

Revised and approved by general vote January 19, 2018

BOROUGH OF TOTOWA

POLICE ATHLETIC LEAGUE

CONSTITUTION AND BYLAWS

AS AMENDED JANUARY 19, 2018

ARTICLE 1 NAME, PURPOSE AND OBJECTIVES

SECTION 1 NAME

The organization shall be known as the Police Athletic League of the Borough of Totowa, New Jersey, commonly known as the Totowa Police Athletic League (Totowa PAL).

SECTION 2 PURPOSE AND OBJECTIVES

The purpose and objectives for which this League is formed are as follows:

- A) To aid in combating juvenile delinquency
- B) To furnish the children of the Borough of Totowa who will be four years old by October 1, through and including those who are eighteen years of age inclusive , with an indoor place of recreation, and to provide equipment & adult leadership to carry on the various games, sports and recreational activities as authorized by the membership
- C) To instill in the youth of our community good character and a sense of responsibility
- D) To keep the welfare of the youth of the Borough of Totowa, first & foremost, entirely free of adult lust for glory
- E) To raise funds to carry out the aforesaid purposes
- F) Children from the three towns in the Passaic Valley High School sending district will be allowed to play for Totowa PAL teams upon the request of the Chairperson of the sport in question and the approval of the Totowa PAL Executive Board.

SECTION 3 POLITICS

The Totowa PAL is a non-political organization. It shall not endorse any member, individual, or organization for elective office.

ARTICLE 2 MEMBERSHIPS

There shall be three classes as defined below:

- A) Active members shall consist of adults of good moral character, who express a desire to participate in furthering the purpose & objectives of the organization. Active member alone shall have the right to vote at all meetings. Active members shall be further defined as those who have attended a minimum of seven regular meetings between April of one year & March of the next year. For elective purposes, the member shall be eligible to vote effective their eighth meeting. For business purposes, an active member is defined as those who have attended a minimum of seven meetings in the immediately preceding twelve months. The member shall be eligible to vote effective their eighth meeting. In

order to be considered present for a meeting a member must be in the roll call or will be credited for attendance of ½ (one half) meeting. The only exceptions will be police officers, fireman, and first aid technicians involved in emergencies or those directly involved in PAL functions.

- 1) The chairperson of each sport shall be eligible to receive two meeting credits during the regular season of their sport and the month prior to the beginning of their sport.
 - 2) The head coach/advisor or Commissioner of a sport level shall be eligible to receive one meeting credit during the regular season of their sport and the month prior to the beginning of their sport.
 - 3) If a member is the head coach/advisor or Commissioner of three different sports during one April to March one year period, they shall be eligible to receive two meeting credits during the regular season of their sport(s), and the month prior to the beginning of their sport. Chairperson/head coach/advisor must notify the Board Administrator or Assistant Board Administrator, in writing, by the conclusion of the meeting following the missed meeting in order to receive a meeting credit. No person shall be excused from more than two meetings during any March to April period. Anyone not given credit for either a full or half meeting shall report the error to the Board Administrator prior to the completion of the next month's meeting in order to be given credit for said meeting.
 - 4) Executive Board members will be granted the equivalent of two meetings.
- B) Any voting member (as defined in Article 2, Section A) who is not in attendance for, or receive a meeting credit for, six consecutive meetings shall have their voting rights suspended until the end of their next attended meeting.
- C) Honorary members shall consist of those who may not or cannot function as active members but who lend physical and/or financial support.
- D) Junior members shall consist of any person who will be four years old by October 1, through and including those who are eighteen years old inclusive, who wish to participate in any of the programs offered by the League. Junior members must be residents of the Borough of Totowa. A person turning nineteen years old during a program may participate until the completion of that program.

ARTICLE 3 MEETINGS

SECTION 1 REGULAR MEETING

The general membership meeting will be held on the first Thursday of each month at 8:15p.m. The only exception will be in the years that a Holiday, Holiday Eve, or the Totowa Public School back-to-school-night fall on the first Thursday of the month, at which time the meeting will be cancelled or rescheduled at the prior meeting. One third 1/3 of the active membership or six active members (excluding Executive Board) shall constitute a quorum for the conduct of the meeting.

SECTION 2 SPECIAL MEETINGS

Special meetings may be called as follow:

- A) At the direction of the President
- B) By petition of six active members who must attend the meeting. The petition must be presented to the President and a copy filed with the Board Administrator, at which time a mutually agreeable date for the meeting will be determined. The Board Administrator will notify by email, or documented phone call within two weeks of the meeting all active members.
- C) One more than half the active members in attendance including the Executive Board will constitute a quorum for a vote at said meeting.

