

**Constitution and By-Laws**

**Police Athletic League, Inc.  
Borough of Lincoln Park, New Jersey**

June 2008

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# **Article I**

## **Name & Objectives**

### **Section I**

#### Name:

The name of the organization shall be the Police Athletic League, Inc. of the Borough of Lincoln Park, and referred to herein as PAL or League.

### **Section II**

#### Objectives:

The objective of this organization shall be to prevent or reduce juvenile delinquency by providing recreation and/or educational facilities for the youth of Lincoln Park.

The members and coaches will use personal example to teach sportsmanship and leadership to our youth.

## **Article II**

### **Membership**

#### **Section I**

##### Requirements:

Any adult person of good moral character interested in the objectives and purposes of the PAL, shall be eligible to become an active member. Whenever possible, all active members shall be residents of Lincoln Park. Exceptions may be made for out-of-town residents after a proper membership form is filled out and said application is reviewed and approved by the Board of Trustees. No adult is permitted to participate in the PAL until approved for membership.

#### **Section II**

##### Admission to Membership

Any qualified person desiring membership in the league shall secure an application form. The application must be properly filled out and submitted for approval to the Vice President, who in turn shall submit same to the Director who will determine acceptance.

#### **Section III**

##### Acknowledgement

Upon approval of the application, the Corresponding Secretary shall notify the member and his or her name shall be placed on the league roster.

## **Article III**

### **Officers**

#### **Section I**

##### Officers

The League shall be governed by a board of seven (7) Trustees, the Director and the following officers:

President  
Vice President  
Treasurer  
Recording Secretary  
Corresponding Secretary

All officers are elected for one (1) year terms.

#### **Section II**

##### President

The President shall preside at all meetings as Chief Executive Officer of the organization and shall supervise the League's affairs and activities.

#### **Section III**

##### Vice President

In the absence of the President, all duties shall be performed by the Vice President.

#### **Section IV**

##### Director

The Director shall be a member of the Lincoln Park Police Department and shall be appointed by the Chief of Police. The Director shall act in an oversight capacity and be the liaison between the PAL and the Police Department. The Director shall also be an ex-officio member of the Board of Trustees and the Executive Committee in assisting in the formulation of the policies and general direction of the PAL for the betterment of the youth served.

The Director shall also perform the duties of the President or Vice President during their absence or inability to act. Finally, the Director shall, upon receipt from the Vice President, grant final approval on all membership applications.

**Section V**  
Recording Secretary

The Recording Secretary shall keep and present the minutes of all regular, special and Executive Committee meetings.

**Section VI**  
Corresponding Secretary

The Corresponding Secretary shall handle all correspondence, both incoming and outgoing, of the PAL and file all such correspondence in the League office. The Corresponding Secretary shall also notify the members of the time and place of all regular and special meetings. The Corresponding Secretary shall also maintain an updated schedule of members in good standing, and keep attendance for Executive Committee meetings.

Attendance shall be used to determine if a member is in Good Standing as defined in Article IX, Section III for, among other things, voting at the annual meeting and eligibility to run for a Trustee or Officer position for the upcoming year. Attendance at Executive Committee meetings will be used to determine if an Officer or Trustee has met the minimum number of meeting to maintain their position under Article V, Section I, Paragraph G, H and I.

**Section VII**  
Treasurer

The treasurer shall receive all monies collected on behalf of the League from the individual Sport Treasurers with a properly completed deposit form and shall deposit such in the designated bank or trust company in the name of the PAL .

On receipt of properly approved vouchers, the Treasurer shall promptly make payment thereof, by check, signed together with a member of the Board of Trustees. The Treasurer shall have custody of all documents belonging to the League and shall make monthly reports. He or she shall also make all records available to the Audit Committee for their periodic audits.

The treasurer shall close the books of each sport committee one month prior to the start of the following season. The general fee shall be assessed upon such closing. (see Article IX, Section VII)

## **Section VIII**

### **Board of Trustees:**

The Board of Trustees shall consist of six (6) members who shall serve terms of three (3) years each, and one (1) member who shall serve a term of one (1) year. The terms of two (2) three-year trustees and one (1) one-year trustee shall expire each year.

A member of the Board of Trustees together with the Treasurer shall sign all checks calling for disbursements of funds belonging to the League.

