

PINELANDS JR. WILDCATS

Youth Football & Cheer Organization

CONSTITUTION & BY-LAWS

Approved by Membership: DATE 2026

Next Review: _____

ARTICLE I – DEFINITIONS

As used throughout this Constitution and By-Laws, the following terms have the meanings set forth below:

- **“Bond Hours”** means the six (6) volunteer hours each family is required to contribute to PJWO during the regular season, as described in Section 10.4.
- **“Code of Conduct”** means the PJWO Code of Conduct document, as adopted and amended from time to time by the Executive Board, which all members and participants are required to read, sign, and abide by as a condition of membership or participation. The Code of Conduct is maintained by the Secretary and made available on the PJWO website.
- **“Executive Board”** means the elected and appointed officers of PJWO as described in Article IV.
- **“Fiscal Year”** means the period from January 1 through December 31 of each calendar year.
- **“Good Standing”** means that a Regular Member has fulfilled all financial obligations (registration fee, bond check, and/or bond hours), has signed the PJWO Code of Conduct, and has no active suspensions, warnings, or unresolved probationary conditions. A member who does not meet all of these conditions is not in good standing.
- **“HLA”** means the Highest Local Authority, being the New Jersey American Youth Football and Cheer (NJ AYF/AYC), Jersey Shore Conference, Inc.
- **“Just Cause”** means failure to perform the duties of an officer’s position, conduct unbecoming of an officer, or any action or omission that a reasonable person would deem incompatible with continued service in an officer capacity of PJWO.
- **“PJWO”** means the Pinelands Jr. Wildcats Football and Cheer Organization.
- **“Territory”** means the geographic area assigned to PJWO by the HLA for the purpose of participant eligibility and franchise operations, as defined in PJWO’s franchise agreement with the HLA.

ARTICLE II – ORGANIZATION

Section 2.1 – Name

The organization shall be known as the "Pinelands Jr. Wildcats Football and Cheer Organization" (hereinafter "PJWO").

2.1.1 Use of Name

- No person affiliated with PJWO may issue any written or verbal statement to any media outlet that could be interpreted as an official position of the organization without prior written permission from the Executive Board.
- No affiliated person may use or imply the name of PJWO for any purpose other than furthering its stated mission and objectives.
- The President shall serve as the official spokesperson of PJWO. The President and Executive Board may designate other personnel to handle specific public relations matters.

Section 2.2 – Colors

The organization's official colors are green and gold, with white as an alternative color.

Section 2.3 – Mission and Objectives

PJWO exists to provide youth in our community — regardless of race, color, creed, national origin, gender, sexual orientation, or ability — with the opportunity to participate in organized athletic competition. Specifically, PJWO aims to:

- Teach the fundamentals of football and cheerleading in a structured, safe environment.
- Ensure games and practices are supervised, organized, and safety-focused.
- Keep participant welfare free from adult ambition or personal ego.
- Foster self-discipline, teamwork, sportsmanship, and fun.

Section 2.4 – Affiliations

- PJWO is an autonomous member franchise of New Jersey American Youth Football and Cheer (NJ AYF/AYC), Jersey Shore Conference, Inc. (hereinafter the "Highest Local Authority" or "HLA").
- PJWO is subject to the Constitution, By-Laws, Rules, Regulations, and Administrative Policies of the HLA, to the extent they apply to all member franchises. PJWO is also governed by its franchise agreement with the HLA and Title 15A of the New Jersey Statutes, except where Title 15A conflicts with this Constitution and By-Laws.

Section 2.5 – Fiscal Year

The fiscal year shall run from January 1 through December 31 each year.

ARTICLE III – MEMBERSHIP

Section 3.1 – Categories of Membership

There are three categories of membership in PJWO:

3.1.1 Regular Membership

Regular membership is available to persons 18 years of age or older who meet one of the following conditions:

- Parents or legal guardians of registered participants who reside within PJWO's assigned territory and have fulfilled all required financial obligations (registration fee, bond check, and/or bond hours); or
- Coaches or volunteers with no registered participants who contribute their time to PJWO programs, projects, or activities at the request of the Executive Board. These individuals must be approved by a unanimous vote of the sitting Executive Board.

Regular membership begins upon acceptance of registration and continues through December 31 of that year. Membership is renewable each season. If not renewed, all membership privileges and obligations cease on July 1 of the following year. All Regular Members must read, sign, and abide by the PJWO Code of Conduct.

3.1.2 Associate Membership

Associate membership is available to high school or college students under the age of 18 who donate their time to PJWO programs, projects, or activities. Parental permission is required. Associate Members have no voting privileges. Head Coaches are responsible for the conduct and attendance of Associate Members.

