

North Metro Football League (NMFL)
7790 Pierpoint Lane
Alpharetta, GA. 30005-3010
By-Laws
Revision 0: March 1, 2010

ARTICLE I - NAME

This organization shall be known as the North Metro Football League, herein referred as NMFL

ARTICLE II - PURPOSE

- (A) The purpose of the League shall be to provide youth programs with governance, supervise, teach, encourage and promote football games and related athletic activities for youth ages 5 to 13.
- (B) The purpose will be achieved in conjunction with League members providing supervised football games and related activities. The supervisors shall bear in mind that the attainment of exceptional athletic skill or the winning of games or contests is secondary, and to develop unity, sportsmanship and enthusiasm along with maintaining safe and sound mental, physical and moral conditions at all times.

ARTICLE III - Membership

- (A) The Governing Body of the North Metro Football League shall consist of ONE League Representative Officer with the privilege to vote, from every Member Association in good standing with the league. Prior to the first meeting of each year, each Association shall submit in writing the name of their League Representative Officer and one Alternate.
- (B) Each League member, as prescribed herein, shall be entitled to one vote, cast by their assigned League Representative Officer in accordance with the terms and provisions of these by laws, in person or by his/her proxy. A majority shall decide all questions.
- (C) Executive Board Members do not have a vote. Exception being in case of a tie, which the following will take effect: A minimum of three of the highest ranking Executive Board Members present shall cast a tie-breaking vote.
- (D) Each Association will have on file with the NMFL the name of the organization to whom the franchise was granted and submit a copy of said organization's charter and/or by-laws as applicable.
- (E) Each Association must submit to the NMFL Executive Board, a League Liability and Non-Owned-Automobile Liability certificate of insurance no later than their current insurance policy's expiration date, or at the July NMFL meeting, whichever comes first, holding the NMFL harmless, and naming the NMFL as a primary and non-contributory additional named insured. The League liability policy will be on an occurrence basis with an insurance company whose rating, according to BEST, will be A-X or better, and must have the following minimum limits of liability:
 - League Aggregate: \$1,000,000 CSL

- Products & Completed Operations Aggregate: \$1,000,000 CSL
- Personal & Advertising Injury: \$1,000,000 CSL
- Each Occurrence: \$1,000,000 CSL
- Fire Damage (Any one fire): \$50,000
- Medical Expense (any one person): \$5,000
- Non-Owned Automobile Liability \$1,000,000 CSL

All suits or incidents, that name or may name a member Association or the NMFL must be submitted to the NMFL Executive Board within 30 days of the occurrence or at the next regularly scheduled NMFL meeting, whichever comes first. Failure to supply the NMFL with a proper certificate of insurance or report an occurrence within this time period will result in a suspension as a standing member from the NMFL.

All insurance policies must be submitted to the NMFL Secretary/Treasurer and are subjected to review and approval of the NMFL Executive Board. All Associations are encouraged to purchase their own Director's and Officer's Professional Liability Insurance Policy, as well as secondary accident insurance policy covering all of their participants.

- (F) New Associations shall not be admitted into the NMFL unless approved by 2/3 majority of the governing board.
- (G) Probationary Period - New Associations will serve a TWO-YEAR probationary period, each year a majority vote of acceptance will be required to maintain its eligibility, upon receiving required votes of approval each of the two years. If said Association fails to attain the above requirements during its probation time; it shall be removed from the NMFL. The probationary vote will take place 12 months from the initial admission date and 24 months from the initial admissions date but no later than the March meeting in the respective years.
- (H) Each Association is required to provide the NMFL League Secretary with a list of their Head Coaches, for the upcoming season, including Name, Address, City, State, Zip, Home and Cell Telephone Numbers.
- (I) Associations are required to submit any change in Head Coaches and/or Head Assistants within 7 days of any change.
- (J) The Executive Board will establish a registration (league fees) that will be charged annually to each Association Member.
- (K) Any team that fails to show up for a game shall be subject to being dropped from the Association. Extenuating circumstances precluding the appearance of a Team for a scheduled game will be taken under advisement by the Executive Board upon receipt of written explanation with 72 hours of the date of scheduled infraction. In a case when a Team does not show up, the Association will be responsible for paying the officiating fees.
- (L) Meetings of the League Membership, for any purpose or purposes, unless otherwise prescribed by statute, may be called by the President of the Executive Board, or in the event of his refusal to call such meeting, by a request of at least two [2] members of the

Executive Board. Such request is to be placed in written form, signed by the two [2] directors requesting such meeting, and delivered to the Secretary of the Association by U.S. registered mail or in person, receipt of which shall be signed for by the Secretary. The Secretary shall have, upon receipt of such request for a special meeting, ten [10] days from such signed receipt to call for such meeting as prescribed herein by these by laws.

