

NORTH COLONIE JR. BISON, INC.

BY-LAWS



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ARTICLE I NAME AND ORGANIZATION

1. **Name** – This organization shall be known as North Colonie Jr. Bison, Inc. a non-profit organization under the laws of the State of New York, dedicated to serving the youth of the North Colonie Central School District. The organization was formerly known as North Colonie Pop Warner Football Club, Inc.
2. **Location** – This organization operates at the Colonie Town Park, located at 71 Schermerhorn Road, Cohoes, NY 12047. The mailing address for the organization is PO Box 753, Latham, NY 12110.
3. **Organization** – This organization operates as a 501(3)(c) Charitable Organization as designated under the Federal Internal Revenue Code and shall operate exclusively as a non-profit organization providing a supervised program of competitive football and cheer. All activities will focus on practices, games and team activities for the benefit of a community football and cheer program.

ARTICLE II PURPOSE AND OBJECTIVE

1. **Objective** – The objective of North Colonie Jr. Bison is to provide a co-ed community football league. This league is a feeder program with the goal of providing athletes with a safe environment to develop football and cheer skills and a strong foundation of knowledge to continue through higher levels of play.
2. **Purpose** – North Colonie Jr. Bison shall provide to the best of its ability a safe and well-organized program with experienced Board of Directors and coaches. The program is designed to teach fundamentals of football and cheer while encouraging confidence in athletes and providing the opportunity for every athlete to play.
3. **Restrictions** – No member or representative of the North Colonie Jr. Bison shall take any action or carry on any activity on behalf of the organization not permitted by an organization exempt under Section 501(c)(3) of the Internal Revenue Code. No part of the net earnings shall inure to the benefit of, or be distributed to, its Board of Directors, except that the organization is authorized and empowered to pay reasonable compensation for services rendered. No substantial part of the activities shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in any political campaign on behalf of any candidate for public office.

Article III BOARD OF DIRECTORS

1. **Powers and Qualification** – The powers of North Colonie Jr. Bison are vested in, and shall be exercised by, its Board of Directors. The Board shall have the power to conduct, manage and control business and affairs of the organization and shall be charged with the responsibility of accomplishing its objectives. Each Board of Director shall be at least eighteen (18) years of age.
2. **Board of Directors** – North Colonie Jr. Bison shall be managed by a Board of Directors, which shall be comprised of not less than eleven (11) Directors. Each director shall discharge the duties of their position in good faith. The Board shall be comprised of the following:

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary
- e. Tackle Football Coordinator
- f. Flag Football Coordinator
- g. Cheerleading Coordinator
- h. Field Maintenance Coordinator
- i. Social Media and Marketing Coordinator
- j. Sponsorship and Fundraising Coordinator
- k. Concession Coordinator
- l. Directors at Large (as needed)

3. **Compensation** – The Board of Directors shall receive no compensation for their services as Directors.
4. **Election and Terms** – All Board of Directors shall be elected by the majority of the Board of Directors in attendance at the Annual Meeting. Initially, four (4) Directors shall serve a term of one (1) year, four (4) Directors shall serve a term of two (2) years and the remaining Directors shall serve a term of three (3) years. After the expiration of the initial terms, and upon approval at the Annual Meeting of the Board of Directors, each Director will serve terms of two (2) years. There is no limit of terms.
5. **President** – The President shall be elected by a majority vote of the Board of Directors. The President’s term(s) shall be for two (2) years. There is no limit of terms. If the President’s position were vacated, a new election will be held within 30 days to elect a replacement.
6. **Removal of Directors** – Any Board of Director may be removed from their position or disciplined by a majority vote of the Board of Directors with or without cause.
7. **Vacancies** – Any director may resign at any time by giving written notice to the Secretary and/or President. The acceptance of such resignation shall not be necessary to make it effective. Replacements for Board of Director positions that become vacant shall be recommended by the Executive Committee and approved by a majority vote of the Board of Directors.