3.1.3 Probationary Membership

Probationary status is assigned to Regular Members who fall into one or more of the following categories:

- Outstanding registration fees, unpaid bond check, or incomplete bond hours;
- Warnings or suspensions issued during the current fiscal year; or
- Failure to read, sign, and agree to the PJWO Code of Conduct.

Probationary status remains in effect until all conditions are resolved. Probationary Members are not in good standing and have no voting privileges.

Any adult suspended from Jersey Shore AYF/AYC, National AYF/AYC, or any other youth sports organization for one (1) year or more must appear before the Executive Board after the suspension period to apply for reinstatement. The Executive Board will vote by majority (balloted) on reinstatement. A second offense results in permanent removal of the adult — and their child or children — from PJWO.

Section 3.2 – Voting Eligibility

Regular Members in good standing may vote if they have:

- Attended a minimum of five (5) General Public Meetings during the previous 365 day period;

Coaches and volunteers without registered participants must also satisfy the above attendance and Code of Conduct requirements to vote. Associate Members and Probationary Members have no voting privileges under any circumstances.

Section 3.3 – Term of Membership

All memberships run annually from January 1 through December 31.

ARTICLE IV – MEETINGS

Section 4.1 – General Public Meetings

General Public Meetings are held monthly. Unless otherwise announced, meetings take place at the Little Egg Harbor Sports Complex, 1 Sports Complex Drive. Meeting schedules are posted on the PJWO website.

Section 4.2 – Meeting Agendas

Agendas for both General Public Meetings and Executive Board Meetings shall be presented for approval at the start of each meeting. Public participation at General Public Meetings is reserved for the end of the agenda. The standard agenda order is:

- A. Sign-In
- B. Call to Order – President
- C. Roll Call – Secretary
- D. President’s Report
- E. Vice President’s Report
- F. Secretary’s Report
- G. Treasurer’s Report
- H. Sergeant-at-Arms Report
- I. Football Report
- J. Cheer Report
- K. New Business / Public Participation

Section 4.3 – Parliamentary Authority

- All meetings are governed by this Constitution and By-Laws and any applicable Administrative Policies. Robert’s Rules of Order (current edition) may be consulted as a secondary guide at the President’s discretion.
- The President presides over all meetings and rules on questions of order, with the goal of ensuring every member who wishes to speak is heard and that the will of the majority prevails.
- A majority vote of Regular Members present is required to overrule a presidential ruling on order. Such a motion must be properly made and seconded.

- Any motion to reconsider previously decided business requires a three-fourths ($\frac{3}{4}$) majority vote of Regular Members present to bring to the floor, and an additional three-fourths ($\frac{3}{4}$) majority to pass.

Section 4.4 – Quorum

A quorum is required to conduct any official business or hold any binding vote at a General Public Meeting or Executive Board Meeting.

- **General Public Meetings:** A quorum shall consist of at least ten (10) Regular Members in good standing, including a minimum of three (3) seated Executive Board members.
- **Executive Board Meetings:** A quorum shall consist of a majority (50% + 1) of the current seated Executive Board members.

If a quorum is not present at the start of a meeting, the meeting may still be called to order, but no binding votes may be taken. The President may adjourn the meeting or continue it informally for discussion purposes only. Any business requiring a vote must be held over to the next scheduled meeting or a specially called meeting at which quorum is achieved.

Section 4.5 – Special Meetings

A special meeting of the General Membership or the Executive Board may be called when urgent business cannot wait until the next regularly scheduled meeting.

- **Who May Call:** Any three (3) seated Executive Board members acting jointly may call a special meeting by submitting a written request to the President stating the specific purpose of the meeting. The President shall then issue notice of the meeting to all members.
- **Notice:** At least five (5) days' written notice must be provided to all members prior to a special meeting. Notice shall be provided via the PJWO website and email. Email constitutes written notice for this purpose.
- **Scope:** Only the business stated in the notice may be transacted at a special meeting. Quorum requirements of Section 4.4 apply.

ARTICLE V – EXECUTIVE BOARD

Section 5.1 – Composition

The Executive Board consists of the following elected officers:

- President
- Vice President
- Recording Secretary
- Corresponding Secretary
- Treasurer
- Sergeant-at-Arms
- Business Manager

The following positions are appointed by the Executive Board:

- Cheer Commissioners (2)
- Football Commissioners (2)
- Concession Coordinator
- Fundraising Coordinator
- Team Parent & Book Coordinator (2)

The President may make additional appointments with the advice and consent of the Executive Board.

Section 5.2 – Qualifications

- Any Regular Member in good standing is eligible to be elected or appointed as an officer.
- To run for President, a candidate must have held an Executive Board position during at least one of the four prior fiscal years.
- Eligibility is determined by official records on file with the Secretary.