- D) The meeting will be a one item agenda, that being the item for which the meeting was called. No other business may be discussed.

SECTION 3 ELECTION MEETINGS

The annual election meeting of the League shall be held on the third Thursday of April. At this meeting the election of officers shall be held and the other business shall be conducted as deemed necessary by the President. In the event of resignation of an Executive Board Member, a special election meeting shall be held, not more than two months following said resignation. (See section 3 article 2)

SECTION 4 ORDER OF BUSINESS

- A) Call to order
- B) First roll call
- C) Acceptance of previous month's minutes
- D) President's report
- E) Treasurer's report
- F) Sergeant-at-Arms report
- G) Building report
- H) Reports of committees and sports
- I) Old business
- J) Good of the organization
- K) New business
- L) Second roll call
- M) Adjournment

SECTION 5 ROBERT'S RULES OF ORDER

In the event that any rule is not covered by these bylaws or policy and procedures, then Robert's Rules of Order, latest edition, shall be recognized as the governing authority. If not covered in Robert's Rules, then the Sergeant-at-Arms and the Executive Board shall make the final ruling

ARTICLE 4 NOMINATIONS AND ELECTIONS OF OFFICERS

SECTION 1 NOMINATIONS

The Board Administrator shall email a list of all eligible members to all voting members two weeks before the March meeting. Nominations may be made by any voting member, from the floor, at the March meeting. This action must be made in the form of a motion and must be seconded.

The list of nominees shall be presented verbally at the March meeting by the Board Administrator. Elections of officers shall take place at the April Election meeting. If more than one nomination is made for any office, a closed ballot shall be in order. In the event that an Executive Board position is uncontested, the Board Administrator shall cast a single vote for the uncontested candidate at the conclusion of nominations which will suffice to filling the position.

SECTION 2 SEARCH COMMITTEE

In the case that no nomination is made at the March meeting for a position scheduled to be filled (see Section 4, Term of Office), the President shall appoint three voting members to form a Search Committee at the conclusion of the March meeting. It will be their duty to nominate from the voting membership a candidate(s) for those positions scheduled to be filled by the April meeting.

SECTION 3 OFFICERS OF THE LEAGUE

Officers of the League shall consist of a President, Vice President, Board Administrator, Treasurer, and Sergeant-at Arms.

SECTION 4 TERM OF OFFICE

The offices of Vice President, Treasurer, and Board Administrator shall be voted on in years ending in an even number and President and Sergeant-at-Arms shall be voted upon in years ending in an odd number. Any year ending in a zero shall be considered an even number. The terms of office for all the officers shall be twenty-four months (2 years), commencing at the conclusion of the April Election meeting in the year they were elected.

SECTION 5 QUALIFICATIONS FOR HOLDING OFFICE

In order to qualify as a candidate for office, a member must meet the following standards:

- A) Be a voting member, in good standing as defined in Article 2, Section A.
- B) A nominee must be in attendance at the nominating meeting or signify in writing, his/her intention to accept the nomination.
- C) The Board Administrator is empowered to, and it shall be his/her duty, to provide ballots in sufficient quantity for the use of the members at all elections.
- D) The nominee receiving the highest number of votes, as determined by the count of ballots cast by the members in attendance, for each office, shall be elected to that office. Absentee ballots shall be recognized as a vote. Absentee ballots must be received by the Board Administrator prior to the beginning of the election meeting. In case of a tie for any office, re-balloting will be held the same evening for that specific office.
- E) Installation of all elected officers shall take place at the conclusion of the April meeting.
- F) Qualifications to hold the office of President are as follows: a person must be a sitting or former elected member of the PAL Executive Board or a current or former sport chairperson; this is in addition to the qualifications stated within Article 4 Section 5.

SECTION 6 CANDIDATE DISCUSSION

- A) Before the casting of ballots there shall be an open question and answer period for all candidates with the general membership, limited to 10 (ten) minutes each.

ARTICLE 5 DUTIES OF OFFICERS

SECTION 1 PRESIDENT

He/She shall appoint, should the need arise, members to fill vacancies in offices, until an election shall be held. In case of the President resigning the Vice President shall assume the role of President. The President will preside over general membership meetings and executive board meeting.

SECTION 2 VICE PRESIDENT

The Vice President shall act in the absence of the President. He/she shall also perform such duties as assigned by the President. He/she shall serve as the Chairperson of the Building Committee.

