check will be the responsibility of each person, unless otherwise agreed to by the BoD.

3.4 OFFICERS

3.41 President

- A. Presides at meetings, heads the local organization and the BoD, supervises the functions of committees and in general sees that the rules, policies and principles of Morris County Midget Football League (MCMFL), SHB, and SHB Cheer Rules and Regulations are observed.
- B. Delegates duties to the Directors-at-Large and other Officers as necessary.
- C. Appoints coaches of all divisions upon recommendation of the Coaches Committee, subject to the approval by the BoD.
- D. Appoints members of all committees, except as specified in the By-Laws.
- E. Is a member of the Finance Committee.
- F. Appoints League Representatives to the MCMFL as required.
- G. Shall be one of two officers authorized to sign checks or drafts of the organization of any amount in excess of \$100.00 (one hundred dollars).
- H. Shall see that all books, records, and certificates required by law are properly kept and filed.
- I. Shall represent SHBD at all Morris County League monthly meetings

3.42 Vice-President

- A. Presides in the absence of the President.
- B. Is a member of the Finance and Operating Committees.
- C. Arranges and supervises player registration.
- D. Prepares final rosters within one week of weigh-in, including numerals, provided by Head Coaches or Equipment Manager, and distributes same to the, Team Commissioners, President and Secretary.
- E. Shall represent SHBD at all Morris County League monthly meetings

3.43 Secretary

- A. Shall accurately record minutes of all meetings.
- B. Shall be responsible for official SHB correspondence and postal pick-up.
- C. Shall distribute a copy of the all minutes to all Board Members as a notice of next meeting.
- D. Submit, as required, all organizational changes to respective Governmental agencies.
- E. Keep records of membership and all SHB records and documents, provide safekeeping of said records and documents, except for those pertaining to matters of finance.

- F. To perform other duties as usually pertain to the office of secretary.
- 3.44 Treasurer
- A. Shall be responsible for all accounts payable in a timely manner.
 - B. Shall keep an account of all SHB monies and adhere to Article 3.72.
 - C. Shall prepare a monthly Treasurer's Report and an Annual Report each January.
 - D. Is a member of the Finance Committee.
 - E. Shall submit to the organization's financial institution, changes to the BoD, and update all documents related to signing authority.
 - F. Shall be one of two officers authorized to sign all checks or drafts of the SHB.
 - G. Shall provide for an annual audit of all SHB finances by an independent auditor.
 - H. Shall insure that all taxes are paid accurately and on time.

3.5 BOARD MEMBERS

3.51 Director - Equipment

- A. Shall be responsible for preparing recommendations on equipment purchases.
- B. Subject to approval by the BoD, arranges for purchase of all equipment and first aide kits and supplies and its subsequent distribution (including game balls), return repair, cleaning and storage.
- C. Shall maintain a running inventory of equipment.
- D. Is a member of the Finance Committee.

3.52 Director – Football Operations

- A. Shall be responsible for maintaining practice and playing fields.
- B. Arranges for field layout, sideline markers, flags, chains, etc....
- C. Is a member of the Operating Committee.
- D. Shall confirm seasonal use of fields, for practices and games.
- E. Arranges for, or insures that an emergency phone is available at all games and practices.
- F. Responsible for contracting for video films of all games and cheerleading competition. Should this be in here? Please advise.
- G. Responsible for scheduling and paying Referees for each home game.
- H. Attends all township field scheduling meetings.

3.53 Director – Publicity

- A. Responsible for all publicity releases regarding cheerleading and football registration, announcements, game summaries, etc....
- B. Coordinates sponsor participation, in conjunction with the Director, Fund Raising.

