

Parsippany Little Vikings Football, Inc.

A Non-Profit Organization

By-Laws (Revised 2025)

ARTICLE I - NAME AND PURPOSE

Section 1.1 - Name

The name of this organization shall be the "Parsippany Little Vikings Football, Inc." (hereinafter "LVF").

Section 1.2 - Statement of Purpose

To operate non-profit youth football teams for participation in youth leagues in Parsippany, New Jersey.

Section 1.3 - Mission

At LVF, we focus on nurturing a community grounded in **Respect, Unity, Honor, and Sportsmanship** to empower young athletes. Our core values guide our athletes to become responsible individuals who make a positive impact, both on and off the field. By instilling these principles, we aim to develop skilled football players who embody integrity, laying the groundwork for a successful transition to High School football.

Section 1.4 - Core Values

LVF operates according to five core values:

- **Change-Ready Leadership** - A change-ready leader actively anticipates, embraces, and navigates change with confidence and flexibility. Models adaptability by staying open to new ideas, adjusting plans when needed, and encouraging their team to do the same. Communicate transparently, maintain a positive outlook during uncertainty, and support others in transitioning through change. Demonstrating resilience, continuous learning, and proactive problem-solving
- **Integrity** - Playing the game with honesty, fairness, and respect—whether on the field, on the sidelines, or off. Take responsibility for actions, treat teammates, coaches, opponents, and officials with respect, and give full effort regardless of the score. Integrity in football is about doing what's right even when no one is watching, and representing the sport with pride and character.
- **Commitment** - Consistently attends to individual and group responsibilities, makes accountable decisions, and communicates clearly with coaches, parents, and clubs. Prioritize the safety, development, and fair treatment of all players while upholding consistent policies and league values.
- **Social Awareness** - Social awareness in a youth football program means understanding how your words, actions, and decisions affect players, families, and the broader community. A leader who is steady, professional, and respectful when representing LVF demonstrates maturity, models the behavior expected of athletes, and helps build a program that others trust and are proud to support.
- **Intentional Communication** - Delivering messages clearly, consistently, and with purpose so that players, parents, and coaches understand expectations and feel supported. By communicating in a way that aligns with our mission, we strengthen trust, reduce confusion, and ensure everyone is working toward the same goals

Section 1.5 - Objectives

A. Promote Core Values

The program is dedicated to promoting good sportsmanship, honesty, loyalty, courage, fair play, and good citizenship through the game of football and related activities. These core values are intended to guide both participants and organizers in their conduct, ensuring a positive and nurturing environment for all involved.

B. Inclusivity in Athletics

Our mission is to provide supervised, competitive athletic games that are accessible to youth of all races, creeds, genders, and national origins. We strive to create an inclusive atmosphere where children have the opportunity to participate and thrive.

C. Support Youth Development in Football

The program offers children the opportunity to engage in team athletic competition while developing individual skills in football. By participating, children can enhance their physical abilities, learn team dynamics, and build self-confidence.

D. Provide Resources

We commit to supplying the necessary resources required for a successful and safe football experience. This includes the provision of equipment, uniforms, facilities, trainers, coaches, and comprehensive safety measures. Our priority is ensuring that all participants have access to quality and safe athletic experiences.

E. Raise Funds to Support the Successful Operation of LVF

To sustain our operations and continue offering quality programs, we aim to operate profitable programs (e.g., snack stands and merchandise). These programs must generate revenue for the purpose of funding our programs and ensuring its longevity.

F. Maintain Traditions and Build Community

The program will uphold meaningful traditions and foster a strong sense of community through shared football experiences. Year-end celebrations and special events will honor our players, recognize dedication and sportsmanship, and celebrate the spirit of the game. These activities are designed to strengthen connections among players, families, coaches, and volunteers, creating pride, lasting relationships, and a supportive environment that extends beyond the playing field.

ARTICLE II - GOVERNANCE AND BOARD STRUCTURE

Section 2.1 - Authority

LVF shall be governed by a Board of Trustees. The authority of these By-Laws is founded in the mutual consent of the trustees and is subject to the provisions of New Jersey Law and the Certificate of Incorporation.