- (M) All resolutions voted on by the League Membership shall require a majority vote of the attending League Members present at the meeting.
- (N) At all meetings of the League Membership, a League member may vote by proxy executed in writing by the member. Such proxy shall be filed with the Secretary of the Association before or at the time of the called meeting.
- (O) The President of the League shall conduct all Meetings and called special meetings of the membership. The Robert's Rules of Order shall govern all meetings of the Membership. The order of business shall be as follows:
1. Call to Order of the Meeting.
 2. Proof of Notice of the meeting.
 3. Reading of the minutes of the preceding meeting and approval of such minutes by a voice vote of the membership.
 4. Reports of Officers.
 5. Reports of Committees.
 6. Unfinished Business.
 7. New Business
 8. Adjournment

ARTICLE IV - EXECUTIVE BOARD

- (A) The Governing Body of the North Metro Football League shall elect an Executive Board consisting of the following:
- Executive President
 - Executive Vice-President
 - Executive Secretary
 - Executive Director – Division I
 - Executive Director – Division II
 - Executive Director – Flag
 - Executive Director – Cheerleading
- (B) Election and Term of Office – the Governing Body, shall elect each Board Officer bi-yearly. The terms for the officers will be offset, with the President, Director of Cheerleading and Director of Football Operations - Division I being elected in even numbered years and the Vice President, Secretary and Director of Football Operations - Division II, being elected in odd numbered years. Each officer shall hold office until his or her successor has been duly elected.
- (C) Nominations - The President shall accept nominations at the November meeting of the regular membership.

- (D) Elections - Nominations shall be made and balloting shall be done for each Office separately in order named in Section (A) of this Article. The candidate for each Office receiving the highest number of votes cast by voting Members present shall be declared elected. If a tie remains, the following will take effect: the three highest ranking Executive Board Members, of the present Board, excluding the Executive Board Member of the position being sought, shall cast a tie-breaking vote.
- (E) Vacancies - A vacancy in any Office, because of death, resignation, disqualification, or otherwise, may be filled by the Executive Board for the un-expired portion of the term.

ARTICLE V - EXECUTIVE BOARD RESPONSIBILITIES

- (A) Executive President (President) - The President shall preside at all meetings of the Executive Board and shall, supervise and control all business and affairs of the League.
- (B) Executive Vice-President (Vice President) - In the absence of the President, or in the event of his/her inability or refusal to act, the Vice-President shall perform the duty of the President. The Vice-President shall be responsible for actions of the following: Recruitment, utilization and conduct of NMFL referees. League Publicity and Admissions. Coordinate all website activities as directed by the Executive Board.
- (C) Executive Secretary/Treasurer (Secretary) - The Secretary shall keep the minutes of the meetings of the Executive Board; shall see that all notices are given in accordance with the provisions of these Bylaws, or as required by law; shall keep a register of the postal address of each member; in League, perform all the duties incident to the office of Secretary as may, from time-to-time, be assigned to him/her by the President of the Executive Board. He/She is also responsible for publication and distribution of all materials presented to him/her by the Executive Board.
- (D) Executive Director Division I shall maintain and administer Division I NMFL rules and investigate complaints. Establish standards for disciplining violators of the rules. Monitor all game ejections of players, coaches and parents. Report all ejections to the Executive Board with recommended disciplinary actions. Investigate all allegations of Association misconduct and recommend to the Executive Board all disciplinary actions. Visit each franchise game field to check for compliance to NMFL by-laws. Coordinate all website activities with the Vice President.
- (E) Executive Director Division II shall maintain and administer Division II NMFL rules and investigate complaints. Establish standards for disciplining violators of the rules. Monitor all game ejections of players, coaches and parents. Report all ejections to the Executive Board with recommended disciplinary actions. Investigate all allegations of Association misconduct and recommend to the Executive Board all disciplinary actions. Visit each franchise game field to check for compliance to NMFL by-laws. Coordinate all website activities with the Vice President
- (F) Executive Director Flag shall maintain and administer Division I NMFL rules and investigate complaints. Establish standards for disciplining violators of the rules. Monitor all game ejections of players, coaches and parents. Report all ejections to the Executive Board with recommended disciplinary actions. Investigate all allegations of Association misconduct and recommend to the Executive Board all disciplinary actions. Visit each

franchise game field to check for compliance to NMFL by-laws. Coordinate all website activities with the Vice President.