3.54 Director - Fund Raising

- A. Arranges fund raising activities approved by the BoD.
 - B. Is a member of the Finance Committee.
 - C. Secures photographer and location for team photos
- 3.55 Director - Concessions
- A. Arranges for food concession, supervises all aspects of concession stand.
 - B. Is a member of the Finance Committee.
- 3.56 Director – Cheerleading
- A. Arranges halftime activities.
 - B. Arranges for the development, and is responsible for the enforcement of all SHB cheerleading policies, rules and regulations.
 - C. Responsible for the adherence to, and enforcement of any and all MCMFL playing field regulations and SHB and MCMFL Codes of Conduct.
 - D. Accountable for all Competition Squad schedules.
 - E. Accountable for all training and certification of coaches.
 - F. Arranges for the distribution and return of all cheer uniforms and equipment.
 - G. Shall keep a running inventory of uniforms and equipment, and shall work with the Director, Equipment to maintain.
 - H. Is a member of the Operating Committee.
 - I. Shall present to the BoD estimates for all purchases prior to making any financial commitments.
- 3.56 Director – Cheerleading Operations
- I. Shall be responsible for maintaining practice locations and scheduling.
 - J. Shall confirm seasonal use of fields, for practices.
 - K. Arranges for, or insures that an emergency phone is available at all games and practices.
 - L. Responsible for contracting for video films of all games and cheerleading competition.
- Director, Volunteers
- A. Responsible for securing scheduling volunteers for all home games and fund raising activities.
- 3.57 Director, Safety
- A. Responsible for arranging all Background Checks. Must be completed before August 1st of each year.
 - B. Responsible for arranging safety certification of all coaches (both football and cheerleading. Must be completed before August 1st of each year.
 - C. Responsible for arranging for certified medical personnel to be in attendance for each home game and all practice sessions.
 - D. Responsible for securing training for the BoD and coaches in both First Aide and CPR
 - E. Responsible for developing a safety plan for the organization.

- 3.58 Director, Website
 - A. Is responsible for regular maintenance and update of the SHB website.
 - B. Arranges for contributor access to the website if required.
- 3.59 Director, Scholarships
 - A. Responsible for determining participants eligible for scholarships and submitting these names to the BoD for approval.
 - B. Responsible for administration of the SHB Scholarship Program.
- 3.60 At Large Directors
 - A. At Large members will be appointed by President as required to maintain the various committees.
- 3.62 Team Commissioners: It shall be the duty of the football Team Commissioner to enforce all SHB and MCMFL rules and regulations, to server as respective team representatives at all practices and games, to coordinate all team registration forms, rosters, team application forms, medical certification, and to secure all required documentation and certificates for official weigh ins.
Attendance at all monthly BoD are required.

3.6 Election of Officers and Board

- A. Elected Officers shall include the President, Vice-President, Secretary, Treasurer, and all Directors.
- B. Elected Board Members shall hold office for one (1) year. Any member may be re-elected.
- C. Names of candidates, other than those presented by the Nominating Committee, may be placed in nomination from the floor at the annual meeting.
- D. If only those names presented by the Nominating Committee are to be voted upon, voting may be done by a show of hands. If there is more than one nomination for a position, voting shall be by secret ballot.

3.7 Standing Committees

3.71 Nominating Committee

- A. Shall consist of three members of the club appointed by the President each year and shall hold office from time of appointment until the following annual meeting.
- B. Shall present, one month in advance of the annual meeting, the names of nominees for President, Vice President, Secretary, Treasurer and Directors.
- C. In the event of a vacancy occurring in the offices of President, Vice President, Secretary, Treasurer or Directors, this committee shall appoint a replacement. Appointment will require two-thirds (2/3) majority of the Nominating Committee. Such replacement shall hold office until the following annual meeting.

3.72 Finance Committee

- A. Shall consist of the President, Vice-President, Treasurer, Directors: Equipment, Fund Raising and Concession Sales.

- B. Shall see that proper care is exercised in the handling of SHB's monies.
- C. Shall prepare an annual budget for approval by the membership. Budget will be presented and approved at a properly announced meeting, specifically convening for the purpose of budget review and so advertised to the membership at least one (1) week prior to the meeting date.
- D. Any expenditure not budgeted must be approved by majority vote of the BoD.
- E. Any expenditure in excess of \$500 over the approved budget shall require prior approval by majority of the BoD.

