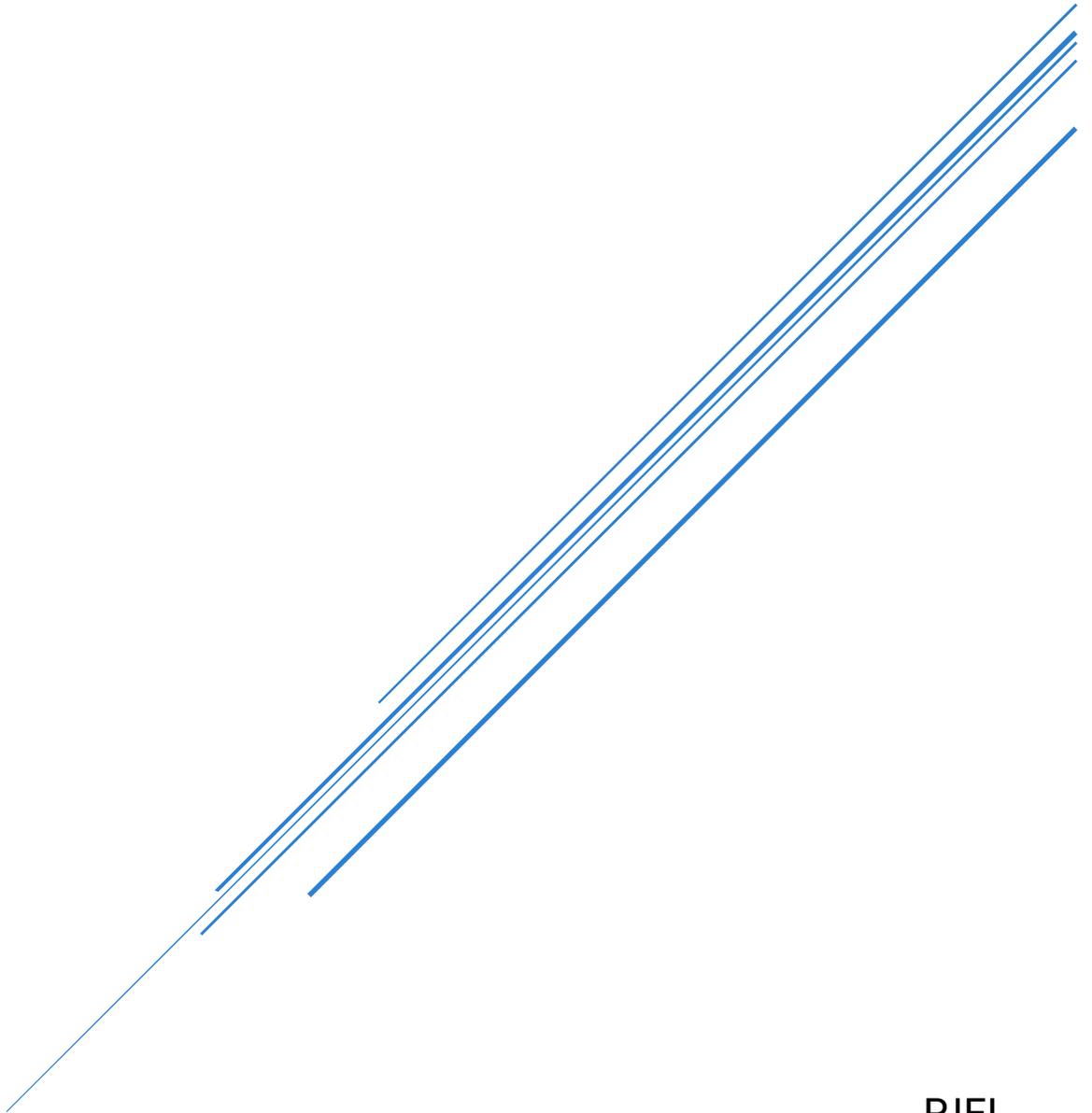


PACIFIC JUNIOR FOOTBALL BYLAWS

Updated & Approved November 2025



PJFL
PO Box 177, Pacific MO 63069

BY LAW INDEX

ARTICLE

TITLE

I.

NAME AND OBJECT

page 2

II.

MEMBERSHIP

page 3

III.

MEETINGS

page 5

IV.

OFFICERS & BOARD MEMBERS

page 6

V.

RULES AND CODE OF CONDUCT

page 9

VI.

NOMINATIONS & ELECTIONS

page 12

VII.

COMMITTEES

page 13

VIII.