Section 5.3 – Terms of Service

- All positions run for one (1) year, concurrent with the fiscal year.
- A transition period exists from the December election through the February General Public Meeting. Officers' duties are not complete until after this transition. An officer who fails to complete their transition duties will be deemed not in good standing for the following fiscal year, meaning they will be ineligible to vote, hold office, or be appointed to any position until the Executive Board formally reinstates their good standing by majority vote.
- All officers, whether elected or appointed, may serve an unlimited number of consecutive terms.

Section 5.4 – Authority

The Executive Board shall uphold and enforce this Constitution, By-Laws, Rules, Regulations, and Policies of PJWO and its affiliates. The Board may adopt Administrative Policies, resolutions, and regulations to manage the business and affairs of the organization, control its assets and property, and carry out its mission. The Board has full authority to solicit contributions and raise revenue as needed.

A three-fourths ($\frac{3}{4}$) majority vote of Regular Members present at a General Public Meeting is required to overturn any action taken by the Executive Board within its proper authority.

Section 5.5 – Restrictions

- No person may hold more than one Executive Board position simultaneously.
- No person may cast more than one (1) vote on any matter.

Section 6.6 – Executive Board Meetings

- Executive Board Meetings are held monthly at the Little Egg Harbor Sports Complex, unless otherwise announced.
- Regular, Associate, and Probationary Members may not attend Executive Board Meetings unless specifically invited by the Board.
- All discussions, proceedings, and decisions of the Executive Board are confidential. Unauthorized disclosure by a Board member constitutes a violation and may result in disciplinary action, including removal from the Board.

Section 6.7 – Manner of Voting

All votes taken at General Public Meetings and Executive Board Meetings shall be conducted in accordance with the following procedures:

- **Voice Vote:** The default method of voting is by voice (“all in favor, say aye / all opposed, say nay”). Voice votes may be used for routine or uncontested matters where the outcome is clear. The President shall declare the result.
- **Show of Hands:** If the result of a voice vote is unclear or contested, any member may call for a show of hands before the result is declared. The President shall direct the Secretary to count and record the result.
- **Paper Ballot:** A paper ballot is required for: all contested officer elections; impeachment votes; any vote in which the Executive Board’s decision is being challenged by the General Membership; and any matter where five (5) or more eligible voting members request a paper ballot before the vote is called. The Secretary shall distribute, collect, and tally all paper ballots, announce the numerical result aloud, and record it in the minutes.
- **Electronic Vote:** Where circumstances prevent an in-person meeting, the Executive Board may conduct votes by email or approved electronic platform, provided that: all Board members receive equal notice and opportunity to vote; the vote remains open for a minimum of forty-eight (48) hours; and results are recorded by the Secretary and ratified at the next regular meeting. Electronic voting is not permitted for officer elections, impeachment proceedings, or any vote requiring General Membership participation.
- **Abstentions:** Any member may abstain from any vote. Abstentions are recorded in the minutes but do not count as votes for or against a motion.
- **Recording:** The Secretary shall record in the minutes the method of voting used, the outcome, and — for paper ballots and shows of hands — the numerical count of votes for, against, and abstaining.

ARTICLE VI – OFFICER DUTIES

All Executive Board members shall perform the duties of their respective office and any additional reasonable duties assigned by the President. All Executive Board members must wear an official PJWO Sideline Pass during game days. If a pass is unavailable, the official organizational shirt must be worn.

Section 6.1 – President

The President is responsible for the day-to-day operations of PJWO and presides over all Executive Board and General Public Meetings. The President serves as an ex-officio member of

all committees and appoints all appointed Board positions and committee members, subject to Executive Board approval. The President may co-sign checks, hold a bank card, and independently authorize purchases or payments under \$200 when deemed in the best interest of the organization. The President reviews and approves all coaching positions. The President may only vote to break a tie, except during impeachment proceedings where the President holds a full vote. Upon the conclusion of their term, the outgoing President shall conduct transition meetings in January and February with the President-elect to review the calendar and future goals. The President shall strictly enforce all NJ AYF/AYC rules and regulations.

Section 6.2 – Vice President

The Vice President assumes all duties and authority of the President in the President's absence. The Vice President is an authorized signer on all bank accounts in the absence of the President or Treasurer and may hold a bank card as needed. The Vice President manages all football and cheer roster programming, submits finalized rosters to National AYF/AYC through the required platform, and oversees all mass communications related to participant registration. The Vice President works with the Business Manager to keep PJWO websites current.

