

**CASCADE JUNIOR FOOTBALL LEAGUE  
CHARTER BY-LAWS**

**ARTICLE I:    NAME**

Section 1.    The name of this organization shall be Cascade Junior Football League.

**ARTICLE II:   OBJECTIVES**

Section 1.    To inspire youth, regardless of Race, Color, or Creed to participate in a vigorous and entertaining activity.

Section 2.    To bring our youth closer together through the means of a common interest in teamwork, fair play and fellowship.

Section 3.    To acquaint cheerleaders with the fundamentals in organized cheering and dance routines.

Section 4.    To teach players the fundamentals of the game while employing the element of safety and intelligent supervision.

Section 5.    To teach sportsmanship, in defeat as well as victory; honesty of oneself as well as teammates and coaches; and love of the game with the ability to take a few knocks and bumps.

Section 6.    To keep the welfare of our youth first, foremost, and **ENTIRELY FREE OF ADULT LUST FOR GLORY.**

**ARTICLE III:   STRUCTURE**

Section 1.    This league will be a democratic structure, non-profit organization with membership consisting of five (5) Executive Board Officers, (2) Board Members, and four (4) Franchises in King and Pierce Counties, Washington. Any issues changing the rules or policies of this league will be taken to the franchises and voted on at the franchise level by their membership. The Franchise Representative will then vote accordingly at the next League meeting. During League meetings, each franchise will have one (1) vote. The President will cast a vote only to break ties. Executive Board Officers and Board Members may cast a vote only on matters concerning finance and fund raising events for the League.

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**Membership will include:**

Executive Board Officers: **President, Vice-President, Athletic Director, Secretary/Treasurer, and Logistics Coordinator**

Board Members: **Cheer Coordinator and Insurance Coordinator**

Franchises: **Enumclaw Athletic Association, Maple Valley Junior Football Association, Puyallup Junior Football Association, and Valley Football & Cheerleading Association of Sumner.**

Section 2. The five (5) Executive Board Officers and two (2) Board Members will enforce the rules as established by the majority. The Executive Board Officers and Board Members are elected from the member franchises.

Section 3. The election/appointment of Franchise Representatives will be limited to one (1) voting representative from each franchise to attend each scheduled meeting.

Section 4. Three-fourths (3/4) members in good standing shall constitute a quorum for all League meetings at which any official business can be conducted.

**ARTICLE IV: OFFICERS**

Section 1. The Executive Board Officers of this organization shall consist of: **President, Vice-President, Athletic Director, Secretary/Treasurer, and Logistics Coordinator.** Board Members will consist of: **Insurance Coordinator and Cheer Coordinator.**

**ARTICLE V: ELECTION OF OFFICERS**

Section 1. All officers shall be elected for a term of two (2) years.

Section 2. Nominations for officers shall be at the regular October League meeting and elections shall be at the regular November League meeting, by secret ballot.

Section 3. The candidate receiving the most number of votes shall be declared elected and shall assume their responsibilities on December 1, of that year.

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**ARTICLE VI: DUTIES OF OFFICERS**

Section 1. **President.** It shall be the duty of the President to be the administrator, organizer and official spokesperson for the Organization. The President will be an Ex-officio member of all committees, resolve disputes within the organization, except those disputes that are described as a “duty description” of another officer. The President will recommend to the Executive Board the removal of any officer who is not performing his/her duties. The President will only cast a vote to break ties. The President will turn over all organization correspondence and property to his/her successor.

Section 2. **Vice-President.** It shall be the duty of the Vice-President to assume all the powers and functions of the President in his/her absence and be interim President until franchises can elect a disassociated party. The Vice-President will preside over Rules, Ages and Weights and Charter By-Laws meetings. The Vice-President will handle all protests/complaints with the assistance of the Athletic Director and Cheer Coordinator. The Vice-President will audit the bank account(s) monthly in coordination with the Secretary/Treasurer and Logistics Coordinator. The Vice-President will execute all other duties as directed by the President or the Executive Board. In the event that a franchise cannot handle a problem with a player or coach at Franchise level with the assistance of the Athletic Director and Cheer Coordinator, the issue will be referred to the Vice-President. The Vice-President has one (1) vote. The Vice-President will turn over all organizational correspondence and property to his/her successor

Section 3. **Athletic Director** It shall be the duty of the Athletic Director to schedule the regular season games, protests/makeup games, and post season games. Tentative schedules will be given to the franchises no later than the March League meeting. The Athletic Director shall be in charge of all eligibility requirements including Rosters, and Weigh-ins. The Athletic Director, in conjunction with the Secretary/Treasurer, will have rosters available for the Franchises no later than the day before the first game. The Athletic Director will designate time, date, and place of all certifications, weigh-ins. All certifications/weigh-ins will be completed by predetermined times. The Athletic Director will also receive regular season game scores.

