

**NIAGARA ORLEANS FOOTBALL ASSOCIATION
CONSTITUTION & BYLAWS**

ARTICLE 1-----TITLE & GEOGRAPHICAL LOCATION

The name by which this association shall be known is: The Niagara Orleans Football Association. For the purpose of reference the abbreviation NOFA may be used in place of the above mentioned name.

Youth Football Organizations located within the geographical boundaries set by the Central School Districts. Defined herein may be eligible to apply for acceptance into the NOFA organization.

- A) North- Lake Ontario
- B) South- Route 20A
- C) East- Route 260 (Sweden/Walker Rd)
- D) West- Niagara River

No organization outside these boundaries will be allowed admittance into NOFA without unanimous approval of the Commissioners present at a regularly scheduled monthly meeting.

ARTICLE 2-----PURPOSES

This association is designed primarily to encourage athletic endeavors. And to promote the physical, mental and moral development of children by providing the means through which the individual child shall receive education and instruction in football and cheerleading. The purpose of setting up such a program will be to develop *a spirit of fair play, honest and fair competition and a sense of true sportsmanship*, with no discrimination toward race, color or creed. NOFA supports the principle of football and cheerleading for every interested and eligible child. NOFA does not advocate tryouts with the idea of only offering football or cheerleading to only the best and most talented children in the community. NOFA encourages its membership to continually strive to increase leadership and finances of the organization so that every eligible child who wants to participate in the program may do so.

ARTICLE 3-----OFFICIAL MAILING ADDRESS

1) The official mailing address will be the address of that year's Secretary - Along with that persons email address being the Official Email address for NOFA.

2) All Correspondence must go through the Official Mailing Address and/or Email Address in order for documents to be disbursed accordingly.

ARTICLE 4 – DEFINITION OF TERMS

1) The term Player shall represent any participant in the Football Program that participates in the game while the game is being played. (The aforementioned player must participate in the subscribed number of practices which is defined in the NOFA Rules.)

2) The term Cheerleader shall represent any participant in the Cheerleading Program that participates in the act of Cheerleading. (The aforementioned cheerleader must participate in all subscribed games and events.)

3) The term Team shall represent any team (Beginner, Mini, JV, or Varsity) within a Leagues organization.

4) The term Squad shall represent any squad (Beginner, Mini, JV, or Varsity) within a Leagues organization.

5) The term League shall represent any group of Teams and Squads that represent a specific community within the NOFA organization.

ARTICLE 5-----SPONSORSHIPS

1) Each team has unlimited sponsorship.

2) No sponsor names, logos or references of any kind will be permitted on the uniform – this includes Clothing and Helmet. No advertising of any kind on Cheer Uniforms.

3) Sponsor acknowledgements may be no larger than a 4' x 4' board or banner and may be displayed, within reason, so as not to interfere with the playing field or its surrounding areas.

4) Should a conflict arise, the Chairman of the Board of Commissioners shall make the final determination. Organizations that are not in compliance with the Chairman's ruling will be deemed to have forfeited all games played on the field in question until such time as they come into compliance

ARTICLE 6-----MEMBERSHIP

1) Membership shall consist of such organizations that are non-profit and are formed and exist for the purposes consistent with Article 2 of this Constitution. Member organizations specifically agree to abide and adhere to the rules and regulations set forth by the Board of Commissioners.

2) Organizations and groups that are in good standing, must submit to the Executive Board of Directors at the time the franchise fee is paid, the following information:

- a) Whether or not the organization is incorporated
- b) Names addresses and phone numbers of all Officers and Commissioners
- c) Names address and phone numbers of all Head Coaches and Cheerleading co-coordinators and the division each is associated with.
- d) Whether or not the team is sponsored and who the sponsor is. ****NOTE**** the league Chairman must be notified in writing of any changes made and the reason why.