Section 6.3 – Treasurer

The Treasurer has sole care and custody of all PJWO funds. Responsibilities include collecting all monies owed to the organization (including fundraising proceeds, registration fees, and bond checks), depositing funds within 72 hours of receipt, serving as the primary account signatory, holding a bank card, and submitting to audits by the President and Vice President. The Treasurer provides monthly financial reports at Executive Board and General Public Meetings, files all required IRS and New Jersey Division of Taxation reports, notifies the President and Secretary monthly of members with outstanding balances, and coordinates all scholarship disbursements and refunds. Financial controls applicable to the Treasurer and all officers are set forth in Article XIX.

Section 6.4 – Secretaries

The Recording and Corresponding Secretaries maintain accurate records of all Executive Board and General Public Meetings, internal hearings, and official organizational documents. They prepare and distribute monthly meeting minutes within one week of publication and submit them for posting on the PJWO website. The Secretaries maintain attendance and roll call records at all General Public Meetings and handle all incoming and outgoing correspondence and marketing materials. Duties may be divided or shared between the two Secretaries.

Section 6.5 – Sergeant-at-Arms

The Sergeant-at-Arms maintains order and decorum at all meetings and official organizational events, including practices and home games. The Sergeant-at-Arms is the first point of contact for disciplinary issues arising at the fields and serves as Chairperson of the Grievance/Hearing Committee.

Section 6.6 – Business Manager

The Business Manager oversees all business operations of PJWO, including organizational insurance matters. The Business Manager is authorized to communicate and transact business related to the organization's insurance policy, ensures that injury claims are properly processed (including insurance claim forms and Head Coach injury reports), and serves as a support resource for families navigating participant injury claims. The Business Manager also maintains the PJWO website and manages online registrations.

Section 6.7 – Commissioners

PJWO sponsors two programs: Football and Cheerleading. Each program is overseen by two (2) Commissioners, who hold voting privileges on all Executive Board matters. Commissioners perform duties assigned by this Constitution and the Executive Board, may request and recommend appointment of Assistant Commissioners (who hold no voting rights), and are responsible for monitoring the eligibility of all participants. Commissioners may remove coaches through the hearing procedures set forth in Article VIII.

6.7.1 Football Commissioner Duties

- Coordinate player development among coaches and ensure continuity with the area high school program.
- Represent PJWO at all Jersey Shore AYF Conference meetings.
- Recommend coaching assignments to the Executive Board for approval. The Board shall not unreasonably object to recommended placements.
- Maintain a property inventory ensuring adequate, clean, safe equipment and uniforms; provide written reports to the Executive Board.
- Ensure all team certifications are current.
- Review all first-level complaints against coaches or staff.
- Arrange all pre-season scrimmages and Friendship Games.

6.7.2 Cheer Commissioner Duties

- Align the cheerleading program with Jersey Shore AYC Conference standards.
- Represent PJWO at all Jersey Shore AYC Conference meetings.
- Recommend coaching assignments to the Executive Board for approval. The Board shall not unreasonably object to recommended placements.
- Maintain a property inventory ensuring adequate, clean, safe equipment and uniforms; provide written reports to the Executive Board.
- Ensure all team certifications are current.
- Review all first-level complaints against coaches or staff.
- Ensure compliance with all competition rules for Jersey Shore Conference and Big East Regional events.

Section 6.8 – Team Parent & Book Coordinator

The Team Parent & Book Coordinator obtains all required certification documents from athletes for book check/certification in early August, distributes certified books to Head Coaches and Team Parents at the start of the season, and retrieves and returns all books to the Executive Board at season's end. The Coordinator may remove a parent or athlete from the field if required paperwork is absent. This role serves as the liaison between the Executive Board and all Team Parents, maintains a communications chain for time-sensitive information, and assists

the Fundraising Coordinator with organizational fundraising. This position carries no voting rights.

Section 6.9 – Concession Coordinator

The Concession Coordinator manages the concession stand at all home football events, including games, spring clinics, and practices. Responsibilities include ordering supplies, setting up and breaking down the stand, coordinating volunteers, and managing cash. All proceeds must be counted by the Concession Coordinator and verified by an Executive Board member at the end of each home event. This position carries no voting rights.

Section 6.10 – Fundraising Coordinator

The Fundraising Coordinator manages all organizational fundraising activities, including spirit sales, 50/50 raffles, basket raffles, and community event giveaways. The Coordinator is responsible for soliciting donations and field sponsorships, and for organizing travel fundraising in coordination with Football and/or Cheer Commissioners and Team Parents. This position carries no voting rights.

ARTICLE VII – VACANCIES, NOMINATIONS & ELECTIONS

Section 7.1 – Vacancies

- If the Presidency becomes vacant, the Vice President shall assume the role of President.
- Vacancies in all other elected Executive Board positions shall be filled by appointment of the President, subject to a majority vote of the Executive Board at their next scheduled meeting.
- All other vacant positions shall be filled in accordance with this Constitution and By-Laws.