Section 2.2 - Board Composition

The Board of Trustees shall be composed of:

1. Executive Committee
2. Operations Leadership
3. Team Support Leadership
4. Communications & Outreach Leadership

Section 2.3 - Board of Trustee Eligibility

- A. Trustees shall be constituted of the parents of current or past participants and coaches of the LVF.
- B. Trustees may also be selected from local high school coaches to aid in the administration and implementation of proper teaching techniques.
- C. The Board of Trustees shall consist of at least seven (7) but not more than twenty-five (25) members.

ARTICLE III - OFFICERS AND LEADERSHIP

Section 3.1 - Executive Committee

The Executive Committee shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- League Representative

Section 3.2 - Operations Leadership

The Executive Committee shall appoint the following operational positions:

- Operations & Safety Coordinator (previously Field Operations)
- Equipment Manager
- Concessions Manager

Section 3.3 - Team Support Leadership

The Executive Committee shall appoint the following team support positions:

- Coach Coordinator (previously Head of Coaching)
- Parent Liaison
- Volunteer Coordinator
- Cheer Coordinator

Section 3.4 - Communications & Outreach Leadership

The Executive Committee shall appoint the following communications positions:

- Marketing & Social Media Coordinator
- Fundraising Coordinator
- Sponsorship Coordinator
- Merchandise Coordinator

ARTICLE IV - ELECTION AND APPOINTMENT OF OFFICERS

Section 4.1 - Nominating Committee

The Board of Trustees shall act as the Nominating Committee and will put forth nominees no later than the end of December. The Secretary shall establish a mechanism for collecting and distributing information on open positions and nominated candidates. All voting shall be anonymous and tallied at the Annual Meeting held in January

Section 4.2 - Election of Executive Committee

A. Executive Committee officers (President, Vice President, Secretary, League Representative and Treasurer) shall be elected at the annual meeting by a majority vote of the Board of Trustees attending.

B. To be eligible to run for any Executive Committee position, the member must have served a minimum of two (2) years on the Board of Trustees.

Section 4.3 - Appointment of Other Leadership Positions

A. All positions in Sections 3.2, 3.3, and 3.4 shall be appointed by the President with approval of the majority of the Executive Committee.

B. There is no minimum service requirement for non-Executive Committee positions.

C. The Executive Committee is vested with the power to remove any officer, committee member, or appointed individual, by majority vote, with or without cause, when such removal is determined to be in the best interests of the organization.

Section 4.4 - Term of Office

A. Executive Committee officers shall serve for a term of two (2) years from February 1 through January 31 of the following year.

B. Appointed positions serve for terms as determined by the Executive Committee, one (1) year.

C. An Executive Committee member may not serve more than eight years in the same position.

D. A special election may occur if an Executive member resigns from the Board before the end of their Term.

Section 4.5 - Vacancies

Any unexpired Board position term shall be filled by nomination and vote of the Executive Committee within thirty (30) days of the vacancy.

ARTICLE V - DUTIES OF OFFICERS

All members of the Executive Committee shall have authority to:

- Sign contracts or other instruments authorized by the Executive Committee
- Have the right to deposit and/or withdraw money (sign checks) for all accounts necessary for the operation of LVF.

Section 5.1 - President

The President shall:

- A. Serve as the Chief Executive Officer of LVF and manage all business and affairs of the organization.
- B. Preside at all meetings of the Board of Trustees and the Executive Committee.
- C. Execute contracts and other instruments as authorized by the Executive Committee.
- D. Exercise general supervision over the affairs of LVF.
- E. Oversee all league operations and represent LVF to external organizations and parties.
- F. Appoint all standing and special committees, subject to approval by a majority of the Executive Committee.
- G. Be an authorized signatory on all LVF accounts. All checks, withdrawals, electronic payments, or transfers exceeding one thousand dollars (\$1,000) shall require approval in writing (email/ text/ chat) from any two (2) of the following three (3) officers: President, Vice President, or Treasurer.
- H. Cause notice of all meetings to be given in accordance with these By-Laws.
- I. Prepare meeting agendas in consultation with the Executive Committee.
- J. Perform all other duties ordinarily incident to the office of President and such other duties as may be assigned by the Board of Trustees.
- K. In the event of an emergency requiring immediate payment to protect the safety, property, or operations of LVF, a single officer may authorize payment exceeding one thousand dollars (\$1,000), provided such action is reported to and ratified by the Executive Committee at the next scheduled meeting.