SECTION 3 BOARD ADMINISTRATOR

The Board Administrator shall keep the records of all meetings of the League. He/she shall have charge of all records and papers of the League, except those pertaining to Treasurer and Financial Secretary. He/she shall have custody of the corporation seal of the League. He/She shall be in charge of maintaining the Totowa PAL website. The Board Administrator shall appoint a Trustee as their primary aid in fulfilling the duties for the position. The lieutenant must be confirmed by the General Membership and while they are to step in for the Board Administrator when they cannot fulfill their duties, they are not voting members of the Executive Board

SECTION 4 TREASURER

The Treasurer shall keep the books of accounts of business of the League. He/she shall have the custody and control the funds of the League and shall make disbursements and/or deposits. He/she shall submit a written report at each regular meeting and a copy filed with the minutes of the meeting.

The Treasurer shall appoint a Trustee as their primary aid in fulfilling the duties for the position. The lieutenant must be confirmed by the General Membership and while they are to step in for the Treasurer when they cannot fulfill their duties, they are not part of the Executive Board.

SECTION 5 SERGEANT-AT-ARMS

The Sergeant-at-Arms shall be responsible for keeping order at all general meetings. The Sergeant-at-Arms shall also oversee arrangements for coaches to be appropriately certified and background checked, and shall maintain records of those who have been vetted and trained by these programs.

The Sergeant-at-Arms shall appoint a Trustee as their primary aid in fulfilling the duties for the position. The lieutenant must be confirmed by the General Membership and while they are to step in for the Sergeant-at-Arms when they cannot fulfill their duties, they are not voting members of the Executive Board.

The Sergeant-at-Arms shall ensure adherence to the By-Laws.

ARTICLE 6 COMMITTEES

SECTION 1 SPORTS CHAIRPERSONS AND COMMITTEE ADMINISTRATORS

- A) The Executive Board shall appoint an individual to serve as chairperson of a committee or sport; each year, chairpeople will need to be re-appointed.
- B) A chairperson is required to be a voting member. Consideration of a nonvoting member will be brought to the Executive Board for review. Chairpersons should attend all general membership meetings. Should a chairperson not be available to make a specific meeting, he/she must send a member of his/her committee and brief that person on any pertinent information that may arise.
- C) Chairpersons shall be responsible to have a complete inventory submitted to the Executive Board and a report given to the General Membership at the monthly meeting immediately following the completion of their sport. Should the next regular scheduled meeting be less than 30 days from the completion of said sport, the information shall be due at the following meeting. Chairpersons shall also turn in all keys and a copy of their records.
- D) Each chairperson shall submit a formal budget to the General Membership 30 days before commencement of any program or disbursement of any funds and will submit final budget for review within 30 days of the close of their respective sport season. The Executive Board and chairperson will conduct a mid-season budget review for all sports.

- E) The Executive Board shall have the power to remove a chairperson or Committee Administrator at any time if that person is not acting in the best interest of the Totowa PAL.

SECTION 2 COMMITTEE ACTIONS

A committee may take action and subsequently notify the General Membership, but may not expend funds without the approval of the General Membership.

SECTION 3 STANDING COMMITTEES

- A) Building Committee will have three to five members. Responsibility for the general maintenance of the building and the grounds. Has complete authority to set standards for building usage and pertinent items. Has complete authority to authorize such projects as necessary to maintain the general repair of the building, within the parameters defined in Article 7, Section 3, PURCHASING.
- B) Bingo Committee shall be responsible for conduct of weekly bingo games, including providing for adequate help, equipment and supplies. The Bingo Committee shall also be responsible for filing all necessary reports in accordance with the rules and regulations of the New Jersey Legalized Games of Chance Control Commission.
- C) Executive Committee shall consist of all the officers. Duties shall include, but are not limited to, a review of proposed budgets by individual committees prior to presentation to the General Membership. Disputes concerning decisions and proposals for expansion of League programs shall be presented to the Executive Committee. The Executive Committee shall have the veto power over all decisions it feels is not in the best interest of the League. One officer shall be appointed to be a liaison to each of the sports committees and will have the right to participate at all of their meetings.
- D) Scholarship Committee shall consist of a minimum of three active members appointed by the President, at the March meeting. Scholarship Committee shall nominate a minimum of four individuals who shall be recommended to receive scholarships by the Scholarship Committee.
- E) Fundraising Committee will consist of individuals appointed by the President at the June meeting and chaired by the President. The responsibilities of the committee shall include (1) establish major fundraising events (2) general positive public relations for the organization.
- F) By-Laws Committee will consist of 3 voting members. The President will appoint the By-Laws Committee Administrator at the September meeting of every year that ends in an odd number. Any year ending in a zero shall be considered an even number. The By-Laws committee will also be charged with suggesting changes to The Policies and Procedures Manual to the Totowa PAL Executive Board.