Section 7.2 – Nominations

- Following the November General Public Meeting, a nomination form will be posted on the PJWO website.
- Nominations close on the Friday before the December Executive Board Meeting.
- At the December General Public Meeting, the Secretary presents a report of confirmed nominees. Only candidates who have accepted their nomination will be included. Membership status is verified per Section 2.1.

Section 7.3 – Elections

- Elections are held at the December General Public Meeting.
- For uncontested positions, the Secretary may move to cast a unanimous ballot. The motion must be seconded, and if no objection is raised, it carries.
- Contested elections use paper ballots. The Secretary tallies and announces results.

- There is no proxy voting.
- A candidate must receive more than fifty percent (50%) of eligible votes cast to be elected.
- All challenges to election results must be raised before the meeting adjourns. Permissible challenges are limited to: a recount of ballots, nominee qualifications, and voter eligibility certification. No other challenges are permitted.

ARTICLE VIII – IMPEACHMENT

- Any officer — elected or appointed — may be removed from office for just cause by a three-fourths ($\frac{3}{4}$) majority vote of the General Membership present, provided that specific written charges have been submitted to the Secretary.

“Just cause” means failure to perform the duties of the office, or conduct that those bringing the charges reasonably deem unworthy of continued service as an officer of the organization.

- The officer must receive written notice of the charges with twenty (20) business days to respond. The notice must include the charges and the date, time, and location of the Impeachment Hearing. Both parties may retain an attorney at their own expense.
- An appointed officer may also be removed by the appointing authority (the President) without a formal impeachment process.

ARTICLE IX – GRIEVANCES & HEARINGS

Section 9.1 – Filing a Grievance

Only Regular Members in good standing may file a grievance. All grievances must follow the Chain of Command in the order listed below. Skipping a step voids the grievance:

- A. The Head Coach of the athlete’s team. If the complaint is with the Head Coach, the grievant may proceed directly to Step 2.
- B. The Football or Cheer Commissioner of PJWO.
- C. The Vice President of PJWO.
- D. The President of PJWO.
- E. A written complaint to the full Executive Board of PJWO.

Section 9.2 – Dismissal of Frivolous Grievances

The Grievance/Hearing Committee Chairperson (the Sergeant-at-Arms) may dismiss a grievance prior to a hearing if it is determined to be patently frivolous or filed in bad faith. A written explanation of the dismissal must be provided to the grievant within five (5) calendar days. The grievant may appeal a dismissal to the full Executive Board within seven (7) calendar days of receiving notice.

Section 9.3 – Grievance Procedures

- Within fifteen (15) calendar days of the incident, the grievant must contact the appropriate party in the Chain of Command. That party must provide a written response regarding the validity of the grievance within ten (10) calendar days.
- If unsatisfied with the response, the grievant must submit written notice to the Grievance/Hearing Committee Chairperson (the Sergeant-at-Arms) within seven (7) calendar days. The Chairperson must schedule a hearing within fifteen (15) calendar days of receiving that notice. The Committee will issue a written decision within twenty-one (21) calendar days of the hearing.
- The Grievance/Hearing Committee consists of one (1) Executive Board member, one (1) Football Coach, one (1) Cheer Coach, and two (2) Regular Members in good standing selected at random. The Committee is appointed by the President with Executive Board consent. Any Committee member who has a direct personal or professional relationship with either party must recuse themselves and be replaced by the President prior to the hearing.
- The Committee Chairperson will advise the Executive Board of the outcome. If the Board finds the matter unresolved, it may hear the complaint directly. Where the Board elects to modify or amend a Committee decision, it must provide written reasons for doing so. The Board may not modify a Committee decision in any matter where the Board itself is the subject of the grievance. All Executive Board decisions are final. The grievant may appeal to NJ AYF/AYC.

Section 9.4 – Hearing Procedures

- Written notice of the hearing date will be provided to all parties at least seven (7) days in advance. Email constitutes written notice for purposes of this Article.
- Each party may present up to two (2) witnesses.
- Each party is entitled to request one (1) reschedule as of right, provided the request is submitted in writing at least forty-eight (48) hours before the scheduled hearing. After one reschedule, any party who fails to attend a properly noticed hearing without cause shall have a default judgment entered against them with no right of appeal.
- After the hearing, the Committee will issue its written decision to the Executive Board within two (2) business days.
- The Executive Board will review the decision before it takes effect.

Section 9.5 – Confidentiality

All parties involved in a grievance or hearing — including the grievant, the accused, witnesses, and Committee members — are required to keep the proceedings, evidence, and outcome confidential. Unauthorized disclosure of grievance proceedings by any party may be treated as a separate violation subject to disciplinary action.