*****NOTE***** ALL OUTSTANDING MONIES OWED TO NOFA OR ONE OF ITS MEMBER ORGANIZATIONS AND OR VENDORS MUST BE PAID IN FULL PRIOR TO REFRANCHISING A TEAM FOR THE UPCOMMING YEARS PLAYING SCHEDULE. ANY ORGANIZATION NOT IN COMPLIANCE MAY ATTEND LEAGUE MEETINGS BUT WILL BE EXCLUDED FROM PARTICIPATING IN ANY VOTING OR COMMITTEES.

3) If the organization seeking a franchise shall have satisfied the Board of Commissioners that it is in substantial compliance with or will comply with the articles of this Constitution and By-Laws, a franchise may be granted upon a two-thirds affirmative vote of the Board of Commissioners present at a duly constituted meeting.

4) Once an organization has been granted a franchise, it may be renewed annually upon application to the league no later than the regularly Yearly Schedule Prescribes. No organization may participate in any manner with the league if it has not submitted its renewal application in a timely manner. The Board of Commissioners may grant or deny any application for renewal based on a two-thirds affirmative vote to be cast at a duly constituted league meeting. If an organization is denied application to the league, the league must provide in writing the reason(s) for such denial. The denied organization will then be granted a thirty day extension period to correct the reason for denial and reapply at the following meeting.

5) The amount of the franchise fee per team will be set by the Board of Commissioners at the January meeting (with a base being \$0.00 / year (2018) and will be subject to increments based on subsequent Boards Discretion annual each January) and will be payable on or before March 1st of that year. If an organization has not paid the franchise fee by March 1st, that organization will be notified by the treasurer immediately. A thirty day grace period will be in effect, however, no organization will be allowed to franchise a team after March 31st.
(the sole exception to this rule would be that if an already established team receives enough registrations to warrant creating a second team in the same weight class in order not to refuse any eligible children. No extra team will be permitted after the scheduling meeting.)

6) If a member organization should find it necessary to withdraw a team, the fee for that team will NOT be returned to the organization provided the team is withdrawn prior to the scheduling meeting.

7) The franchise period for a team will be in effect from March 1st of One year to March 1st of the following year. If a new organization is granted membership before March 1st, it shall have no voting power until the start of the new franchise period.

8) All team franchise requests for new teams must indicate the team Nickname (ex. Panthers, Colts) and team colors. Names and colors will not be duplicated so as to conflict with an already established team. In the unlikely event that some team will come into conflict with another team with names or colors, the team with the most continuous seniority will prevail.

9) The regular season (first game) will start the last weekend in August with a Bye-Week occurring for the Labor Day Weekend (Federal Holiday) and will continue to the end of the subscribed season. However, this is a guideline and may be altered depending on the number of teams in the League

10) All teams will begin practice the last Monday of July during that calendar year.

11) No organization may have other teams in any other league, or membership ties to any other league without the written consent of 2/3 vote from the Board of Commissioners.

ARTICLE 7-----BOARD OF COMMISSIONERS

1) The government, control, regulation, and management of the League shall be vested in the Board of Commissioners.

2) Each organization shall be entitled to send two members (1 Commissioner, 1 Director) from their League to the monthly meetings. A League shall have only one vote and one voice at these meetings.

3) In the event that the organization's Commissioner cannot attend a meeting, he must appoint a League Representative to vote on that League's behalf. However, the League must notify the NOFA Secretary of who will be attending the meeting. All votes will be done by the roll call system and each League's vote will be recorded.

4) If an organization is not present at a meeting, the remaining Leagues shall constitute a quorum and all League business voted on during that meeting shall be considered official business. A League not present will be allowed to vote by written sealed proxy provided the Secretary has the proxy in hand at least 24 hours in advance of the meeting. A proxy vote must be in a sealed envelope with that League's Commissioner's signature written over the seal. The envelope will not be opened until after the vote by attending Commissioners has been made.

5) The Board of Commissioners shall approve and publish whatever publications, literature and other materials as may be required to promote the program of the Organization and for the information guidance of the membership, participants or interested parties. At such time if a League refuses whatever publications and/or promotional material that may promote their individual League's success – and that League fails to have a team – that League will forfeit all of their remaining games.