AMENDMENTS

page 14

Article I
Name and Object

Section One: Who

This league will be known as the “Pacific Junior Football League”.

Section Two: Mission Statement

The object of this league is to unite the Pacific community and the surrounding area, to whom are eligible, into one harmonious body for their mutual benefit in the sport of youth football and to assist in the education of football fundamentals, safety, community, and sportsmanship of our youth athletes.

Article II Membership

Section One: Members in good standing

Participation in the Pacific Junior Football League (PJFL) will include all eligible children in grades K-8 who live within the district boundaries established by Meramec Valley School District- R3 and have paid all fees associated with being a part of PJFL. Members who have been suspended are not considered in good standing.

Section Two: Fees and Refunds

All Fees must be paid before the first game is played. All league fees will be subject to yearly approval by the Board of Directors at the beginning of the year (usually in March). Refund eligibility is based on the official game schedule, not the number of games the participant has attended. If any member wishes to receive a refund, the following criteria will apply:

- All refund requests must be submitted in writing to the PJFL Board via email at pjflfootball@gmail.com or submitted to P.O. Box 77, Pacific MO 63069.
- A 100% refund will be given if requested before the first official game of the year.
- A 50% refund will be given if requested after the first game of the year but before the second scheduled game of the year.
- No refund will be given if requested after the second game of the year is played.
- All refunds will be reviewed by the board for approval and will be returned by the end of the year, after the last monthly board meeting (usually in November).

Any outstanding fees, including but not limited to, registration costs; returned check charges; concession; or equipment deposit checks will be considered fees that are not paid. This will result in a member not being considered in good standing. At the discretion of the Board of Directors, players will be subject to not being allowed to participate in league practice, events, and/or games until all fees have been paid.

Section Three: Waivers and Boundaries

To make an exception to the boundary requirements, written permission (waiver) must be given by June 1st of the season in which the eligible player wishes to participate, to the PJFL board President or Vice President for review and consideration. PJFL retains the right to review any such waiver request and reserves the right to approve or deny such waiver. Players who attend school within a district, but do not reside in the district, will have eligibility within both districts without the need to obtain permission from PJFL, but must contact Four Rivers YFL for clarification of eligibility. If a player is denied a waiver to participate in a program outside the player's school district, the player's parent or legal guardian can appeal the waiver denial to the Executive Board of PJFL's conference.

Section Four: Membership Types

Membership in PJFL shall be open without regard to race, creed, color, sex, national origin, age, religion, handicap, marital status, or sexual orientation. There shall be five (5) types of membership:

- a. Board Officers (Board of Directors)
- b. Board Members
- c. Coaches
- d. Parents or Legal guardians
- e. Players

Section Five: Honorary and Scholarship Members

If the membership of PJFL desires to honor any person(s) with the title of 'Honorary Member' of PJFL or believes a member shall be placed in a scholarship program to retain active membership, they are permitted to do so by unanimous vote of the Board of Directors. Honorary members or scholarship members are not permitted to voice or vote in PJFL affairs.

Article III Meetings

Section One: Types of Meetings

Monthly meetings (January through November) will be conducted, at the discretion of the board, to regularly review program operations to evaluate effectiveness, efficiency, and goal achievement. All meetings shall be announced via PJFL media sites (websites/emails/apps). Any member of good standing is encouraged to attend these meetings but not required. The board will reserve the right to schedule additional meetings as needed. There will be two types of meetings:

1. *Administrative*: These are meetings to discuss rule changes, event planning, game scheduling, and any other league activities. These meetings shall be open to any member in good standing with PJFL. Any member wishing to address the Board of Directors may do so at these meetings, if a written request has been obtained by the Board of Directors ten (10) days before the meeting in which they would like to address the Board, and the agenda will be noted by such request. The minutes of the meeting will be recorded.
2. *Formal*: These are meetings to discuss important, time-sensitive items, including, but not limited to, rule violations, unsportsmanlike conduct, forfeitures, suspensions, and terminations. These meetings will be closed and only available to the PJFL Board of Directors members and any other member(s) or non-member(s) that are asked to be present, by unanimous consent, by the PJFL Board of Directors. No business shall be transacted at a formal meeting other than that for which it may have been called. The minutes of the meeting will not be recorded.

Section Two: Quorum

Meetings will be called to order if a quorum of five (5) Officers from the Board of Directors are present. One member must be the current elected President or Vice President of PJFL.