The Trustees and the Director of the PAL will aid and abet the Officers in the supervision of the affairs and activities of the League. This group will set the policies and standards, that all Sports and other Committees adhere to in such areas as fund raising, registration fees, insurance, etc., so that there will be consistency of operation in all activities conducted by the League.

The Board of Trustees shall also be the custodians of any real estate or other property owned by the League. The Board of Trustees shall be empowered to dispose of any real estate or part thereof when authorized to do so by a two-thirds (2/3) vote of the membership in good standing, present at any meeting of the League.

Any and all assets shall be the property of the PAL, including all snack stand appliances, etc. and shall not be the property of an individual sport. The PAL shall be responsible for the maintenance of all such property, including repairs and replacement when necessary. Each Sports Committee is responsible for the repair, maintenance and the replacement of its sports equipment.

## **Article IV**

### **Nominating Committee, Nominations, Elections and Installation of Officers**

#### **Section I**

##### Nominating Committee

A nominating committee consisting of three (3) members shall be appointed by the President at the February meeting.

#### **Section II**

##### Nominees

The Nominating Committee shall select candidates for all Offices and three (3) Trustee positions. The Officers are to serve for one (1) year; two (2) Trustees are to serve for three (3) years; and one (1) Trustee is to serve for one (1) year. Any officer may succeed himself or herself for another term if he or she is nominated and wishes to run again. There will be no term limitations with the exception of the President's and Treasurer's positions. The President may only succeed himself for one (1) term and the Treasurer may succeed himself for four (4) terms.

#### **Section III**

##### Nominations

The nominating committee shall, at the regular March meeting, present to the membership its recommendations of the candidates for election. Other nominations may be made from the floor at the March or April meetings. No nominations will be re-opened after the April meeting except unfilled nominations. All nominees must be in good standing as of the March meeting to be eligible for nomination. (See Article IX, Section III)



## **Section IV**

### **Elections:**

The annual election of officers and trustees shall take place during the regular May meeting.

- A. To qualify for any office, or to vote at any election, the member must be in good standing as of the March meeting. (See Article IX, Section III)
- B. Majority vote is necessary for election.
- C. An absentee ballot for a member in good standing will be accepted in a sealed envelope, if presented to the President or Treasurer prior to the regular May meeting.

## **Section V**

### **Installation**

At the annual June meeting of the League, the elected officers shall be installed into their respective offices.

## **Section VI**

### **Vacancies**

Should any vacancy occur in any of the elected offices, except the Office of the President, through death, resignation or other causes, the President shall recommend to the Executive Committee, a member of the organization to fill the vacancy until the next annual election. The Executive Committee shall present this candidate for approval at the next regular meeting, where the candidate must be approved by a majority of the members present. Should a vacancy occur in the office of the President, the Vice President shall assume the duties of the President until the next annual election.

## **Article V Committees**

### **Section I**

#### **Executive Committee**

- A. The Executive Committee shall consist of:
  - (i) seven (7) Current Trustees
  - (ii) Director
  - (iii) President
  - (iv) Vice President
  - (v) Treasurer
  - (vi) Recording Secretary
  - (vii) Corresponding Secretary
  
- B. The President shall be Chairman of the Executive Committee.
  
- C. The Executive Committee shall formulate the policies of the PAL and supervise the affairs and activities of the League.
  
- D. The Executive Committee shall oversee all activities, set the standards and policies that all Sports and other Committees adhere to, so that there is consistency of operation and to maintain or improve the standard of operation of the PAL. Changes in the specific areas of fund raising, insurance and registration fees, from that which was approved in the sport's annual budget, must be presented and approved by the Executive Committee. Changes in seasonal scheduling and the use of facilities must also be presented and approved by the Executive Committee.
  
- E. Executive Committee meetings shall be held monthly at 8:00 PM on the second (2nd) Thursday of each month in the PAL building.
  
- F. Special Executive Committee meetings shall be called at the discretion of the President.
  
- G. Executive Committee members shall be notified of special meetings by the Corresponding Secretary via telephone, mail or email three (3) days in advance of such meeting.