ARTICLE IV BOARD MEETINGS

1. **Annual Meeting** – There shall be an Annual Meeting at which time the election of the Board of Directors for the forthcoming year shall take place where the Executive Committee shall present a slate of candidates for consideration and voting. The Annual Meeting shall be scheduled by the President. Any person wishing to be a candidate for a Board position must notify the President a minimum of one (1) week prior to the election.
2. **Regular Board of Director Meetings** – The Board of Directors shall meet at least quarterly, and the meetings will be called by the President. The Annual Meeting shall be considered a regular meeting.
3. **Special Meetings** – There shall be other Special Meetings at those times that the President may specify. A majority of the Board of Directors may also request that the President call a Special Meeting, and may themselves, call a meeting if the President takes no action on the request within a reasonable time.

4. **Quorum** – A quorum at any meeting shall consist of the presence of a majority of Board of Directors.
5. **Voting** – Each member of the Board of Directors who attends a Board Meeting shall be entitled to one vote on each item of business. A board member may not hold more than one Board of Director position. Unless otherwise provided in these By-Laws, a majority vote of the quorum shall be sufficient to pass items of business. All records of motions and votes shall be recorded in writing and maintained by North Colonie Jr. Bison, with such records maintained in paper and/or electronically stored.

ARTICLE V DUTIES OF THE BOARD OF DIRECTORS

1. **President** – The President of North Colonie Jr. Bison shall have executive supervision over all matters of the organization including, but not limited to, game schedules, assignment of officials, and securing insurances and/or permits. The President shall preside over all meetings of the Board of Directors. In the event of any head coach resigning or being dismissed by the Board of Directors, the President may make a temporary appointment(s) to the vacant position(s).
2. **Vice President** – In the event the President cannot fulfill their duties, the Vice President shall fulfill such duties on behalf of the President. In the event of the resignation or dismissal of the President, the Vice President shall be appointed acting President until a majority vote of the Board of Directors takes place for a new President. The Vice President shall assist the President in fulfilling all their responsibilities, including but not limited to, those listed above. The Vice President will coordinate the efforts of the Board of Directors to ensure all tasks are being completed properly.
3. **Treasurer** – The Treasurer shall be the Chief Financial Officer (CFO) of the organization. The Treasurer shall keep and maintain adequate and correct accounts of business transactions. The Treasurer shall deposit all money in the name of the program and disburse funds to the organization. The Treasurer shall render the financial condition of the organization at Board Meetings, prepare an annual budget and financial statements, and maintain records for the filing of tax returns.
4. **Secretary** – The Secretary shall keep a book of minutes of all Board Meetings. The minutes shall state the time, date, and place of the meeting, names of Board of Directors present and the proceedings that follow. It shall be the duty of the Secretary to keep a copy of the By-Laws as amended to date. The Secretary shall also be responsible for athlete records, designations of the parent/guardian of each athlete, and ensuring coaches comply with the rules and regulations of the Board of Directors.
5. **Tackle Football, Flag Football, and Cheer Coordinators** – These three (3) Coordinators shall supervise the day-to-day activities of the respective programs and are responsible for activities of all coaches, to assure safe and quality football and cheer programs. They are responsible for keeping coaches informed of any League or Board activities that may relate to them or their teams. These Coordinators are responsible for any requests or complaints and shall bring any valid issues to the Board of Directors. They are responsible for the issuing of all equipment, including uniforms and notifying the Board of all needed replacement equipment for purchase. They are also responsible for providing a report at the end of the season and accounting for all equipment.
6. **Field Maintenance Coordinator** – The Field Maintenance Coordinator shall manage game day and practice set up of the field, ensuring the premises are safe for use by all athletes, coaches,

parents/guardians, and spectators. This includes, but is not limited to, properly lining and lighting of the fields and ensuring restrooms available for use.