Section 5.2 - Vice President

The Vice President shall:

- A. Perform the duties of the President in the absence, incapacity, or inability of the President to act.
- B. Assist the President with organizational activities and manage special projects, including but not limited to coordinating trophies, year-end parties and banquets, Run for the High/Hills events, playoff logistics, and supporting ad hoc team requests as needed.
- C. Be an authorized signatory on all LVF accounts.
- D. Be an authorized signatory on all LVF accounts. All checks, withdrawals, electronic payments, or transfers exceeding one thousand dollars (\$1,000) shall require approval in writing (email/ text/ chat) from any two (2) of the following three (3) officers: President, Vice President, or Treasurer.
- E. Provide oversight of, and participate in, committees as directed by the President and/or Board of Trustees to ensure effective coordination and alignment with the organization's program goals.
- F. In the event of an emergency requiring immediate payment to protect the safety, property, or operations of LVF, a single officer may authorize payment exceeding one thousand dollars (\$1,000), provided such action is reported to and ratified by the Executive Committee at the next scheduled meeting.

Section 5.3 - Secretary

The Secretary shall:

- A. Record and maintain minutes and artifacts from meetings of the Board of Trustees and Executive Committee meetings.
- B. Handle necessary communications and archive important documentation, records, and artifacts for LVF which will be accessible to the Executive Committee.
- C. Conduct correspondence on behalf of the Board of Trustees.
- D. Oversee registration for the current season, ensuring collection of required documents, including medical clearance forms and birth certificates.
- E. In collaboration with the President, provide written notice and the meeting agenda to all Board of Trustees and/or Executive Committee prior to meetings.

Section 5.4 - Treasurer

The Treasurer shall be responsible for overseeing the financial affairs of LVF and shall perform the following duties:

- A. Safeguard all funds of the organization and ensure proper financial controls and accountability are maintained at all times.
- B. Receive, deposit, and accurately record all funds of LVF, including but not limited to registration fees, donations, sponsorships, and fundraising proceeds.
- C. Disburse funds only as authorized by the Executive Committee.
- D. Be an authorized signatory on all LVF accounts. All checks, withdrawals, electronic payments, or transfers exceeding one thousand dollars (\$1,000) shall require approval in writing (email/ text/ chat) from any two (2) of the following three (3) officers: President, Vice President, or Treasurer.
- E. Maintain accurate and up-to-date financial records and retain receipts, invoices, and supporting documentation for all financial transactions.
- F. Provide regular financial reports to the Executive Committee, including income statements, expense reports, and account balances, and present a financial report at Board of Trustees meetings and the annual meeting, if applicable.
- G. Assist in the preparation of the annual budget, monitor budget performance, and report any material variances to the Executive Committee.

- H. Oversee all LVF bank accounts, ensure proper authorized signatories are in place, and reconcile bank statements on a monthly basis.
- I. Ensure compliance with all applicable federal, state, and local financial regulations and assist with the preparation and filing of required tax documents.
- J. Support any financial review or audit as directed by the Executive Committee and provide all requested financial records to auditors or reviewers.
- K. Upon completion of the Treasurer's term, promptly transfer all financial records, passwords, and related materials to the incoming Treasurer.
- L. Work closely with the President, Board of Trustees members, and committee chairs to ensure financial decisions support the mission and programs of LVF.
- M. Provide financial oversight of all fundraising activities.
- N. Oversee the Charity-Mania fundraiser, including financial tracking, reporting, and reconciliation.