- H. A quorum for an Executive Committee meeting shall consist of the President and at least six (6) other Executive Committee members. A majority vote shall carry a motion.
- I. Any Officer or Trustee who shall be absent for three (3) consecutive Executive Committee meetings shall be removed from office, unless excused in advance by the President.
- J. Any Officer or Trustee who is not in Good Standing as defined in Article IX, Section III shall be removed from office unless the President determines that there were extenuating circumstances surrounding the Officer or Trustee missing such general meetings. The vacancy shall be filled in accordance with Article IV, Section VI of these By-Laws.
- K. Any Officer or Trustee who does not attend six (6) of the previous twelve (12) Executive Committee meetings shall be removed from office unless the President determines that there were extenuating circumstances surrounding such absences. The vacancy shall be filled in accordance with Article IV, Section VI of these By-Laws.

## **Section II**

### **Standing Committees**

- A. A standing committee is any committee that will stand for the entire fiscal year. All standing committees shall be appointed by the Executive Committee.
- B. Special committees may be appointed at the discretion of the President.
- C. The President shall be an ex-officio member of all committees; however, he or she shall have no right to vote as a member of the committee.
- D. The committees and their functions shall be as follows:
  - 1. Publicity Committee
    - A. Shall publicize the PAL schedule of regular meetings, social activities, accomplishments of the various sports, and other items of interest to the public.
  - 2. Audit Committee
    - A. Shall consist of up to three (3) members in good standing, who are not officers or Trustees of the PAL.

- B. Shall audit the books of each sport annually.
- C. Shall follow the procedures as outlined in the PAL Practice and Procedures manual in performing the annual audits.
- D. Shall have significant latitude in expanding the audit to areas requiring further review.

#### Scholarship Committee

- A. Shall consist of three (3) members in good standing.
- B. Shall award three (3) five hundred dollar (\$500.00) college scholarships at the June meeting to three Lincoln Park residents in their senior year of high school. The students must have participated in PAL sports programs for a minimum of three (3) years.
- C. The students must meet the qualifications and comply with the application guidelines as outlined in the Scholarship Awards Procedures.
- D. The scholarships shall consist of two (2) general scholarships and one (1) Brett Cerullo Memorial Scholarship.

#### Sports Committees

- A. Current Sports Committees include Baseball, Football, Basketball / Softball, Cheerleading, and Soccer.
- B. Sports Committee Chairman will be approved by the general membership annually upon recommendation by the Executive Committee.
- C. Each Sports Committee shall elect a Treasurer.
- D. The Chairman of each Sports Committee shall appoint special committees deemed necessary and proper to fulfill the objectives and purposes of the activity.
- E. Each Sports Committee shall abide by the By-Laws of the League

- F. The Chairman of each Sports Committee shall preside at all meetings and act as Spokesman for the Committee at regular League meetings.
- G. Each Sports Committee must present a budget for discussion at a regular meeting of the PAL a minimum of three (3) months before the scheduled start of its season. At the subsequent regular meeting of the PAL, the final budget will be presented for approval.
- H. The methods for acquiring funds for Sports Committees shall be presented by the Chairman to the League members for approval as part of the budget process.
- I. In order to better manage the timing of solicitation of funds from local businesses, each Sports Committee is assigned a three-month (3) time frame in which to solicit sponsorships. During this period, solicitations from local businesses may be conducted through written solicitations, personal visits, etc. The time frames are as follows:

Football:	July 1 to September 30
Cheerleading:	July 1 to September 30
Basketball:	October 1 to December 31
Baseball / Softball:	January 1 to March 30
Soccer:	April 1 to June 30

Football and Cheerleading will work together in good faith to avoid soliciting from the same businesses.

- J. Each Sports Committee shall also be assigned a three-month (3) month period in which all other forms of fundraising may be conducted, including can drives, sale of goods, fund raising dinners, etc. The time frames are as follows:

Football:	August 16 to November 15
Cheerleading:	August 16 to November 15
Basketball:	November 16 to February 15
Baseball / Softball:	February 16 to May 15
Soccer:	May 16 to August 15

If there is a pressing need for a Sports Committee to fund raise outside of their assigned time frame, that sport may seek permission from the sport assigned to

that time frame. If permission is granted then the Executive Committee must also grant permission before the solicitation can take place.