ARTICLE X – LEGAL COUNSEL

The Executive Board may retain outside legal counsel as needed. Any retained attorney must be licensed to practice law in the State of New Jersey and in good standing with the New Jersey State Bar.

ARTICLE XI – REGISTRATION

Registration shall follow all NJ AYF/AYC requirements unless a full roster is assembled before the applicable deadline.

Section 11.1 – Registration Fees

The Executive Board sets the annual registration fee. Fees are due at registration unless an approved payment plan is selected through the online registration platform. Coaches must have paid all fees in full before the first practice. Participants with unpaid fees from prior seasons may not register for the current season until all past balances are paid in full, unless the Executive Board grants a waiver.

Section 11.2 – Returned Checks

If a check is returned, the Treasurer will notify the party and collect the amount owed in cash. A \$35.00 returned check fee will be assessed in addition to any outstanding balance. All future payments from that party must be made in cash or cash equivalent for the duration of their tenure with PJWO.

Section 11.3 – Refund Policy

Refund requests must be submitted in writing to the Secretary and require Executive Board approval. For purposes of this section, the season begins on the first day of practice in July and ends on the final regularly scheduled game.

- Full refund: Withdrawal before the first day of practice/opening day. Personalized items already ordered are non-refundable.
- 50% refund: Withdrawal between the first day of practice and the Friday of the second week of practice.
- No refund: Requests submitted after the Friday of the second week of practice.
- Exception: A full refund will be issued if a participant suffers a season-ending injury before the last regular season game, or if no team is fielded for the participant's age group.

The Treasurer is responsible for processing all refunds.

Section 11.4 – Family Participation (Bond Hours)

Each family must accumulate six (6) volunteer bond hours by the end of the regular season. At the time of paperwork drop-off, each family must submit a check post-dated November 1 of the current year for \$200.00 to the Treasurer. Families without a bond check on file are not eligible for year-end events or year-end gifts. The President has sole discretion to adjust or credit bond hours, and may put the matter to the Executive Board for a vote if needed. Executive Board members, approved coaches, and Team Parents are exempt from bond hour requirements but must still have a check on file.

ARTICLE XII – SOCIAL MEDIA POLICY

While PJWO respects freedom of expression, all affiliated persons must refrain from social media conduct that is disparaging, harassing, or harmful — including bullying or public criticism of volunteers, parents, or participants. Any conduct deemed by the President, Vice President, or their designee to be injurious to PJWO’s mission is prohibited and may result in disciplinary action, including suspension from all organizational activities.

This policy applies to all websites or applications that allow users to share content, network, or engage with the organization. Specific conduct guidelines are also addressed in the PJWO Code of Conduct, which all members and participants are required to sign.

ARTICLE XIII – ORGANIZATIONAL PROPERTY

The following items — whether physical or digital — are the sole property of PJWO:

- All domain names associated with Pinelands Jr. Wildcats Football and Cheer Organization or Pinelands Jr. Wildcats Youth Football and Cheer.
- All organizational email addresses and linked accounts, including social media accounts.
- All passwords to the above accounts. Passwords must be stored securely by the President and applicable Executive Board members, and must be updated at the start of each fiscal year whenever new Board members are elected, and at any other time deemed appropriate by the President.
- All financial accounts held at any institution containing PJWO funds.
- All equipment purchased for day-to-day operations or for the concession stand.
- All participant equipment, including uniforms, protective pads, helmets, pom-poms, and other field equipment.
- All trophies, awards, and banners earned by teams operating under the PJWO name.
- Any vehicles purchased by the organization.
- All property of any predecessor organizations as described above.

ARTICLE XIV – DISSOLUTION

No funds, assets, or property of PJWO may be distributed to any officer or member. In the event of dissolution, all assets shall be transferred to the Pinelands Regional Junior High School (PJHS), located at 590 Nugentown Road, Little Egg Harbor, NJ 08087. If this transfer is prohibited by state or municipal law, assets shall be delivered to the HLA for distribution to the franchise designated to serve the dissolved organization’s territory.

ARTICLE XV – AMENDMENTS

- Proposed amendments to this Constitution, By-Laws, or Administrative Policies must be submitted in writing to the Secretary and Executive Board before being presented at a General Public Meeting. The President will allow a brief discussion with a fixed time limit before calling a vote. If no quorum is present, the matter is held over to the next meeting.

- No provision of this Constitution and By-Laws may be waived, revised, or amended except as set forth in this Article. Any motion to suspend the By-Laws may be ruled out of order by the President with Executive Board consent.
- Any amendment approved by the General Membership is subject to final approval by the HLA. The Secretary shall forward all approved amendments to the HLA. Provisions not approved by the HLA are void pending reconsideration by the membership; all other provisions remain in full force and effect.