Section Three: Officer Absentee

Meetings will only be called to order by the President of PJFL. Any Officer, in good standing, can be elected to preside in the absence of the President by a unanimous vote of the Board of Directors. If a unanimous vote cannot be reached, then, by office, the Vice President shall preside as the 'acting President', and the minutes of the meeting shall be noted as such.

Section Four: Emergency Action

The President may, in the event of extreme weather conditions, national emergencies, or any other catastrophic conditions, cancel or postpone a meeting if, in their opinion, a quorum cannot be obtained.

Section Five: Order

Meetings will be conducted under "Robert's Rules of Order"

Article IV
Officers & Board Members

Section One: Officers & Board of Directors

PJFL shall have seven (7) officers who will make up the voting power associated with the conducting of business for PJFL. These seven (7) officers will make up the Board of Directors. Consisting of:

- a. President (P)
- b. Vice President-Equipment Manager (VP-E)
- c. Treasurer (T)
- d. Secretary (SEC)
- e. Director of Communications (DC)
- f. Concessions Director (CD)
- g. Cheer Coordinator (CC)

Section Two: Term Limits

All Officers in the Board of Directors will serve for a minimum of two (2) years or until their successors are duly elected and installed.

Section Three: Officer Vacancies

Should any officer position become vacant for any reason, the President may appoint any member of PJFL to fill the vacancy for the remainder of the Officer's term. The President may elect to combine or separate titles and/or duties of such office among the other current officers; however, if this combination or separation of offices causes the possibility of a stalemated vote, the President shall have no vote on PJFL business.

Section Four: Duties of Elected Officers

The duties and responsibilities of officers on the Board of Directors are as follows:

- a. Establish guidelines and procedures required to run the league.
- b. Establish game schedules, practice schedules, and event schedules.
- c. Hear and rule on protests, waivers, and/or concerns.
- d. Obtain/maintain lawful tax status with the IRS.
- e. Establish coaching staff and board members to assist with league success.

The following office duties will also be required, but are not limited to the following:

- **President (P)** – supervises all Officers; sets agendas and timelines; presides over all meetings; serve as a signatory on league checks and all money accounts (Venmo/Paypal/bank account/ etc.); sees to all aspects of the league in its entirety; vote on PJFL business in the event of a tie; represents PJFL at conference meetings/hearings; temporarily fills vacated officer positions until a formal election can be held; assumes the duties of any absent officer; serve as primary liaison with the Pacific High School (PHS); upholds the integrity of all officers, board members, and coaches; and supports league fundraising and concession activities.

QUALIFICATIONS: *Must have served on the PJFL Board of Directors for more than one (1) year within the last three (3) years.*

- **Vice President-Equipment Manager (VP-E)** - fills in the absence of the President; oversees all coaches and coaching techniques used within PJFL; ensures all coaches obtain USA Football Certification; ensures all players are properly equipped for practice and games; maintains inventory of league equipment; preserve all viable safety equipment during it's lifespan (gear certification and quality); provide all safety and medical supplies to each team; maintains and organize the league shed and trailer; monitors all weather-related concerns affecting practices and games, following MSHAA guidelines (storms/ lightning/ heat index / etc.); coordinates with Concessions Manger; supports league fundraising and concessions activities; and vote on PJFL business.

QUALIFICATIONS: *Must have served as a board member, in any capacity, for at least one (1) year within the last two (2) years.*

- **Treasurer (T)** – reports on all league income and expenses during monthly board meetings; maintains all financial transactions for all league money accounts; serves as signatory on all league money accounts (Venmo/ Paypal/bank account/ etc.); coordinates with Secretary during registration; coordinate with Concession Manager; ensure all financial documents are filed and paid in a timely manner; maintains the league's legal tax status; supports league fundraising and concession activities; and vote on PJFL business.

QUALIFICATIONS: *Must have served as a board member, in any capacity, for at least one (1) year within the last two (2) years.*

- **Secretary (SEC)** – assist with the promotion of PJFL; maintain and record meeting minutes; report final scores of all games to the designated league official; communicate important league information to the membership of PJFL through all medias (website / app / email); coordinates with the Director of Communication; coordinates with the Treasurer during registration and fundraising; supports league fundraising and concession activities; and vote on PJFL business.

QUALIFICATIONS: *Must have served as a board member, in any capacity, for at least one (1) year within the last two (2) years.*

- **Director of Communication (DC)** - acts as the primary link between the league and the community, managing the official website, social media, and all digital correspondence to ensure high visibility and transparency. In addition to driving player recruitment through partnerships with schools and local media; coordinates with the Secretary to provide important league information to the membership of PJFL; coordinates with the Treasurer during registration and fundraising; supports league fundraising and concession.