6) All disbursements must be approved for payment by the Board and all bills and invoices must be submitted to the Board for approval before payment.

7) Any business discussed at a monthly meeting, involving cash expenditure must first be brought to the floor for discussion and consideration. A vote on that expenditure will take place the following month. This pertains only to new business and is not intended to keep the Treasurer from performing his/her duties in a timely manner.

ARTICLE 8-----ELECTIONS

The Board of Commissioners at the aforementioned schedule shall consider all Business deemed proper and in order. At said meeting, the Board shall elect the following officers: Chairman, 1st Vice Chairman, 2nd Vice Chairman, Treasurer, Secretary, Statistician, Football Coach Administrator, and Cheer Coach Administrator. Those people shall serve one year terms from the aforementioned timeline. Nominations must be sent to the Secretary to place on the ballot – however, Nominations will be accepted from the floor at the election meeting provided the nominee has already consented to his nomination. All elections will be conducted by secret ballot with a simple majority necessary to elect. In the event of a tie another ballot will be cast. If that ballot results in another tie, the vote will be declared a deadlock and the Chairman shall cast the decisive vote. The counting of ballots will take place at the time and place of the (aforementioned Meeting), with the Chairman appointing a person or persons to tabulate the ballots. If a person runs unopposed the secretary shall cast the single vote necessary to elect.

ARTICLE 9---OFFICER'S DUTIES

1) Duties of the Chairman:

A) He shall preside at all meetings

B) He or the Secretary, at his discretion, shall notify members of the Board of regular meetings.

C) He shall oversee all complaints concerning the operation of all games and teams make a thorough investigation of all such complaints and render a decision regarding them. Further, he shall report all decisions to the Board. Such decisions shall be binding upon the League, its members or its participants and all others concerned unless the Chairman's decision is vetoed by a 2/3 vote from the Board present. Said vote shall be a secret ballot. There shall be no appeal to the Chairman's decisions as set forth in Article 10 section 7.

D) He may appoint administrative assistants, without voting privileges, as he may require serving in, but not being limited to the following capacities: Chief of League Officials, Finance and Publicity Director.

E) The Chairman shall appoint an auditing committee of at least two Commissioners whose duty it shall be to examine the Treasurer's books and submit, in writing, a statement of the condition of the books at the March meeting of the league.

F) The Chairman shall appoint a scheduling committee

G) The Chairman will have no voting power except to break a deadlock.

2) Duties of the 1st Vice Chairman:

A) He shall perform the duties of the Chairman in his absence.

B) Should the Chairman resign the 1st Vice Chairman will assume the Chairman's roll for the remainder of the term.

3) Duties of the 2nd Vice Chairman:

A) He shall perform the duties of the 1st Vice Chairman in his absence.

B) Should the Chairman or the 1st Vice Chairman resign the 2nd Vice Chairman will assume the roll vacated for the remainder of the term. At this point a new 2nd Vice Chairman would be nominated and elected.

4) Duties of the Treasurer:

A) He is responsible for receiving and depositing in an accredited Bank all funds accrued to the League, maintaining and preserving accurate and adequate financial records of receipts and expenditures and rendering current financial statements at each regular meeting and promptly paying of all bills against the League.

B) All checks, drafts and orders for payments of money shall be signed by two of the Officers. The Board shall have the authority to execute any instrument on behalf of the League.

5) Duties of the Secretary:

A) The secretary shall record and maintain the minutes of all Board meetings, answer all correspondence, prepare the annual report, preserve and maintain the records and correspondence of the League and perform all associated duties involved with this office.

B) He shall receive in writing all complaints concerning the operation of all games and teams make a thorough investigation of all such complaints and render a decision regarding them. Further, he shall report all decisions to the Board.

6) Duties of the Statistician:

A) The statistician shall maintain all records pertaining to the Players/Cheerleaders including assigning their numbers. He will be responsible for recording and maintaining all league rosters and game rosters for the League purposes and will levy all fines pertaining to rosters in accordance with amount set by the Board.