ARTICLE XVI – NON-DISCRIMINATION & ANTI-HARASSMENT

PJWO is committed to providing a safe, respectful, and inclusive environment for all participants, volunteers, coaches, officers, and members. Discrimination or harassment of any kind will not be tolerated.

Section 16.1 – Prohibited Conduct

No person affiliated with PJWO — including officers, coaches, volunteers, parents, and participants — shall engage in discrimination or harassment on the basis of race, color, religion, national origin, gender, sexual orientation, age, disability, or any other characteristic protected by applicable law. Prohibited conduct includes but is not limited to:

- Verbal or physical abuse, intimidation, or threats directed at any person.
- Unwelcome conduct of a sexual nature, including inappropriate comments, gestures, or physical contact.
- Bullying, whether in person or through electronic means, including social media.
- Exclusion from programs or activities based on protected characteristics.

Section 16.2 – Reporting and Response

Any person who experiences or witnesses prohibited conduct should report it to the Sergeant-at-Arms or, if the Sergeant-at-Arms is involved, directly to the President. Reports will be handled promptly, fairly, and confidentially to the extent practicable. Retaliation against any person for reporting in good faith is itself a violation of this policy and subject to disciplinary action. Complaints will be investigated and resolved through the grievance procedures set forth in Article IX, with appropriate modifications as needed to protect the privacy of those involved.

ARTICLE XVII – RECORD RETENTION

The Secretary and Treasurer are jointly responsible for ensuring that PJWO's records are maintained, stored securely, and retained for the minimum periods set forth below. Records may be maintained in physical or electronic form. Upon the transition of officers, all records must be transferred to the incoming officers during the transition period described in Section 5.3.

- **Permanently:** This Constitution and By-Laws and all prior versions; meeting minutes; incorporation and tax-exemption documents; audit reports; property records.
- **Seven (7) years:** Financial records, bank statements, tax filings, contracts, and ins policies.
- **Three (3) years:** Grievance and hearing files; correspondence; membership records; registration files and player certifications.

ARTICLE XVIII – FINANCIAL CONTROLS

PJWO shall maintain financial controls sufficient to protect organizational funds, ensure accurate recordkeeping, and prevent any single person from having unchecked control over financial transactions.

- **Two-Signature Requirement:** Any check, electronic transfer, or payment of \$2,500.00 or more requires the signatures or approvals of two (2) authorized signatories. Authorized signatories are the Treasurer, President, and Vice President. No two signatories on the same transaction may be members of the same immediate family.
- **Separation of Duties:** No single person may both authorize and process the same payment. The person who approves an expenditure must be different from the person who issues or signs the corresponding payment.
- **Annual Financial Review:** The President and Vice President shall conduct, or cause to be conducted, an annual review of PJWO's financial records at the close of each fiscal year. The results shall be reported to the General Membership at the February General Public Meeting. The Executive Board may engage an independent third party to conduct this review if deemed appropriate.
- **Receipts and Documentation:** All expenditures must be supported by a receipt, invoice, or written explanation retained by the Treasurer. Cash payments shall be avoided wherever practicable. All cash receipts (including concession and fundraising proceeds) must be counted by two (2) people and documented before deposit.
- **Unauthorized Expenditures:** Any expenditure made in violation of these controls is the personal financial responsibility of the individual who authorized or made it, and PJWO shall not be obligated to ratify or reimburse such expenditure.

ARTICLE XIX – BACKGROUND CHECKS

The safety of all participants is a foundational obligation of PJWO. Accordingly, background checks are required for all persons in the following categories prior to their first participation in any PJWO activity in that role:

- All coaches (head coaches, assistant coaches, and any other coaching staff);
- All volunteers who have direct contact with participants during practices, games, events, or travel; and
- Any other adult whose role involves unsupervised or regular contact with participants, as determined by the President.
- **Renewal:** Background checks must be renewed every two (2) years. Any person whose background check has lapsed may not participate in a covered role until renewal is complete.
- **Disqualifying Results:** Any conviction involving violence, abuse, sexual offenses, crimes against children, or offenses involving dishonesty or financial fraud shall automatically disqualify a person from serving in any covered role. The Executive Board may, by majority vote, also disqualify a person based on other findings it deems inconsistent with the safety and mission of PJWO.
- **Administration:** The Business Manager is responsible for coordinating background checks, maintaining records of completion and renewal dates, and notifying the

President of any lapsed or disqualifying results. Background check records shall be kept confidential and retained in accordance with Article XVIII.

ARTICLE XX – COACHING STANDARDS

Section 20.1 – Qualifications and Requirements

All coaches must, prior to the first practice of each season:

- Have a current background check on file as required by Article XX;
- Have paid all registration fees in full;
- Have read and signed the PJWO Code of Conduct; and
- Hold any certifications required by NJ AYF/AYC or the HLA for their coaching role.