Section 5.5 - League Representative

The League Representative shall be a member of the Executive Committee and shall:

- A. Coordinate and communicate team schedules, ensuring compliance with league rules.
- B. Represent LVF in all relations with the applicable youth football league.
- C. Provide LVF updates to MCYFL, subject to approval by the President.
- D. Communicate MCYFL rules and bylaw changes that occur during the season. Collaborate with the Head of Coaches Committee for input and vote at league meetings accordingly.
- E. Arrange and prepare activities related to team organization and participation in games.
- F. Be available during all scheduled games; for on-field disputes, the Commissioner's decision is final.
- G. Present participant rosters and required documentation for approval and submission to MCYFL

ARTICLE VI - DUTIES OF OPERATIONS LEADERSHIP

Section 6.1 - Operations & Safety Coordinator (previously Field Operations)

The Operations & Safety Coordinator shall:

- A. Oversee the LVF safety program, ensuring comprehensive guidelines to protect all participants during practices, games, and league activities. The safety program shall include:
 - Equipment requirements and proper fitting; schedule trainer for helmet fittings
 - Support Coach Coordinator to ensure proper coaching techniques and training standards
- B. Follow MCYFL guidelines and enforce weight and age limits for each player level to promote fair play and player safety.
- C. Coordinate with the Coach Coordinator, coaches, trainers, and volunteers to ensure all safety and operational procedures are in place for practices and game days. These procedures include:
 - Coordinate necessary medical personnel, including trainers, ambulance services, and first aid staff, for all practices and games.
 - Oversee field setup, facilities, and maintenance, including marking and preparing fields for practices and games.
- D. Acquire practice and game fields in coordination with the President and League Representative, and coordinate with local authorities regarding permits and field usage.

- E. Manage field equipment, including down markers, chains, goalposts, and other necessary materials.
- F. Provide adequate spectator control measures, such as parking lot cones, ropes or fencing, at home games.
- G. Provide regular updates to the Board of Trustees regarding operational and safety matters, including conflicts or issues that arise.

Section 6.2 - Equipment Manager

The Equipment Manager shall:

- A. Manage all uniforms, gear distribution, and equipment inventory for LVF.
- B. Inspect all equipment for safety and serviceability prior to each season, in coordination with two (2) Executive Board members.
- C. Issue league equipment to Head Coaches and collect it after use; maintain inventory of all equipment used by coaches, players, or other volunteers.
- D. Coordinate any necessary reconditioning, repair, servicing or replacement of equipment to ensure safe use.
- E. Make recommendations to the Board for new equipment purchases as necessary
- F. Conduct equipment inventory before and after each season and report inventory status to the Board on a regular basis.
- G. Ensure all equipment meets league and safety standards, including proper maintenance, reconditioning, and end-of-life replacement for helmets and other protective gear.

Section 6.3 - Concessions Manager

The Concessions Manager shall

- A. Oversee all concessions operations, including inventory management, sales, and profitability.
- B. Direct and maintain LVF's concession program, ensuring smooth and consistent operation.
- C. Recruit, organize, and manage volunteer teams to operate the concession program effectively.
- D. Support the LVF budgeting process by providing input on revenue, expenses, and financial planning for concessions.
- E. Provide regular updates and status reports to the Executive Committee regarding concession operations and financial performance.
- F. Coordinate with the Treasurer to ensure proper cash handling, deposits, and financial accountability

ARTICLE VII - DUTIES OF TEAM SUPPORT LEADERSHIP

Section 7.1 - Coach Coordinator (previously Head of Coaching)

The Coach Coordinator shall:

- A. Recruit, support, and develop coaches, including organizing training programs and ongoing professional development.
- B. Monitor all practices and games across all divisions, providing guidance, assistance, and oversight as needed to ensure safe and effective coaching.
- C. Hold regular coaches' meetings to communicate rule changes, league policies, and best practices.