- K. The Sports Committee Treasurer shall keep records of all monies collected or expended. All bills shall be submitted to the PAL Treasurer and approved at the regular League meeting for payment. All deposits shall be submitted to the PAL Treasurer with a properly completed deposit form.
- L. The Sports Committee Treasurer shall not authorize the payment of any expense without proper documentation. Proper documentation includes a third party invoice.
- M. A Sport Committee treasurer is authorized to advance funds without a third party invoice for referee fees and snack stand food and supplies. The Sports Committee treasurer is responsible to collect signed cash receipts for referee fees from the coaches at the end of each season. The Sport treasurer is also responsible to collect receipts for the payment of all food and supplies used in the snack stand. Those receipts must then be reconciled to the cash advanced and the difference submitted to the PAL Treasurer with a properly completed deposit or expense form.
- N. Any member of the PAL involved in running a sport shall not render services to such sport for payment.
- O. The PAL shall not issue credit cards for the use of payment of Sports Committee expenses.
- P. Sports Committees shall not own snack stand appliances, etc. regardless of how acquired. All such property shall be owned, maintained, repaired and replaced by the PAL. Each Sports Committee, however, shall be responsible for the maintenance, repairs and replacement of its sports equipment.
- Q. All publicity shall be handled by the Publicity Committee.

R. The Sport Committee treasurer shall submit to the general membership a reconciliation of budgeted revenue and expenditures to actual revenue and expenditures at the third meeting following the end of the sport season.

## **Article VI**

### **Meetings**

#### **Section I**

##### Regular Meetings

The regular meeting of the League shall be held monthly at 8:00 PM on the fourth (4<sup>th</sup>) Wednesday of each month in the PAL building.

- a. Whenever practical, no Sports Committee shall schedule any meeting, practice or game that will conflict with the general membership meeting.

#### **Section II**

##### Annual Meetings

The annual meeting shall be held in the month of May each year.

#### **Section III**

##### Special Meetings

Special meetings of the general membership shall be called by the President or upon petition signed by five (5) members in good standing. Notice of such meeting shall be given three (3) days prior to the date of such meeting via mail, telephone or email by the Corresponding Secretary.

#### **Section IV**

##### Quorums

A quorum for a regular or special meeting shall consist of nine (9) members in good standing.



## **Article VII**

### **Rules of Order**

#### **Section I**

##### Rules of Order

The latest edition of the Robert's Rules of Order shall govern the proceedings of all regular and special meetings of the League and its constituent parts, except as provided by these By-Laws.

## **Article VIII**

### **Amendments**

#### **Section I**

##### Amendments

This Constitution and By-Laws may be amended at any regular or special meeting of the League. Amendments must be proposed in writing and submitted thirty (30) days in advance to the entire membership before they are presented for vote of approval. A two-thirds (2/3) vote of the members in good standing present at the meeting is required for passage.

## **Article IX**

### **Miscellaneous**

#### **Section I**

##### Interpretation

Any question which shall arise as to the meaning, effect, interpretation or any other issue under the Constitution or By-Laws of the PAL, shall be submitted to the Organization Parliamentarian and his or her ruling shall be final and decisive. One of the members shall act as Parliamentarian, to be appointed by the President, and confirmed at the next regular meeting by a majority of the members present. If a Parliamentarian is not elected, then the Executive Committee shall make any necessary rulings.

#### **Section II**

##### Authority

No member or group of members shall have authority to bind the organization to any contract, agreement, or other matter without the same having been first approved by the majority of the Executive Committee. Any member or group of members doing so shall be held personally liable and responsible for the results of his or their action or conduct in any unauthorized matter.

#### **Section III**

##### Member in Good Standing

A member shall be considered in good standing by having attended six (6) of the previous twelve (12) regular meetings. The current meeting shall not be considered as part of the twelve (12) regular meetings.

For purposes of running for office as either a trustee or officer, as well as voting at the annual meeting in May, a member must be in good standing as of the March meeting. To be in good standing as of the March meeting, a member must have attended six (6) regular meetings from and including the March meeting of the previous year through and including the February meeting of the current year. (See Article IV, Section IV).

## **Section IV**

### **General Fee**

Each sport committee shall be assessed a yearly fee to provide for the general expenditures of the PAL. This fee shall be calculated as seven percent (7%) of the gross registration fees plus the net fundraising revenue of each sport. This fee will be assessed upon the closing of the books of each sport by the PAL Treasurer.