7. **Social Media and Marketing Coordinator** – The Social Media and Marketing Coordinator shall be responsible for all electronic media, including but not limited to, the official website and social media outlets. This position shall also be responsible for operating the team store and coordinating all volunteer fundraising efforts.
8. **Sponsorship and Fundraising Coordinator** – The Sponsorship Coordinator shall be responsible for all fundraising events and describe each proposed event or sales campaign to the Board of Directors. The Sponsorship Coordinator shall develop and maintain corporate and individual sponsorship programs, organize collected funds for deposit.
9. **Concession Coordinator** – The Concession Coordinator shall be responsible for preparing a break-even budget for planned purchases against anticipated revenue, managing suppliers/vendors, and supplying the Treasurer with copies of all receipts. The Concession Coordinator shall ensure the concessions area has the necessary supplies and equipment and train volunteers on the use of equipment, as required to be successful.
10. **Board of Directors at Large (as needed)** – The Board of Directors at Large shall have a strong interest and experience in North Colonie Jr. Bison who are willing to invest their time and energy into advancement of the purposes and objectives of the program. If the Executive Committee does not feel that there are persons who fit this description, they may leave these positions vacant.

ARTICLE VI COMMITTEES

1. **Executive Committee** – The Executive Committee shall consist of the President, Vice President, Treasurer, Secretary, and one other member appointed by the President. The responsibilities of the Executive Committee shall include, but are not limited to, maintaining policies and procedures, codes of conduct and any other ratified documents, holding members of the organization accountable for achieving its mission, and resolving any disputes and/or disciplinary matters. The Committee will also nominate a slate of candidates for election to the Board of Directors.

ARTICLE VII FINANCES

1. **Fiscal Year** – The fiscal year shall be January 1 through December 31.
2. **Annual Budget** – Before the beginning of the season, The Treasurer will develop a budget for the upcoming year. The Budget shall be reviewed by the President and presented to the Board of Directors for approval. The Executive Committee shall approve all unbudgeted expenditures up to and including \$500. All unbudgeted expenditures greater than \$500 shall be approved by the Board of Directors.
3. **Annual Review of Finances** – At the end of the season, the Treasurer will present on the year's financial records and provide a report at the next regularly scheduled meeting.

ARTICLE VIII ATHLETE ELIGIBILITY

1. **Eligibility** – Any athlete who lives within the boundaries of the North Colonie Central School District or is currently attending school in the North Colonie Central School District, shall be eligible to participate in North Colonie Jr. Bison activities. Any athlete who lives in a bordering district that does not offer a similar program, may request participation in North Colonie Jr. Bison activities.
2. **Participation** – North Colonie Jr. Bison shall make every effort to ensure all children in grades Pre-K through 6th grade, as of August 1 of the football season, with the desire to participate in the organization are allowed to play, regardless of gender, race or religion.
3. **Affiliations** – North Colonie Jr. Bison shall compete in accordance with the rules and guidelines set forth by the Capital District Youth Football League (CDYFL). This includes the code of conduct for coaches, players, parents/guardians, and spectators.

ARTICLE IX FOOTBALL AND CHEER COACHES

1. **Coaches** – North Colonie Jr. Bison is striving for the best and most experienced leaders for our athletes. A background in playing and/or coaching football is encouraged for all coaches. Individuals interested in becoming a coach must be at least eighteen (18) years of age and possess the highest moral character. No person with a criminal record, that may be deemed a hazard to the youth, will be eligible for a coaching position.
2. **Requirements** – Applicants for any coaching position must complete a Volunteer Application and a Background Check. Each coach will be required to complete any training as outlined by the Board of Directors. For example, all coaches are currently required to complete a USA Football Safe Sport Certification Course and attend pre-season training events and clinics that focus on player opportunity, development and safety and lay the groundwork for the season's expectations.
3. **Selection** – Head Coaches will be recommended by the President and shall be approved by a majority vote of the Board of Directors. Head Coaches may appoint assistant coaches at their discretion, upon approval of the President.
4. **Responsibilities** – It will be the responsibility of the Head Coach to assure a safe and quality program for their teams. Each Head Coach will select the team's coaching staff, keeping in mind the mission of North Colonie Jr. Bison. Any coach that fails to meet the CDYFL and/or North Colonie Jr. Bison regulations and responsibilities will be dismissed by a majority vote of the Board of Directors. Responsibilities for coaches include, but are not limited to:
 - a. Ensuring that all athletes are given a chance to participate in games, practices, and events;
 - b. Communicating schedules and athletic development with the athlete's parents/guardians;
 - c. Ensuring that at least one coach from the team will be present at all program functions;
 - d. Addressing any safety risk and implementing necessary disciplinary actions; and
 - e. Complying and enforcing policies set forth by the CDYFL Rulebook and Code of Conduct as well as any other rules, regulations or codes of conduct ratified by the Board of Directors.