7) Duties of the Coach Administrator (football):

A) The Coach Administrator shall intervene on all disputes between coaches and will conduct necessary investigations so ordered by the Chairman. He shall also be responsible to ensure that each League has a coaches background check completed and on file.

8) Duties of the Coach Administrator (cheering):

A) The duties of the Coach Administrator for cheering shall be the same as described in the above section #7.

9) Vacancy:

A) In the event of a vacancy due to resignation or removal, in any of the above mentioned offices, the Board will elect a successor to fill the vacancy at the next scheduled meeting. His term shall end with all other elected terms.

ARTICLE 10-----SCHEDULING COMMITTEE

1) The Scheduling Committee shall consist of at least two Commissioners appointed by the Chairman. The committee shall draft the schedule and submit the same no later than that prescribed by the Yearly Agenda. When the Chairman approves the schedule it shall be in effect for the current year. Upon acceptance and approval of the schedule the scheduling committee shall be dissolved.

2) The Scheduling Committee may be reactivated by the Chairman to revise the schedule should conditions arise that make the original schedule unplayable or inequitable.

ARTICLE 11-----DISCIPLINARY ACTION / LOSS OF FRANCHISE

1) If any member League shall found to be guilty of any conduct which is detrimental to the best interests of NOFA, its franchise may be revoked or its renewal application denied.

2) Any grievance or complaint must be forwarded to the Secretary in writing. The Complaint will be forwarded to the Chairman via email immediately. At the time of complaint the Chairman shall form a committee to investigate any and all allegations.

3) A committee shall, at the Chairman's request, conduct a thorough investigation and report their findings directly to the Chairman. The Chairman will then make a determination as to the validity of the Complaint. If the complaint cannot be resolved on an informal basis, it shall be the duty of the Chairman to present the complaint to the full Board of Commissioners.

4) The Board will dismiss or sustain the charge and determine the Penalty, if any. However, if the Board determines that the offending League will have its franchise revoked it may do so only at the next meeting.

5) The offending League must once again be notified in writing, of the charges at least 15 days prior to the meeting in order to have sufficient time to prepare its defense. The offending League will have every opportunity to present its case to the Board.

6) It will be necessary to have 2/3 vote from the full Board to revoke a franchise.

7) If the Board determines that the complaint was frivolous and intended solely to undermine another League, the League that brought the complaint may suffer the same revocation penalty that it sought from the other party.

8) The Board recognizes the gravity and seriousness of any disciplinary action that could result in the revocation of a franchise. It also recognizes the obligation to the League as a whole and it must be guided at least in part, by the principle of "the greatest good for the greatest number". Therefore, during any investigation the Chairman shall have the sole discretion to suspend, cancel or alter the schedule of the alleged offending organization. If the Chairman's judgment so warrants such an action and such action is shown to be in the best interest of the league, there will be no appeal to that decision.

ARTICLE 12-----PLAYING RULES AND REGULATIONS

1) The Board shall be empowered to promulgate certain playing rules and regulations which, although separate and apart from this Constitution, shall be binding on all members of this League. The penalties for a violation of the playing rules and regulations shall be contained therein. However, in the event that there is a conflict between this Constitution and the playing rules, the Constitution shall prevail.

2) The playing rules and regulations may be amended as follows: a Quorum of Commissioners must be present, after discussion on rules changes, the Board will vote at the next June meeting. A 2/3 majority is necessary for an amendment

to be carried. All playing rules must be proposed after January and no rule will be changed after June of that playing year. (The aforementioned schedule prevails)

ARTICLE 13-----INTERPRETATION CLAUSE

In the event that there is any conflict as to the meaning or interpretation of any article, section, sub-section, paragraph, sentence, clause, phrase, or word, said meaning shall be determined by the Board of Commissioners. Said interpretation shall be placed in writing and appended to this Constitution, and it shall be binding on all participants of the League until overruled by the Board.