- D. Oversee all aspects of practices and games from a coaching perspective, including coach performance, adherence to safety regulations, and implementation of approved practice/game plans.
- E. Assist the Executive Committee in the selection of head coaches and provide input on coaching assignments.
- F. Ensure all coaches follow the Coach's Code of Conduct and maintain league certifications and background checks as required.
- G. Make final decisions regarding the number and size of football teams, and player placement on teams, in consultation with the President and League Representative when appropriate.
- H. Coordinate with local high school football programs when appropriate to support player development and league integration.
- I. Serve as the voice of LVF coaches to the Board of Trustees, communicating feedback, concerns, and recommendations from the coaching staff.
- J. Be expected to attend practices and games across the league to provide support, guidance, and oversight, ensuring consistent coaching standards and adherence to league policies.

Section 7.2 - Parent Liaison

The Parent Liaison shall:

- A. Communicate with families, gather concerns and feedback, and relay relevant information to the Executive Committee.
- B. Serve as the primary point of contact for parent questions and issues, referring matters to the appropriate coach or Executive Committee member as needed.
- C. Facilitate positive relationships between coaches, parents, and league administration.
- D. Coordinate and support Team Parents, ensuring communication and organization at the team level.
- E. Work with the Vice President and Treasurer to support year-end celebrations, including providing recommendations on behalf of Team Parents. Final decisions regarding locations and budgets will be made by the Executive Committee to ensure consistency and compliance with the overall LVF budget.

Section 7.3 - Volunteer Coordinator

The Volunteer Coordinator shall:

- A. Recruit, organize, and coordinate volunteers for game-day operations, concessions, and special events.
- B. Maintain volunteer schedules and ensure adequate coverage for all organizational needs.
- C. Provide support and direction to volunteers to ensure smooth execution of league activities.
- D. Recognize and appreciate volunteer contributions, promoting a positive and engaged volunteer community.

Section 7.4 - Cheer Coordinator

The Cheer Coordinator shall:

- A. Maintain regular communication between the Executive Committee and the Parsippany Little Vikings Cheer (LVC) program.
- B. Ensure the LVC is active on the league communication platform and is kept up to date with all relevant LVF information.

- C. Communicate and coordinate with local high school cheer coaches or booster clubs to support LVF participation in high school special events.
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ARTICLE VIII - DUTIES OF COMMUNICATIONS & OUTREACH LEADERSHIP

Section 8.1 - Marketing & Social Media Coordinator

The Marketing & Social Media Manager shall:

- A. Coordinate and manage the collection of media and related resources, including volunteers and representation from each level, as necessary to support marketing and social media efforts.
- B. Promote LVF and manage all official social media channels, including posting live content on home game days and providing weekend videos, scores, and game wrap-ups by Sunday evening.
- C. Collaborate with the Sponsorship Coordinator to ensure sponsors are appropriately recognized and featured across social media platforms throughout the year.
- D. Maintain LVF's public image and brand by ensuring all communications reflect organizational values and messaging; develop and manage a content calendar to keep channels current and engaging.
- E. Report and communicate with the Executive Committee regarding private messages and public feedback received, including both positive and negative communications.

Section 8.2 - Fundraising Coordinator

The Fundraising Chair shall:

- A. Plan and execute fundraising events to support operations
- B. Be responsible for direction and maintenance of fundraising programs
- C. Create committees and teams to execute fundraising mission
- D. Support the LVF's budgeting process
- E. Provide regular status reports to the Board of Trustees

Section 8.3 - Sponsorship Coordinator

The Sponsorship Coordinator shall:

- A. Secure local business sponsorships and donations to support LVF programs and initiatives.
- B. Maintain positive relationships with current sponsors, ensuring ongoing engagement and satisfaction.
- C. Develop and provide sponsorship packages, materials, and opportunities for potential and existing sponsors.
- D. Ensure proper recognition of sponsors across league activities, events, and communications.
- E. Support the LVF budgeting process by providing input on sponsorship revenue and related expenses.
- F. Provide monthly updates and status reports to the Executive Committee regarding sponsorship efforts and outcomes.

Section 8.4 - Merchandise Coordinator

- A. Design, order, and maintain inventory of LVF merchandise, subject to prior approval by the Executive Committee.
- B. Secure a minimum of two primary vendors for merchandise production to ensure quality, reliability, and competitive pricing.