ARTICLE X REGISTRATION, EQUIPMENT, VOLUNTEERING

1. **Registration** – The Board of Directors will determine the registration time, dates, and fees for the upcoming year. Parents/guardians must provide verification of age, medical and physical forms, report cards, and codes of conduct.
2. **Equipment** – All Equipment issued to an athlete shall remain the property of North Colonie Jr. Bison and must be returned intact, at the end of the season or when the athlete is removed, resigns or leaves a team. North Colonie Jr. Bison will provide all teams with all minimum required safety equipment, game pants, and game jersey. If the provided equipment is not returned or is damaged, the parent/guardian is responsible for reimbursement of the cost to the program.
3. **Volunteering** – As a community league, parents/guardians are expected to complete volunteer tasks per season. A volunteer fee (per family) may be charged at registration and returned when the required volunteer hours are met. Additional volunteer hours are not required for coaches.

ARTICLE XI INDEMNIFICATION AND INSURANCE

North Colonie Jr. Bison shall, to the fullest extent now or hereafter permitted by law, indemnify its present and former Board of Directors, as well as each coach or former coach, against all liability, cost, claim and expense actually and personally incurred by or imposed, or threatened to be imposed, upon them in connection with the defense of any action, suit or proceeding, whether civil, criminal, administrative or otherwise in nature, or other matters having to do with their acts and conduct relative to the affairs of North Colonie Jr. Bison. Notwithstanding anything to the contrary in these By-Laws, no Director, or Coach shall be indemnified to the extent, if any, it is determined by the Board of Directors or by written opinion of legal counsel designated by the Board of Directors for such purpose, for any act or failure to act, constituting malfeasance, willful misconduct or gross negligence. North Colonie Jr. Bison shall, to the fullest extent now or hereafter permitted by law or feasible, maintain insurance, at its expense, to protect itself and those persons entitled to indemnification under Section 1 of this Article against such liability, cost or expense. North Colonie Jr. Bison shall reimburse any Director or Coach for any out-of-pocket expenses incurred by the Director or Coach in connection with this Article, but only in the event if such expense is submitted to the Board within one (1) year from the date of the expense and only if approved by a majority of the Board of Directors.

ARTICLE XII EFFECTIVE DATE AND AMENDMENTS

1. **Effective Date** – The By-Laws here-in shall become effective immediately upon ratification by a majority vote of the Board of Directors. The By-Laws shall supersede all previous official acts of the organization, which are hereby repealed and declared null and void.
2. **Amendments** – Any Board of Director may submit amendments to these By-Laws through electronic communications to the Secretary for inclusion in the agenda of the next regularly scheduled Board of Directors meeting. A majority vote by the Board of Directors will be required to approve any proposed By-Law amendment.

ARTICLE XIII DISSOLUTION

In the event of dissolution or liquidation of the organization, whether voluntary or involuntary, the balance of all money and other property which the Corporation receives from any source, after the payment of all debts and obligations of the Corporation, shall be used or distributed, subject to the order of the Supreme Court of the State of New York as provided by law, exclusively for purposes within those set forth in Section 6 of the By-Laws and within the intendment of Section 501(c)(3) of the Code.

The By-Laws were adopted by the North Colonie Jr. Bison Board of Directors on May 13, 2025.