ARTICLE 14-----DISSOLUTION CLAUSE

In the event of dissolution, all of the remaining assets and property of the organization shall after necessary expenses thereof be distributed to such organizations as shall qualify under section 501(c)(3) of the Internal Revenue Code, or corresponding provisions of any subsequent Federal tax laws; or to the federal government, or to a state or local government for a public purpose.

ARTICLE 15-----ORDER OF BUSINESS

- 1) The meeting will be called to order promptly at the designated time.
- 2) Introductions
- 3) Minutes (accepted as a matter of course unless objected to or Questioned. Motion not necessary)
- 4) Treasurer's report (read and accepted, subject to audit. Motion Not necessary)
- 5) Committee reports if any
- 6) Unfinished business
- 7) New business
- 8) Adjournment

ARTICLE 16-----PARLIMENTARY AUTHORITY

Roberts Rules of Order shall guide the proceedings at all meetings.

ARTICLE 17-----AMENDMENTS

This Constitution may be amended by an affirmative vote of 2/3 of the Board of Commissioners present at the May meeting. Written notice of such proposed changes shall be mailed to each member of the Board of Commissioners at least 15 days prior to the date of the meeting which changes will be voted on.

ARTICLE 18-----EFFECTIVE DATE

This Constitution and all of its parts thereof shall be in effect immediately upon ratification by 2/3 of the Commissioners at the initial organizational meeting. All subsequent organizations joining after that meeting agree to abide by this Constitution.

ARTICLE 19 NON-INUREMENT CLAUSE

No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets upon dissolution of the organization.

ARTICLE 20-----RESTRICTIVE LEGISLATION CLAUSE

No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided in section 501(h) of the Internal Revenue Code, as amended, nor shall the organization participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE 21-----RESTRICTIVE PURPOSES AND ACTIVITIES CLAUSE

Notwithstanding any other provision of these articles, the organization is organized exclusively for the purpose of one or more of the following purposes: religious, charitable, scientific testing for public safety, literary or educational purposes or

to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, as specified in section 501(c)(3) of the Internal Revenue Code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) or corresponding provisions of any subsequent Federal tax laws.

****NOTE**** POINTS FOR DETERMINING DIVISION WINNERS ARE AS FOLLOWS
WIN - 2 TIE - 1 LOSS -

YEARLY AGENDA

JANUARY***Meeting Held the 2nd Thursday of the Month at 7pm**

Nominations and Elections of the NOFA Board of Directors, Establish Franchise Fees, Form Committees, Distribute Franchise Applications, Proposals submitted for all Rules Amendments (All Proposals must be emailed to the Secretary)

FEBRUARY***Meeting Held the 2nd Thursday of the Month at 7pm**

Proposals submitted for all Rules Amendments (All Proposals must be emailed to the Secretary)

MARCH***Meeting Held the 2nd Thursday of the Month at 7pm**

All Rules must be finalized via a Vote at this meeting, Franchise Fees Due, Unpaid Debts Cleared Up

APRIL***Meeting Held the 2nd Thursday of the Month at 7pm**

Amendments to Constitution & By-Law Amendments,

MAY***Meeting Held the 2nd Thursday of the Month at 7pm**

Vote on Amendments to Constitution and By-Law Amendments, Schedule Changes reviewed

JUNE***Meeting Held the 2nd Thursday of the Month at 7pm**

Schedule Finalized

JULY***Meeting Held the 2nd Thursday of the Month at 7pm**

Coaches Meeting (Head Referee, All Head Coaches Football and Cheerleading, All League Statisticians, All NOFA Board Members), Practice Starts.

AUGUST*** Meeting Held the 2nd Thursday of the Month at 8pm**

Football Season in progress

SEPTEMBER*** Meeting Held the 2nd Thursday of the Month at 8pm**

Football Season in progress

OCTOBER***Meeting Held the 2nd Thursday of the Month at 8pm**

Football Season in progress

NOVEMBER***Meeting Held the 2nd Thursday of the Month at 7pm**

Review Season, CheerZone Report, Championship Report

DECEMBER***NO MEETING-----HAPPY HOLIDAYS**