QUALIFICATIONS: *Must have served as a board member, in any capacity, for at least one (1) year within the last two (2) years.*

- **Concessions Director (CD)**-manages the concession stand; ensures all items are accounted for; maintains inventory of all items being sold; coordinates with Equipment Manager of items secured with the trailer; provide updates at monthly board meeting on costs/profits assists with fundraising efforts; coordinates with Director of Communications on scheduling game-day participation ensuring parent volunteers fulfill their obligations; coordinates with Treasurer on whom deposit checks should be returned; supports league fundraising; and vote on PJFL business.

QUALIFICATIONS: *Must have served as a board member, in any capacity, for at least one (1) year within the last two (2) years.*

- **Cheer Coordinator (CC)**-provides a safe environment for teaching cheer routines and techniques; coordinates with the Vice President to ensures coaches are adhering to all PJFL guidelines and rules; coordinates with Equipment manager to ensure all necessary items for the cheer program, including safety/first-aid items; organizes cheer practice schedule and curriculum; recruits all coaches and maintains all communication within the entire cheer program; organize and assign cheerleading teams based on player's needs; supports all league fundraising and concession activities; and vote on PJFL business.

QUALIFICATIONS: *Must have served as a board member, in any capacity, for at least one (1) year within the last two (2) years.*

Section Five: Board Members

PJFL shall have board members to assist the Board of Directors in decision-making, collaboration, and insight into PJFL's needs and desires. These members do not have a vote on PJFL business. Board members consist, but are not limited to:

- a. Coaches
- b. Parent Representatives (1 for each grade level)
- c. Event Planners
- d. Health & Safety Director

The Board of Directors may elect, by majority vote, to add or remove board member positions on an 'as needed' basis at any time. Duties of a board member may vary based on the current needs of the league. Duties will be delegated to these board members by the Board of Directors.

ARTICLE V
Rules & Code of Conduct

Section One: Rules

All game-play rules will be followed under the by-laws and constitution of the conference which PJFL is under.

Section Two: Coach's Code of Conduct

1. *Coaches*

- a. Members wishing to become a coach with PJFL must have filled out and returned an application to the Board of Directors before the first scheduled practice or team building event, whichever comes first, that is hosted by PJFL. All applications will be reviewed by the Board of Directors for final decision and will be assigned to a team based on needs of service. All coaches must be able to do the following:
 - I. Pass a background check.
 - II. Follow guidelines set by the Vice President (VP)
 - III. Must attend Coaches Meetings
 - IV. Obtain the required USA Football Certification card and follow the USA Football Coaches guidelines and provide a copy of the USA Football certification card to the Board of Directors.
 - V. Be a member in good standing with PJFL.

- b. Head coaches are responsible for:
 - I. Provide a safe playing environment for their players, parents, and coaches
 - II. Maintain accountability for the actions of their players, parents and assistant coaches.
 - III. Attend all practices and games. If a game is missed, a written excuse should be submitted to the Board of Directors as to the reason for the absence.
 - IV. Teach good sportsmanship.
 - V. Ensure that all players will be given a chance to successfully play the game of football in a live game situation based on the players' athletic ability.
 - VI. You must have an above average knowledge of the game of football.

- c. Assistant Coaches are responsible for:
 - I. Following the Head Coach's direction.
 - II. Provide a safe playing practice environment for their players.
 - III. Teach good sportsmanship,
 - IV. Ensure excellent communication between the head coach and parents.
 - V. You must have a basic knowledge of football.

2. Teams

- a. Teams will consist of 18-35 players.
- b. Each team will have a head coach with no more than 3 assistant coaches working under him/her, no two of which can be a parent, stepparent, or legal guardian of the same player.
- c. When the team reaches its size limit (36, unless approved by the Board of Directors), it will be split into two separate teams.
 - I. The Head Coach and his/her assistant coaches will make recommendations to the Board of Directors on how to split the team. The Board of Directors will hold a formal meeting to discuss and vote on how to split the team while ensuring that both 'new' teams have, at minimum, one coach with enough experience to lead a team during a game.

3. Uniforms and Equipment

- a. All equipment provided to each player is the property of PJFL. Players are required to return all equipment and gear to PJFL at the end of the season. All players will be provided with the following equipment:
 - I. Helmet
 - II. Fully integrated pants with a belt
 - III. Shoulder pads
 - IV. Game Jersey
 - V. Practice Jersey
- b. Any equipment that is lost or not returned to PJFL is the responsibility of the parent or legal guardian. Deposit checks will be cashed if all items are not returned.