Section 20.2 – Standards of Conduct

All coaches are expected to model the values of PJWO at all times. Coaches shall:

- Prioritize participant safety, physical and emotional wellbeing, and development above winning;
- Treat all participants, families, officials, and opponents with respect;
- Not use profanity, engage in verbal abuse, or employ demeaning language toward any person;
- Abide by all rules and regulations of NJ AYF/AYC, the HLA, and PJWO; and
- Report any known or suspected abuse, neglect, or safety concern involving a participant to the appropriate Commissioner and, where required by law, to the appropriate authorities immediately.

Section 20.3 – Emergency Suspension and Removal

Where the conduct of a coach poses an immediate risk to participant safety or the integrity of PJWO, the President or the applicable Commissioner may suspend the coach from all activities with immediate effect, pending a formal hearing under Article IX. Written notice of the suspension and its basis must be provided to the coach within twenty-four (24) hours. The hearing must be scheduled within fifteen (15) days of the suspension. A suspended coach may not attend any PJWO practice, game, or event during the suspension period.

ARTICLE XXI – PARTICIPANT ELIGIBILITY DISPUTES

If a question arises regarding whether a participant meets the eligibility requirements for participation — including residency within PJWO’s territory, age verification, or certification requirements — the following process applies:

- Initial Review:** The applicable Commissioner shall review the eligibility question and request supporting documentation from the participant’s family within five (5) calendar days of the issue being raised. The family must provide the requested documentation within five (5) calendar days of that request.
- Commissioner Decision:** The Commissioner shall issue a written eligibility determination within five (5) calendar days of receiving the documentation. During the review period, the participant may continue to practice but may not participate in any

official games or competitions unless the Commissioner approves interim participation in writing.

- C. **Appeal:** A family may appeal the Commissioner's determination to the President within five (5) calendar days of receiving the written decision. The President shall review the matter and issue a final written decision within seven (7) calendar days. The President's decision may be further appealed to the HLA in accordance with HLA rules.

ARTICLE XXII – EQUIPMENT RETURN

All equipment and uniforms issued to participants remain the property of PJWO as set forth in Article XIII. The following rules govern the return of organizational equipment at the end of each season:

- **Return Deadline:** All issued equipment and uniforms must be returned to the applicable Commissioner or designated collection point within fourteen (14) days of the final game or event of the season, or upon a participant's withdrawal from the program, whichever is earlier.
- **Failure to Return:** A family that fails to return issued equipment by the deadline will be assessed a fee equal to the replacement cost of the unreturned items, as determined by the applicable Commissioner. This fee will be treated as an outstanding balance on the family's account. Families with outstanding equipment fees from a prior season may not register for the current season until the balance is paid in full.
- **Condition of Equipment:** Equipment must be returned in clean condition. Damage beyond normal wear and tear may result in an additional fee, assessed at the Commissioner's discretion and subject to Executive Board review upon request.

ARTICLE XXIII – CONFLICT OF INTEREST

All Executive Board members have a duty to act in the best interest of PJWO. A conflict of interest arises when a Board member's personal, financial, or familial interests could improperly influence — or appear to influence — a decision made on behalf of PJWO.

- **Disclosure:** Any Board member who has a direct or indirect personal or financial interest in a matter before the Board — including contracts with vendors, purchasing decisions, or any transaction in which the member or their immediate family stands to benefit — must promptly disclose that interest to the President and the full Board before the matter is discussed or voted upon.
- **Recusal:** Following disclosure, the interested Board member must recuse themselves from all discussion and voting on the matter. Their recusal shall be noted in the meeting minutes.
- **Annual Acknowledgment:** At the first Executive Board Meeting of each fiscal year, all Board members shall acknowledge in writing that they have read and understand this conflict of interest policy.
- **Violations:** Failure to disclose a known conflict of interest is a violation of this policy and may be treated as just cause for removal from the Executive Board under Article VIII.

ARTICLE XXV – Insurance

- Pinelands Jr Wildcats is covered under insurance through NJ AYF/AYC. The participant's insurance is the primary carrier. Any medical bills not covered by the participant's insurance must be paid by the participant and can be submitted to the Business Manager and/or their designee for reimbursement which will be submitted to the NJAYF Insurance Coordinator. After submitting to NJAYF, PJWO is no longer fiscally responsible and all communications shall be between the parent/guardian and NJAYF's Insurance Coordinator or their designee.

Notice is hereby given that the provisions of this Constitution and By-Laws were approved by the Executive Board and the General Membership of the Pinelands Jr Wildcats Football and Cheer Organization. These documents were presented for a first reading on November 19, 2024 and set down for a second reading, discussion, and ratification on December 10, 2024.

Approved by the General Membership: DATE