- C. Maintain an accurate, ongoing inventory of all merchandise in stock.
 - D. Ensure merchandise inventory is prepared and available by August 1 for sales during practices and scrimmages.
 - E. Submit cost and pricing proposals to the Executive Committee for review and approval prior to initiating sales.
 - F. Coordinate and manage merchandise sales at registrations, practices, and organizational events.
 - G. Oversee the online merchandise store schedule, including:
 - a. **First Sale:** Opens May 1, with delivery by June 15
 - b. **Second Sale:** Opens August 1, with delivery by September 15
 - c. **Clearance Sales:** Discounted sales to clear inventory from previous seasons
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ARTICLE IX - MEETINGS

Section 9.1 - Annual Meeting

The Annual Meeting shall be held in January of each year for the purpose of electing officers, receiving reports, and conducting such other business as may properly come before the meeting.

Section 9.2 - Regular Meetings

Regular meetings of the Executive Committee shall be held monthly at a time and place designated by the President. Additional meetings may be scheduled during the football season as needed.

Section 9.3 - Special Meetings

- A. A special meeting of the Trustees may be called for any purpose by the President or by four (4) members of the Board of Trustees.
- B. Special meetings shall be held with not less than three (3) or more than ten (10) days written notice of the time, place, and purpose of the meeting. With the exception of special events (playoff season)
- C. No business shall be conducted at a Special Meeting other than that which is specifically stated in the meeting notice or call. This ensures that Trustees have proper notice and the opportunity to prepare for the matters under consideration.

Section 9.4 - Notice of Meetings

- A. Notice of all meetings shall be provided at least three (3) days prior to the meeting date.
- B. Notice may be given by mail, email, text message, or other electronic means.
- C. Trustees may waive notice by signing a waiver of notice of meeting. If a member is invited but cannot attend, they should provide written notice to an Executive Committee member along with their respective position or coordinator report.

Section 9.5 - Quorum and Voting

A. Quorum – A quorum for any meeting shall consist of a simple majority of Executive Committee seats. A quorum is the minimum number of members who must be present to conduct official business. Without a quorum, the committee cannot vote or make binding decisions. For example, if the Executive Committee has 5 members, at least 3 must be present to hold a valid meeting.

B. Voting – Motions may be passed by a majority of the Executive Committee provided a quorum is established.

- **Example of a Motion:** “Approve the purchase of new uniforms for all teams for the upcoming season at a cost not to exceed \$5,000.”

C. Each Executive Committee member shall have one (1) vote, unless otherwise specified in these By-Laws.

D. Proxy votes are permitted for officer elections and By-Law amendments only. A proxy vote allows a member who cannot attend a meeting to authorize another eligible member to vote on their behalf. The proxy must be submitted in writing or by another method approved by the Executive Committee.

Topics Requiring Executive Committee Vote

- **Financial Decisions** – Approval of the annual budget, major expenditures, and fundraising or vendor agreements.
- **Program Operations** – Adoption or changes to league rules, schedules, locations, and hiring or removal of key staff.
- **Governance** – Adoption or amendment of bylaws/policies, creation or elimination of positions, and approval of strategic initiatives.
- **Disciplinary Matters** – Suspension or removal of players, coaches, or committee members, and approval of conflict resolution outcomes beyond officer authority.
- **Special Projects/Events** – Authorization of playoffs, tournaments, community events, partnerships, and sponsorships.

Section 9.6 - Attendance Requirements

- A. All Executive Committee members are expected to attend all meetings.
- B. If any Trustee fails to attend three (3) meetings in a calendar year without an excused absence, the Trustee must appear before the Executive Committee for review.
- C. It is the responsibility of each Trustee and Executive Committee member to notify the President if they are unable to attend a meeting. The member will be marked as "absent," and if any decisions are made during that meeting, they relinquish their vote or opinion on those matters, unless their position or coordinator report provided to the President addresses the relevant issue.

Section 9.7 - Rules of Order

The Executive Committee adopts Robert's Rules of Order to govern formal proceedings and ensure orderly meetings.