Section Three: Code of Ethics & Misconduct

A member of the Board of Directors can initiate coaching misconduct because of something they witnessed or at the request of a parent. The misconduct shall be noted in writing via text, email at pjflfootball@gmail.com or submitted to P.O. Box 77, Pacific, MO 63069. The following procedure(s) shall take place after the written request has been received:

- a. The President and Vice President will review such misconduct and notify the coach of the violation and will discuss the issue in person with him/her. At the next formal board meeting, the rest of the Board of Directors will be informed, and any information gathered about the investigation of misconduct will be open for disclosure.
 - I. If the severity of the incident could endanger the welfare of the players or jeopardize PJFL standings within it's elected conference in any manner, the member, coach, and/or team can be immediately put on suspension by the President until a formal meeting can be held. Further action for the member, coach, and/or team will be voted on at the next formal meeting. The Board of Directors will determine if the coach violated any code of conduct.
- b. During the formal meeting, the coach, member, and/or team may attend to clarify their position but are not allowed to stay for the final vote made by the Board of Directors.

- c. A minimum of five (5) Officers from the Board of Directors must be present to vote on actions to be taken. The actions that could be taken in this meeting are as follows:
 1. Removal of the coach from the coach's duties
 2. Suspension for a specific period
 3. Barred from PJFL in its entirety.
 4. Verbal disciplinary actions.
 5. No Action to be taken.

Section Four: Parents and Players Code of Conduct

1. Parents

- a. Each parent will be granted membership after they sign the "Parents' Code of Ethics" and all fees are paid, allowing them to be in good standing.
 - I. The "Parents' Code of Ethics" shall be reviewed annually by the Board of Directors.
- b. Coaches may request that a parent be suspended for violating the "Parents' Code of Ethics" after submitting in writing as to why this action should take place.
 - I. The Board of Directors will review each request and determine if suspension is necessary and determine the length of suspension on a case-by-case basis.
 - II. The parents may meet with the Board of Directors after the suspension period has ended to request the reinstatement of their 'good-standing membership.'
 - III. Suspension may include any or all of the following:
 1. Removal from a game
 2. Removal from multiple games
 3. Removal from practice
 4. Removal from the league
- c. Parents suspended will not be eligible to hold office, coach on a team, or attend any event hosted by PJFL, including but not limited to meetings, practices, or games.

2. Players

- a. All players must submit a valid state ID before their first game be eligible to play.
- b. All players are expected to show good sportsmanship, on and off the field.
 - I. Any referee, coach, or Officer on the Board of Directors may, for any form of unsportsmanlike conduct, suspend a player(s) under the following offense structure:
 1. The first offense results in a single (1) game suspension
 2. Second offense results in a two (2) game suspension
 3. Third offense will result in removal from PJFL for one (1) year from the date of the third offense.

Article VI
Nominations and Elections

Section One: Nomination Years

PJFL Board Officers are elected to their positions once every two (2) years. Nominations for a board Officer shall be received by the Board of Directors, in writing, before the first administrative meeting of every year (usually in January). The following office positions and when they will be available are as follows:

Odd Year

Vice President
Treasurer
Secretary
Cheer Coordinator

Even Year

President
Communications Director
Concessions Manager

Section Two: Eligibility

For a member of PJFL to be eligible to run as a nominee to any listed officer position above (*other than President*), they must have served as a board member, in any type of capacity, for at least one (1) year before their nomination and be a current member in good standing.

- a. The Board of Directors (including the President) will each receive one (1) vote for the candidate of their choice, for each office, during the voting meeting (usually in January).

The exception to the above eligibility requirements will be adhere to only for the office of President. That exception is as follows:

- I. To be eligible to run as a nominee for President the nominee must have served on the PJFL Board of Directors for more than one (1) year within the last three (3) years.

Article VII
Committees

Section One: Formation

The President retains the ability to form any committee they believe is necessary for any reason. The committee must be made up of members from PJFL of any title if they are in 'good standing'.

Article VIII
Amendments

Section One: Changes

Amendments to these bylaws must be submitted in writing and voted on and passed by a majority vote made by the Board of Directors. An amendment must be made to the Board of Directors, in writing via email at pjflfootball@gmail.com or submitted to P.O. Box 77 Pacific, MO 63069 at least 2 weeks before an administrative meeting and placed on the official agenda before the meeting.