3.73 Operation Committee

- F. Shall consist of the Vice-President, Director, Operations Director of Cheerleading and may be organized as needed.

3.74 Coaches Committee(s)

- A. Shall consist of six members appointed by the Director, Operations who shall establish and arrange a system of interviewing and selecting football and cheerleading coaches, and shall make recommendations to the BoD as to coaching personnel.

3.75 Banquet Committee

- A. Shall consist of a Chairman appointed by the President and shall be responsible for organizing the annual banquet.
- B. Arranges for awards as necessary, (End-of-year, competition, etc.) as approved by the BoD
- C. Arrange for all videos used at the annual banquet
- D. Shall submit an accounting to the Treasurer.

ARTICLE IV. FINANCES

- 4.1 All monies donated or raised by SHB shall be placed in the club treasury.
- 4.2 All equipment, supplies and expenditures shall be paid from this treasury.
- 4.3 Bills for payment shall be approved by the Finance Committee, as provided.
- 4.4 All approved expenditures in excess of \$100 must be paid for by check.
- 4.5 Checks must be signed for by two members of the Finance Committee.

ARTICLE V. COACHES

- 5.1 Coaches of football teams, and cheerleading squads shall be recommended annually by the Coaches Committee, appointed by the President and approved

by the BoD. Coaches shall be responsible for the selection of their teams (staff), and for their action on the field. All coaching staff members (both football and cheer), shall be approved by the BoD.

- 5.2 All Head Coaches (both football and cheer), are required to attend each monthly BoD meeting.
- 5.3 All Coaches are required to insure that their entire staff (all coaches, team commissioners, team moms/managers) are fully trained on SHB, SHB Cheer and MCMFL policies, rules and regulations, as well as the SHB By Laws. This is to be done by a mandatory meeting prior to August 1st of each year.
- 5.4 All coaches must have current Rutgers, or NISCA certification and must provide a copy of their card or certificate to the BoD.

ARTICLE VI. PARTICIPATION

- 6.1 Any boy or girl meeting the requirements as to the age and residence as set forth in the rules of SHB, SHB Cheer and the MCMFL shall be eligible to compete.
- 6.2 In the event that any coach, officer or board member affiliated with SHB (the "offender") is alleged to have violated SHB, SHB Cheer or MCMFL rules (a "violation"), a majority of the disinterested board members shall convene to consider the validity of the charges and the appropriate penalty thereon, except in cases where the safety or welfare of a child is at issue, in which case the offender shall be immediately suspended by the President, and Vice President pending a formal hearing. Upon a finding of a violation by the majority of the disinterested board members, the board members shall reconvene to determine the appropriate penalty which may include probation (in which case the offender shall be required to correct the violation), suspension and termination. Regardless of whether the violation arose from coaching activities or board activities, probation, suspension, or termination shall preclude the offender from participating in SHB in any capacity, including loss of voting privileges, until such time as the board reconvenes to consider reinstatement.
- 6.3 In the event that MCMFL, or any other superior authority find a violation, such finding shall be given the same force and effect as a finding by the board.
- 6.4 Members of the Board of Directors shall, upon evaluated and accepted evidence of misconduct of any boy or girl, notify the coach of the team of which the boy or girl is a member within at least 24 hours of the act. Said coach shall appear in the capacity as advisor with the boy or girl before at least three members of the BoD within three days of the act. The three members shall consist of the President and two other elected Officers, appointed by the President. At the discretion of this Board, such boy or girl shall be subject to such disciplinary action, as the Board may deem advisable.

