

BOROUGH OF TOTOWA
POLICE ATHLETIC LEAGUE
CONSTITUTION AND BYLAWS
AS
AMENDED
JANUARY 1, 2011

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ARTICLE 1 NAME, PURPOSE AND OBJECTIVES

SECTION 1 NAME;

The organization shall be known as the Borough of Totowa Police Athletic League, Inc.

SECTION 2 PURPOSE AND OBJECTIVES

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

- A) To aid in combating juvenile delinquent
- B) To furnish the children of the Borough of Totowa between the ages of five and eighteen 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

SECTION 3 POLITICS

The borough of Totowa P.A.L. Inc. is a non political organization. It shall not endorse any member, individual, or organization for elective office.

ARTICLE 2 MEMBERSHIP

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 P.A.L. functions. Those directly involved in a P.A.L. function shall receive the equivalent of one full meeting to a maximum of two credits per April to March one year period. The chairperson of each sport shall receive two meeting credits per April to March one year period. The head coach/advisor of a sport shall receive one meeting credit per April to March one year period. If a member is the head coach of three different sports during one April to March one year period, they shall receive two meeting credits in that same

year. Anyone not given credit for either a full or half meeting shall report the error to the secretary prior to the completion of the next months meeting in order to be given credit for said meeting.

- B) Honorary members shall consist of those who may not or can not function as active members but who lend physical and/or financial support.
- C) Juniors members shall consist of any person between the ages of five & 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 any participate until the completion of that program.

ARTICLE 3 MEETINGS

SECTION 1 REGULAR MEETINGS:

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 or Holiday Eve's falls on the first Thursday of the month, at which time the meeting will be rescheduled at the prior meeting. One third 1/3 of the active membership or six active members (excluding executive council) 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 secretary, at which time a mutually agreeable sate for the meeting will be determined. The secretary will notify by first class mail within two weeks of the meeting all active members.
- C) One more than half the active members in attendance including the executive council 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 BI-ANNUAL MEETINGS

The bi-annual 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 determined necessary by the president.

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) Building report
- G) Reports of committees
- H) Old business
- I) Good of the organization
- J) New business
- K) Second roll call
- L) Adjournment

SECTION 5 ROBERT'S RULES OF ORDER

In the event that any rules is not covered by these bylaws, then Robert's rules of order, latest edition, shall be recognized as the governing authority.

ARTICLE 4 NOMINATIONS AND ELECTIONS OF OFFICERS

SECTION 1 NOMINATIONS

A nominating committee of three active members shall be appointed by the president at the January meeting. It will be their duty to nominate from the active membership one member for each office to be filled. The nominating committee, at the February meeting, will provide the voting members with a list of current board members along with a list of eligible members that may be nominated for an officers position. The voting member shall return the nominating form to the nominating committee no later than two weeks after the February meeting. This committee shall file a list of nominees recommended with the secretary, not later than seven days prior to the March meeting. The list of nominees shall be presented verbally at the March meeting by the secretary. Elections of officers shall take place at the April meeting. If more than one nomination is made for any office, a closed ballot shall be in order.

SECTION 2 OTHER NOMINATIONS

Nominations, other than those recommended by the nomination committee, may be made by any active member, from the floor, at the March meeting. This action must be made in the form of a motion and must be seconded.

SECTION 3 OFFICERS OF THE LEAGUE

Officers of the league shall consist of a president. Vice president, Secretary, Treasurer, and Sergeant-at arms. (Note all of sections of the bylaws referencing the financial Secretary, the title should be amended to Sergeant-at-arms.)

SECTION 4 TERM OF OFFICE

The terms of office for all the officers shall be twenty-four (2 years), commencing with the conclusion of the April meeting, twenty-four months later.

SECTION 5 QUALIFICATIONS FOR HOLDING OFFICE

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

- A) Be an active 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 secretary 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 secretary 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.

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. Election shall be held not more than two months following said resignation. Motions and their seconds must be made by active members and voted upon at the following month's meeting. In case of the president resigning the vice president shall resume the role of president.

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 chairman of the building committee.

SECTION 3 SECRETARY

The secretary 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.

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 filled with the minutes of the meeting.

SECTION 5 SARGENT-AT-ARMS

The Sergeant-at-arms shall be responsible for keeping order at all general meetings.

ARTILE 6 COMMITTEES

SECTION 1 COMMITTEE CHAIRPERSONS

- A) The executive board (5) shall appoint an individual. To serve as chairperson of a committee.
- B) A chairperson is required to be a voting member. Consideration of a non voting member will be brought to the executive committee for review. Chairpersons should attend all general membership meeting. Should a chairperson not be available to make a specific meeting, he/she should notify 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.
- E) In the event any child in any sport, who is under a doctors care for any 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 secretary of the general membership. It is the responsibility of the chairpersons and their committees to comply with this.
- F) The executive board shall have the power to remove a chairperson at any time if that person is not acting in the best interest of the Totowa P.A.L.

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 completer authority to set standards for building usage and pertinent items. Has complete authority to authorize such project as necessary to maintain the general repair of the building.
- 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 rules and regulations of the legalized games of chance committee.

- C) Executive committee shall consist of all the officers. Duties shall include, but 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 if 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. To establish a minimum of four individuals which shall be recommended to receive the scholarship 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) established major fund raising events (2) general positive public relations for the organization.

ARTICLE 7. DEPOSITS AND DISBURSEMENTS

SECTION 1. ACCOUNTS:

Three accounts will be maintained as a general fund, sports fund, and bingo/money market. Funds will be deposited as income from the appropriate source (general, sports, 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:

Prior to the purchase any items, written approval must be obtained from either the President or Treasurer. The request must be completed including the quality and dollar amount. Any invoices submitted for payment without the prior approval will be the obligation of the Individual who ordered and not the P.A.L.

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 secretary, except in the case of the Secretary, 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 revisions are to be presented to the bylaws committee for their review before the August meeting. Should the bylaw committee deem said revision worthy, it shall be brought before the general membership for discussion at the August 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 active members who are present at the October general meeting. There shall be no discussion regarding said revision prior to voting. Any altered/amended bylaws must be submitted to Trenton.

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 P.A.L. BUILDING

SECTION 1. PRIORITY OF USAGE:

The priority of usage of the P.A.L. 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 P.A.L. building which does not interfere with P.A.L. programs.

SECTION 2. RENTAL AND FEES:

The P.A.L. 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) Non profit 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 given to the insurance prior to its usage.

SECTION 3. SCHEDULING OF USAGE:

The building committee shall be required to schedule all building usage except the weekly bingo.

ARTICE 12. REGISTRATIONS

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:

- A) The person wishing to register must be at least five years of age and not over eighteen years of age 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 6 by October 1
Basketball	December 1
Hockey	December 1

- B) Each sport will hold a minimum of five registration dates at the P.A.L. 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, ect.
- C) Special situation will be addressed by the chairperson of each sport along with the P.A.L. executive board.
- D) This rule is in place so as not to impact all children involved in each sport.
- E) Special hardship situations will be addressed by the chairperson and executive board members on case by case basis.

ARTICLE 13. ADULT VOLUNTEER REQUIREMENTS

- A) Any adult (18 and older) must have a background check.
- B) Any volunteer, youth, or adult is required to take the Rutgers Certification class before coaching, assistant coaching, team mom, Ect.

ARTICLE 14. DISSOLUTION OF THE TOTOWA P.A.L.

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 purposes or to such organizations or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

**END OF BYLAWS
RESPECTFULLY SUBMITTED,**

**PAMELA STEINHILBER
AL MARTIN
STEVE NEWBURY
BYLAWS COMMITTEE**