(G) Director of Cheerleading Operations – Shall maintain and administer NMFL Cheerleading competitions, rules and investigate complaints. Establish standards for disciplining violators of the rules. Report all misconduct of coaches, cheerleaders and parents to the Executive Board with recommended disciplinary actions. Investigate all allegations of Association misconduct and recommend to the Executive Board all disciplinary actions. Visit each Association game field to check for compliance to NMFL by-laws. Coordinate all website activities with the Vice President.

(H) Past Presidents may have a voice at meetings and serve on Committees.

ARTICLE VI – MEETINGS

(A) Board meetings will be held monthly from January through July and may have bi-monthly meeting from August to November if the Executive Board determines they are needed. The Executive Board will set the day of the month annually.

(B) The Association meetings will be opened to the public.

(C) Any member being disruptive at an Association meeting will be asked to remove themselves from the meeting. Not doing so may subject the member to disciplinary action or revocation of membership. The President will appoint a disciplinary committee to review and make recommendations for possible action to be taken against violators.

ARTICLE VII – COMMITTEES

(A) After election, the President shall appoint standing Committee Members, pending approval of the Executive Board, and said Committee shall be chaired by an executive board member. The President may appoint any other committee as the need arises with a commission appointed by the President to chair the committee.

(B) Clarification of standing Committees:

1. Rules - Shall be responsible for review and revisions of all proposed rules and will make recommendations of any changes to the Executive Board.
2. Scheduling - Shall be responsible for recommending total number of games and playing dates, as well as supplying updated maps to each Associations playing field.
3. Awards - Shall be responsible for recommending and procuring appropriate awards as provided by the Executive Board.
4. Publicity - Shall be responsible for all in-season publicity.

ARTICLE VIII - FINANCIAL POLICY

(A) The Executive Board shall decide all matters pertaining to the finances of the League and it shall be a permanent policy to place all incomes in a League Treasury, directing the

expenditure of the same in such a manner as will give no individual or Franchise advantage over another.

- (B) No purchase shall be made without approval of the Executive Board and League Members.
- (C) The Executive Board may authorize any Officer or Officers, Agent or Agents of the League, in addition to the Officers so authorized by these Bylaws, to enter any contract or execute and deliver any instrument in the name of and on behalf of the League.
- (D) All checks, drafts or other orders of payment of money shall be signed by one of the following Officers: President /Vice-President / Treasurer.
- (E) All funds of the League shall be deposited to the credit of the League in such banks or other depositories as the Executive Board may select.
- (F) The Organizational-Year of the League for purposes of Organizational Functions, such as the terms of elected Officers, shall begin on the First Day of January in each year and end on the thirty-first Day of December of that year. For Financial purposes and the filing of all Regulatory Reports with the Federal, State and Local Agencies, the Fiscal Year shall be coincidental with the Organizational-Year.
- (G) All purchases in excess of five hundred dollars (\$500.00) must be made after competitive bids are received and reviewed by Franchise representatives, from at least two (2) different sources.
- (H) The Executive Board shall institute policy relative to the preparation and acceptance of an annual budget, and periodic and annual Article presentation for financial reports. Annual budget to be prepared no later than April.

ARTICLE IX – DISSOLUTION

- (A) In the event of dissolution of the League all monetary funds and physical equipment will be divided equally among existing Certified Members.

ARTICLE X –ORGANIZATION RULES

- (A) Current year rule change forms will be issued at the regularly scheduled January meeting. Rule changes can be read as early as the February meeting, but no later than the April meeting. Any Association can submit a rule change between February and April for the upcoming season.
- (B) Any rule change, addition, or deletion must be read and approved by a majority of the League Members at official NMFL sanctioned meetings.
- (C) All member organizations shall agree to refrain from political activity involvement.

ARTICLE XI – AMENDMENTS to Bylaws

(A) There must be two (2) readings and approval given by the League Members at two (2) consecutive NMFL scheduled meetings for any change or addition to become in force in the NMFL Constitution By-Laws, Rules and Regulations.

ARTICLE XII – INTERPRETATION

(A) Interpretation of this Constitution and Bylaws, or any Rules or Amendments passed there under, shall rest with the Executive Board.