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Game scores will be compiled weekly with standings e-mailed to each Franchise no later than Monday following the game weekend. Scheduling of Coaches' meetings (NYSCA clinic, CJFL clinic, officials' meetings, rules meetings, special hearing/meetings) shall be at the discretion of the Athletic Director. The Athletic Director will have one (1) vote. The Athletic Director will turn over all organizational correspondence and property to his/her successor.

Section 4. **Secretary/Treasurer.** It shall be the duty of the Secretary/Treasurer to prepare, maintain and disburse all correspondence required for efficient operation of the organization. The Secretary/Treasurer will make an agenda for all meetings to include the franchises that do not have voting rights at that meeting. The Secretary/Treasurer will take full minutes of all meetings and distribute printed copies of said minutes at the next regular league meeting for review and approval. The Secretary/Treasurer will also prepare, maintain and disburse a current role of Franchise Representatives as well as take attendance at all meetings. The Secretary/Treasurer, in conjunction with the Athletic Director, will have rosters to the franchises no later than the day before the first game. The Secretary/Treasurer will update the Articles of Incorporation. The Secretary/Treasurer will perform any and all secretarial duties as directed by the President or the Executive Board. The Secretary/Treasurer will handle all financial matters of the organization. The Secretary/Treasurer will deposit all moneys received by the organization in a bank designated by the Executive Board. The Secretary/Treasurer, in conjunction with the Insurance Coordinator will bill Franchises for fees required to operate the League. Payment of bills will be approved and ordered by the Executive Board using the approved bank account(s). The Secretary/Treasurer will maintain auditable records and report all receipts and disbursements for the month at each regular organizational meeting. The Secretary/Treasurer will ensure that the proper Forms 990 are filed with the Internal Revenue Service. The Secretary/Treasurer will have one (1) vote. The Secretary/Treasurer will turn over all organizational moneys, correspondence, books and property to his/her successor.

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Section 5. **Logistics Coordinator** It shall be the duty of the Logistics Coordinator to organize the fund raising for Cascade Junior Football League. It shall be his/her responsibility to file all appropriate paperwork with the Gambling Commission, the State Liquor Board, and other appropriate offices, in the case of a Reno night. The Logistics Coordinator will maintain and keep up-to-date information on the League Website. The Logistics Coordinator has one (1) vote. The Logistics Coordinator will turn over all organization correspondence and property to his/her successor.

Section 6. **Cheer Coordinator.** It shall be the duty of the Cheer Coordinator to act as a liaison on cheerleading matters for the Executive Board, coordinate all Cheerleading Championships/Exhibition, and handle cheerleader complaints. The Cheer Coordinator will conduct all meetings with Franchise Cheer Directors. The Cheer Coordinator has one (1) vote. The Cheer Coordinator will turn over all organizational Correspondence to his/her successor.

Section 7. **Insurance Coordinator.** It shall be the duty of the Insurance Coordinator to obtain bids for the medical and liability insurance for the Cascade Junior Football League and to arrange for presentations from the insurance agents to the Franchise Representatives on these bids no later than the regular June League meeting. The Insurance Coordinator will, in conjunction with the Secretary/Treasurer, bill all franchises for insurance fees. He/she will be responsible for keeping the Franchises informed as to procedures for reporting insurance claims and then, in turn, reporting of those claims to the insurance company. The Insurance Coordinator will maintain the records of the incident reports for the duration of his/her term. The Insurance Coordinator has one (1) vote. The Insurance Coordinator shall turn over all organizational records, correspondence, and property to his/her successor.

**ARTICLE VII: DUTIES OF THE EXECUTIVE BOARD OFFICERS/BOARD MEMBERS**

Section 1. The Executive Board Officers/Board Members shall have the power, and it shall be its' duty, to have general supervision of the organization and its' books, accounts, and moneys. It shall be the duty of the Executive Board Officers/Board Members to make a full

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report of its actions and proceedings to the organization at each meeting and to perform such other duties as may be imposed upon them by the organization.

Section 2. The Executive Board Officers/Board Members shall receive and settle all complaints and protests.