ARTICLE 7 DEPOSITS AND DISBURSEMENTS

SECTION 1 ACCOUNTS

Accounts will be maintained as a general fund and bingo, in addition to maintaining separate accounts for each individual sport (i.e. Softball, Football, Basketball, etc.). Funds will be deposited as income from the appropriate source (general, individual sport, and bingo).

SECTION 2 EMERGENCY EXPENDITURES

- A) Emergency expenditures for building repair and/or maintenance may be authorized by the President and the Building Chairperson with the consent of the Executive Board, not to exceed one thousand dollars per emergency situation, and reported to the General Membership at the next general meeting. The only exceptions would be for plumbing, heating, electrical, of roofing emergencies.
- B) The President may authorize up to one thousand dollars for emergencies that may occur in sports

programs, but is limited to one usage per calendar year. This must be reported at the next General Meeting.

SECTION 3 PURCHASING and CONTRACTS

Any expenditure under \$1,500 will require approval by the President and one additional board member, and must be reported at the next General Meeting. Expenditures over \$1,500 will require review and prior approval from the Executive Board and General Membership. Every attempt should be made to obtain the best price for the highest quality work from a licensed, bonded supplier. Items for the kitchen or sport snack shacks should be purchased from established vendors at the best possible price. The Totowa PAL has established preferred vendors where appropriate, and these vendors should be used. Exceptions require Executive Board approval.

Prior to the purchase of any items not contained within a previously approved budget, approval must be obtained from President and one additional board member. The request must be completed including the quantity and dollar amount. Any invoices submitted for payment without the prior approval will be the obligation of the Individual who ordered and not the Totowa PAL.

Any and all contracts with outside vendors or individuals are to be reviewed and approved by the Executive Board and signed by President and one additional board member

SECTION 4 DISBURSEMENTS

One signature is required for check. The Treasurer and President are eligible.

ARTICLE 8 RESIGNATION OF OFFICERS

SECTION 1 RESIGNATION

Officers of the League may resign at any time, by written communication, delivered to the Board Administrator, except in the case of the Board Administrator, who must deliver such resignation to the President.

ARTICLE 9 AMENDMENTS TO THE BYLAWS

SECTION 1 PROPOSALS

- A) Proposals as presented by a duly authorized committee to review the current documents.
- B) By membership suggestion to the existing committee. Such suggested revisions are to be presented to the Bylaws Committee for their review following solicitation for changes at the October meeting. Said suggested revisions will be received not less than one week prior to the October meeting. Should the Bylaws Committee deem said revision worthy, it shall be brought before the General Membership for discussion at the October meeting under the heading of Good of the Organization at which time they will be recorded into the minutes of the meeting.

SECTION 2 APPROVALS

This constitution and bylaws may be amended or altered by two thirds vote of the voting members at the November General Meeting. There shall be no discussion regarding said revision prior to voting. If there is not a two thirds vote of the voting members at the meeting, all revisions will be considered to be defeated.

ARTICLE 10 SYMPATHY ARRANGEMENTS

SECTION 1 CUSTOMARY PRACTICE

In the event of death, illness or accident, the President will determine the appropriate response.

ARTICLE 11 USAGE OF THE PAL BUILDING

SECTION 1 PRIORITY OF USAGE

The priority of usage of the Totowa PAL building shall be as follows:

- A) One night per week shall be reserved by the Bingo Committee for the operation of the League's weekly bingo.
- B) First preference for all other usage shall be given to programs for junior members.
- C) Programs for active members may be scheduled which do not interfere with programs for junior members.
- D) Non-league use of the Totowa PAL building which does not interfere with PAL programs.

SECTION 2 RENTAL AND FEES

The Totowa PAL building shall be available without cost for usage of Programs outlined in Article 11, Section 1, paragraphs A thru C. The Building may be available for use at a fee as follows:

- A) Nonprofit organizations having no paid employees and service organizations of the Borough of Totowa may apply for use of the building.
- B) The Building Committee shall determine whether or not a request may be granted.
- C) A rental fee and a cleanup fee shall be established annually. The Building Committee shall have the authority if part or all of the fees may be refunded to the renting organization. An insurance rider of coverage must be provided to the Totowa PAL prior to its usage.
- D) The Totowa PAL building should not be rented to an outside sport organization without a majority vote by the Totowa PAL voting membership

SECTION 3 SCHEDULING OF USAGE

The Webmaster (Board Administrator or designated alternate) shall be required to schedule all building usage except the weekly bingo, in conjunction with the Board Administrator keep an up-to-date published calendar of events.