ARTICLE VII. MEETINGS

- 7.1.1 The organizational and fiscal year of SHB shall commence on January 1 and end on December 31.
- 7.1.2 The BoD shall meet not less than eleven (11) times a year on the first Thursday of each month. The meetings shall begin at 8:00 pm, except during the months of August, September, October and November, which will be held at 8:30 pm.
- 7.1.3 The BoD shall conduct an annual meeting in January of each year, for the election of SHB Officers and Directors, as set forth in Article 3.4, reading of reports, and any other business, which may be necessary for operation of the organization. Notice of this meeting shall be given at least one week in advance.
- 7.1.4 A majority of the BoD shall constitute a quorum at any meeting.
- 7.1.5 Majority vote shall govern, except where otherwise provided.
- 7.1.6 Robert' Rules of Order* shall govern the proceedings of all meetings, except where the said Rules conflict with the Certificate of Incorporation or the By-Laws of this Organization.
- 7.1.7 Voting rights at meetings of the BoD shall be extended to elected and appointed Officers and Board Members as set forth in Article III. Voting rights at membership meetings shall be extended to dues-paying members whom have attended at least three prior meetings. Any Officer or member who is absent at three consecutive meetings shall forfeit his voting privilege until he subsequently attends two consecutive meetings. Such Officer or member's voting rights will be restored at the opening of the second consecutive meeting he attends.
- 7.2 Special meetings may be called by the President, or by any six members of the Board acting together, at any time during the year.
- 7.3 A Board member will be asked to resign his position the Board after missing two consecutive Board meetings. The position will then be open for nominations.

ARTICLE VIII. RULES

- 8.1 The official playing rules shall be the same as stated in the current "National Federation of High School Associations Rule Book", except such changes that are stated in either the SHB or MCMFL By-Laws.

ARTICLE IX. AMENDMENTS

- 9.1 These By- Laws or any section thereof may be amended or repealed by a two-thirds vote of the general membership at any meeting, providing written notice of such proposed changes, over the signature of the Secretary, shall be mailed to

each active member at least 10 days prior to the date of the meeting at which such proposed changes shall be submitted to vote.

ARTICLE X DISSOLUTION

10.1 If the needs which led to the formation of the SHB have largely disappeared, the SHB shall consider any written request to formally dissolve the SHB. In the event of consideration of such the BoD shall be authorized to consult an attorney or other professional to provide the detail necessary for such procedures for dissolution of the corporation within federal and state laws and the disposal of SHB assets.

ATTACHEMENT A: CERTIFICATE OF INSURANCE

Amended 2/2/2006
Revised 4/30/1987
Approved 5/14/1987
Amended 3/31/1989
Converted Electronically 12/6/2002

*** Robert's Rules of Order**

The following was condensed from the Robert's Rules of Order and includes typical rules to manage a board meeting. Readers wanting the last official version should see Robert's Rule of Order Newly Revised, published by Scott, Foresman (known as NONR). This is the 9th Edition of Robert's book.

All motions must be seconded and adopted by a majority vote unless otherwise noted.
All motions may be debated unless otherwise noted.

About Motions

About Motions	Purpose of Motion	To Enact Motion
Main Motion	to take action on behalf of the body	debatable; requires majority vote
Adjourn	end the meeting	not debatable; immediately voted upon and requires majority vote
Call for Orders of the Day	asks to stick to the agenda	not debatable; requires 1/3 majority to sustain
Call to Question	closes debate and forces vote	not debatable; requires 2/3's

		majority vote
Motion to Limit or Extend Debate	limits or extends debate	not debatable; requires 2/3's majority vote
Point of Order	is a question about the process or a particular motion	automatic if granted by Chair
Point of Information	to ask about the process or particular motion	automatic
Motion to Rescind	to change the results of a vote	requires 2/3's majority vote to reverse results of earlier vote
Motion to Suspend the Rules	suspend formal process for a short period	debatable and requires 2/3's majority vote

About Debate

Each motion that is debated receives ten minutes of debate. The member initiating the motion speaks first. The Chair asks for a rebuttal. All members wishing to speak about the motion receive the opportunity to speak before any one member speaks for a second time.

About Voting

Majority vote is more than half of the members. 2/3's vote is more 2/3s or more of the members. Be sure to announce what is being voted on before the vote.