Section 3. The Executive Board Officers/Board Members shall have the power to impose such disciplinary action as deemed necessary for Coaches, Participants, Players, Spectators or Franchises that fail to abide by the rules as set forth by the organization. Such disciplinary action shall not exceed six (6) months suspension, unless approved by the majority three-fourths (3/4) of Franchise Representatives. Prior to Cascade Junior Football League Executive Board's disciplinary action for Coaches, Participants, Players, Spectators or Franchises, a Fact Finding Hearing will be held with notice to participants via telephone and a follow-up written notice via U.S. mail and e-mail. If the accused does not appear at the hearing, the Executive Board of the Cascade Junior Football League will render a decision within forty-eight (48) hours, and the accused person(s), Franchise(s) will be notified of the disciplinary action to be taken via telephone with a follow-up notice via U.S. mail and e-mail. In the event that the Executive Board Officers/Board Members cannot come to a consensus, the matter will go to the Executive Board Officers and it's decision will be final and binding.

Section 4. Any member of the Executive Board/Board may act as judge at weigh-in, under the direction of the Athletic Director.

Section 5. The Executive Board Officers/Board Members may remove any officer who is not performing his/her duties.

Section 6. The Executive Board Officers/Board Members are governed by the same rules of conduct as any Coach or Staff member of any Franchise. As representatives of the Cascade Junior Football League, when acting in an official capacity, they shall set a good example in personal appearance and conduct and they shall be held accountable for his/her actions. Disciplinary measures shall be imposed as deemed necessary by the remainder of the Executive Board/Board, up to and including, removal from office.

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Section 7. In the event of a vacancy arising any time in the above offices, the Executive Board Officers/Board Members shall have the power to fill the vacancy by appointment. Said appointment shall run until the next annual election.

**ARTICLE VIII. MEMBERED FRANCHISES**

Section 1. Any Junior Football organization that meets the criteria as outlined in ARTICLE III, Section 1 may be proposed for membership. New organizations, when admitted to Cascade Junior Football League, must have five (5) years probationary membership before becoming a permanent member of Cascade Junior Football League. Probationary members will have no voting privileges for the first year.

Section 2. Proposals for membership shall be made to the Executive Board Officers/Board Members in writing. The proposed franchise may then be invited to make its presentation at the next regular meeting. Admission to Cascade Junior Football League shall be by a majority three-fourths (3/4) favorable vote of the existing member franchises in good standing.

Section 3. Each member franchise in good standing shall be entitled to one (1) vote. Good standing is defined by attendance of meetings and payment of all fees required to operate the League.

Section 4. Any member Franchise Representative shall have the right to prefer charges against any Officer, member or member Franchise of the organization. Such charges must be in writing. The Executive Board Officers shall appoint five (5) members to a committee to hear such charges. The committee will investigate the charges and present its findings at the next regular league meeting for appropriate action. Three-fourths (3/4) vote of the members present shall be necessary to remove from office, cancel membership and/or expel said member or member Franchise from the organization.

**ARTICLE IX. MEETINGS**

Section 1. In all matters of parliamentary procedure, Robert's Rules of Order shall govern.

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Section 2. The meeting place, time, and date shall be determined by the President and/or a designated representative from the Executive Board Officers/Board Members in sequential order of “rank”.

Section 3. The President shall be an Ex-officio member of all committees.

**ARTICLE X. GENERAL MEMBERSHIP**

Section 1. Membership of this organization shall consist of Coaches and their staffs, parents of participants and other interested persons.

Section 2. Conditions of membership:

- A. All persons shall make written application to the Executive Board for membership in the organization. Such application shall be recorded in meeting minutes.
- B. All members, to maintain membership, shall pay annual dues to the organization as set by the organization. Refer to Cascade Junior Football League Standing Rules, ARTICLE XI.
- C. All members must meet all other requirements set forth by the organization. Refer to conditions as set forth in Cascade Junior Football League Standing Rules.
- D. A person may also become a member by being awarded an honorary membership by the Executive Board Officers.

Section 3. A member ceases to be a member for failure to pay dues and fines for the current year or upon written resignation, accepted by the Executive Board, or if he/she fails to comply with the objective or purposes of the organization when this can be proved or defended by the Executive Board Officers.

**ARTICLE XI: FINANCE**

Section 1. The Charter By-Laws of this organization may be amended in the following manner: The proposed amendment/revision must be

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submitted to the Secretary/Treasurer, in writing, at the regular meeting of the organization by a member in good standing. The Secretary/Treasurer shall read said proposal to the membership for their consideration. The proposed amendment/revision will again be read to the membership at the next meeting prior to being voted upon. A three-fourths (3/4) majority vote by the voting members present is necessary to amend or revise the Charter By-Laws.