ARTICLE 12 SPORTS OPERATIONS

SECTION 1 OPEN REGISTRATIONS

Open registrations for any person who wishes to participate in any of the programs offered by the League will be conducted under the following guidelines:

Any child in any sport, who is under a doctor's care for an injury, must have a release slip to play. Any player wearing a cast will not be allowed to play until a release form is submitted to the Board Administrator of the General Membership. It is the responsibility of the chairpersons and their committees to comply with this.

- A) The person wishing to register must be four years of age by October 1 and not over eighteen years of age (inclusive) by the following dates in order to be eligible for participation in each individual program:

Baseball April 1
Softball April 1
Football October 1
Soccer October 1
Cheerleading must be 5 by October 1
Basketball October 1
Hockey October 1

- B) Each sport will hold as many registrations as needed, with a minimum of three at the Totowa PAL or offer online registration for a minimum of thirty days; once this has occurred, registration can be closed.

SECTION 2 LATE REGISTRATION

- A) There must be an opening in the program as defined by the individual sports committee.
- B) Where there is no opening in the program, the person wishing to register will be placed on a waiting list. The committee of said sport along with the Executive Board will review whether late participant shall be assigned to a team. Adding late registrants may be based on team limits, enough players to create a new team, available coaches, uniforms, equipment, and team balance as determined by the sport committee. If arbitration is needed, the Executive Board Liaison and, if needed, the Executive Board will rule.
- C) Special situations will be addressed by the chairperson of each sport along with the Totowa PAL Executive Board.
- D) This rule is in place so as not to impact all children involved in each sport.

SECTION 3 DRAFT PROCEDURES

Each sport having multiple teams within a given age group will conduct a fair and equitable draft as per the DRAFT GUIDELINES as specified within the Policies and Procedures.

SECTION 4 RULES

Each sport will have written rules that will be reviewed with coaches at each appropriate division, prior to the beginning of each season. It is the responsibility of the Chairperson to ensure that the rules are written, updated as needed, provided to and adhered to by all coaches. Each sport will enforce “Zero Tolerance” policy as a prominent component of its rules, similar to the code of conduct and zero tolerance policy of the Totowa PAL, which will be submitted before the season starts to the Executive Board for approval.

SECTION 5 RECREATION SPORTS AND TRAVEL SPORTS

A Totowa PAL Recreational Sport will be defined as a league administered by the Totowa PAL. A Totowa PAL Travel team will be defined as one in which a Totowa PAL team participates, but is administered by an outside organization, either sanctioned by the PAL or not sanctioned.

SECTION 6 RECRUITING PAL PLAYERS BY OUTSIDE ORGANIZATIONS

Any person actively recruiting for an organization which directly competes, with or excludes Totowa PAL registrations shall be denied active and/or voting membership and shall not be allowed to participate in any Totowa PAL sporting activities in any form other than as a spectator (except junior members). Exceptions will be made when a chairperson and Executive Board issue a release on a case-by case basis.

ARTICLE 13 POLICIES AND PROCEDURES

The Totowa PAL shall establish Policies and Procedures for the organization and the sports programs. These Policies and Procedures shall be published and accessible via the Totowa PAL website and by request to the Totowa PAL Board Administrator.

Policies and procedures for each sport shall include but are not limited to:

- Defined rules by which sport is governed, the start and end dates of their season, and other relevant logistical issues as deemed relevant by the Executive Board.

Rules and coach lists shall be approved by the Totowa PAL Executive Board no later than one month prior to the start of a sports season. The Totowa PAL Executive Board shall be the final arbiter for all Policies and Procedures. All changes to the Policies and Procedures must be included by the Chairperson of a sport in their report at a General Meeting.

ARTICLE 13 ADULT VOLUNTEER REQUIREMENTS

- A) Any adult (18 and older) must have a background check.
- B) Any volunteer, youth, or adult coach, assistant coach or team administrator is required to take the Rutgers Certification class, and undergo background checks every other year (odd-numbered years) as determined by the Executive Board.

ARTICLE 14 DISSOLUTION OF THE TOTOWA PAL

Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the internal revenue code of 1954 (or the corresponding provision of any further united states internal revenue law), as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the court of common pleas of the county in which the principal officer of the corporation is then located, exclusively for such purposed or to such organizations or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

END OF BYLAWS

Revised and approved 01/19/2018