- A. **Motions** – Any member may make a motion to propose an action. Another member must second the motion, after which the committee votes. A motion passes by a majority vote, provided a quorum is present.
- B. **Amend a Motion** – Members may propose changes to a motion. The amendment must be seconded and approved by a vote.
- C. **Commit a Motion** – A motion may be referred to a committee for further review. The committee reports back at the next meeting, and the committee's recommendations are voted on.
- D. **Call the Question** – Members may move to end debate on a motion. This requires a second and a two-thirds majority vote. Afterward, the motion on the floor is immediately voted on.
- E. **Adjourn** – Members may move to end the meeting. A motion to adjourn must be seconded and approved by a majority vote.

ARTICLE X - FINANCIAL POLICIES

Section 10.1 - Fiscal Year

The fiscal year of the LVF shall begin on the first day of January and end on the 31st day of December.

Section 10.2 - Common Treasury

The Executive Committee shall place all income in a common treasury or approved trust fund directing expenditures in such manner as will give no individual or team an advantage over others.

Section 10.3 - Check Signing Authority

- A.** All checks and withdrawal slips must be signed/approved by two (2) of the three (3) following officers: President, Vice President, and Treasurer.
- B.** All checks, withdrawals, electronic payments, or transfers exceeding one thousand dollars (\$1,000) shall require approval in writing (email/ text/ chat) from any two (2) of the following three (3) officers: President, Vice President, or Treasurer.
- C.** All checks must include the amount, payee, and reason for disbursement prior to signing.

Section 10.4 - Financial Reporting

- A.** Provide regular financial reports to the Executive Committee, including income statements, expense reports, and account balances, and present financial reports at Board of Trustees meetings and the annual meeting, as applicable.
- B.** The Treasurer shall present a final written financial report, including a balance sheet, no later than January 15 of the following year or prior to the January Executive Committee meeting, whichever occurs first.
- C.** Financial records shall be maintained in an organized manner and made available for inspection by any Executive Committee member upon reasonable request.

Section 10.5 - Budget Process

The Treasurer shall present an annual budget to the incoming Executive Committee no later than the first meeting in February. Approval of the budget shall require a motion by any member of the Executive Committee and adoption by a majority vote of the Executive Committee.

ARTICLE XI - REMUNERATION AND REIMBURSEMENT

All Trustees and appointed leaders of the LVF serve as volunteers without compensation, but may be reimbursed for all reasonable and necessary expenses incurred in the performance of their duties, subject to approval by the Executive Committee and presentation of proper documentation.

ARTICLE XII - DISCIPLINE AND REMOVAL

Section 12.1 - Classes of Discipline

- A. Censure** - A formal written reprimand upon approval of a simple majority of Executive Committee for violations of law or behavior violating the LVF mission.

Types of Impeachable Conduct

- a. Ethical Violations**
 - i.** Fraud, theft, or embezzlement of funds or property belonging to the league.
 - ii.** Misrepresentation of league activities, finances, or policies to members, sponsors, or the public.
 - iii.** Conflicts of interest that are not disclosed or managed according to bylaws.
- b. Legal Violations**
 - i.** Criminal conduct, including assault, harassment, or other illegal activity.
 - ii.** Violations of local, state, or federal laws while acting in an official capacity.
- c. Abuse of Authority**

- i. Misuse of board position for personal gain.
 - ii. Making decisions outside the scope of authority granted by bylaws or the Executive Committee.
 - d. Disruptive or Detrimental Behavior
 - i. Conduct that damages the reputation or operations of the league.
 - ii. Harassment, discrimination, or bullying of players, parents, coaches, or other board members.
 - iii. Repeated failure to fulfill board duties or responsibilities.
 - e. Violation of Policies or Bylaws
 - i. Repeated disregard for the league's bylaws, codes of conduct, or approved policies.
 - ii. Acting contrary to decisions or directives of the Executive Committee without proper justification. Decisions or directives of the Executive Committee without proper justification.
- B. Suspension** - Temporary removal from Board activities for a specified period upon approval of the majority of Board members.
- C. Removal** - Permanent removal from the Board where conduct is deemed so egregious that the organization may suffer, requiring majority vote of Board members.
- D. Automatic Removal** - Any individual convicted of an indictable offense shall be automatically removed from the Board.

Section 12.2 - Removal of Executive Committee Members

- A.** An officer may be removed from office for cause by a majority vote of the Executive Committee.
- B.** The Executive Committee shall determine that just cause exists for removal.
- C.** The officer shall be given notice of the charges and an opportunity to respond prior to any vote on removal.

Section 12.3 - Impeachment Procedure

Any Executive Committee member may be impeached according to the following procedure:

- A.** A petition for removal shall be submitted to the Executive Committee and must be signed by a majority of its members. The petition shall state the reason(s) for removal.
- B.** Upon receipt of the petition, the Executive Committee shall notify all officers and schedule a removal vote within seven (7) days.
- C.** All Executive Committee members shall be notified of the removal vote meeting at least one (1) week in advance.
- D.** At the removal vote meeting, the stated grievances shall be presented, and the committee member subject to impeachment shall be given the opportunity to respond.
- E.** Removal from office shall require a majority vote of all voting members of the Executive Committee.

ARTICLE XIII - AMENDMENTS TO BY-LAWS

Section 13.1 – Amendment Process

- A.** The By-Laws may be amended or repealed by a majority vote of the full Executive Committee.
- B.** Proposed amendments must be submitted in writing to the Executive Committee before the vote.

- C. All Trustees shall be notified in advance that By-Laws will be considered for amendment at the meeting.
- D. Proxy votes may be submitted for the purpose of voting on amendments.
- E. Unless otherwise stated, amendments take effect immediately upon approval.

Section 13.2 – Annual Review

The Executive Committee shall review the By-Laws annually and present any recommended changes to the full Board of Trustees.

Section 13.3 - Amendments

These bylaws, or any part of it, may be amended through the following process:

- A. Proposed amendments must be submitted in writing prior to a scheduled meeting.
- B. Exact copies of the proposed changes must be distributed to all team representatives in advance of the vote.
- C. Amendments shall be considered and voted on at the next scheduled meeting following distribution. A two-thirds majority vote is required for the amendment to pass.
- D. Effective Date: Any amendment not approved by the June meeting will not take effect until February of the following year

ARTICLE XIV - INDEMNIFICATION

The organization shall indemnify and hold harmless any Trustee, officer, or volunteer from any claim, liability, or expense arising from their service to the organization, provided they acted in good faith and in a manner reasonably believed to be in the best interests of the organization, and subject to the limitations imposed by New Jersey law.

ARTICLE XV - CONFLICT OF INTEREST

Section 15.1 - Policy

No Trustee or officer shall use their position for personal gain or benefit. All Trustees shall disclose any potential conflicts of interest to the Board.

Section 15.2 - Disclosure

Any Trustee with a financial or personal interest in any matter before the Board shall disclose that interest and abstain from voting on the matter.

ARTICLE XVI - DISSOLUTION OF ORGANIZATION

If the LVF dissolves, all corporate monies will transfer to a Not for Profit Organization in Parsippany, New Jersey with a similar Mission as stated in Article I. Dissolution requires a unanimous vote of the Executive Committee.

ARTICLE XVII - LEGACY AND SUSTAINABILITY

The organization is committed to maintaining a sustainable nonprofit structure and clear business plan that allows LVF to continue thriving long-term. Growth is secondary to sustainability and consistency. The Board shall regularly assess organizational health and implement measures to ensure long-term viability.

ARTICLE XVIII - FORCE AND EFFECT OF BY-LAWS

These By-Laws are subject to the provisions of New Jersey Law as amended from time to time. If any provision in these By-Laws is inconsistent with a provision of New Jersey Law or the Certificate of Incorporation, the provision of New Jersey Law or the Certificate of Incorporation shall govern.

ADOPTION AND AMENDMENT HISTORY

- **Original By-Laws adopted:** May 11, 2004
 - **Revised By-Laws adopted:** January 15, 2026
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These By-Laws supersede all previous versions and constitute the complete governing document for Parsippany Little Vikings Football, Inc.