

NIAGARA JUNIOR PURPLE EAGLES BY-LAWS

October 28, 2009

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NIAGARA JUNIOR PURPLE EAGLES BY-LAWS

I. INTRODUCTION

A. Name

The name of the association shall be called the *Niagara Amateur Hockey League* ("NAHL") doing business as (d/b/a) *Niagara Junior Purple Eagles* (the "League" or "NJPE").

B. Address

The official address of the league shall be:

Niagara Junior Purple Eagles
P.O. Box 1752
Niagara University, NY 14109

C. Ice Arena

Home ice is officially designated as:

Niagara University Ice Complex
N.U. Campus
Niagara University, NY 14109

D. Colors

The official colors of the League are purple and white, the current Niagara University Purple Eagles' colors.

E. League Motto

Rink goals are not our only goals.

II. STATEMENT OF ORGANIZATIONAL OBJECTIVES

A. The purpose of the League is six fold:

1. To develop in each hockey participant the skills of skating; the skills of hockey; the proper mix of recreation and competitiveness; the high ideals of sportsmanship; fair play and the concept of teamwork.

2. To promote, support and improve the standard of all policies programs and activities of ice hockey in Western New York, in conjunction with Western New York Amateur Hockey League ("WNYAHL"), the New York State Amateur Hockey Association ("NYSAHA"), and USA Hockey ("USAH").
3. To provide the best coaches and administrators adept at properly teaching the skills of skating and hockey, able to insure discipline in all phases of participation and willing to demonstrate the positive qualities of leadership.
4. To encourage camaraderie among players, the coaches, and their families.
5. To provide to all participants an all-around program of youth hockey encompassing an instructional program, a house division and a travel division.
6. To promote an ongoing relationship with Niagara University while striving to improve both organizations' goals.

III. ORGANIZATION STRUCTURE

- A. General: The League is structured in such a manner to insure the establishment and maintenance of a complete program of recreational and competitive hockey for those interested participants. This is the responsibility of the board of directors.
- B. Board of Directors:
 1. There shall be a board of directors of the League ("Central Board") and also boards of directors for the House and Travel divisions ("House Board" and "Travel Board").
 2. The Central Board governs and manages the League.
 3. The House Board and the Travel Boards govern and manage the day-to-day operations and affairs of the House and Travel divisions.
- C. Membership: Voting and Non-Voting:
 1. General membership in the League shall consist of all parents or guardians of registered children, as well as individuals, organizations, and business enterprises interested in the aims and objectives of the League and subscribing to its support.

2. Voting members shall consist of a parent or guardian of a registered child [each family is entitled to one (1) vote per registered child], board members, and head coaches.
3. Non-voting members will be all sponsors, persons, organizations, and business enterprises who support the League.

IV. THE BOARD OF DIRECTORS

- A. The Central Board shall be composed of a total number of twenty-one (21) directors. Twelve (12) members shall be elected from the House (recreational) division and nine (9) members from the Travel (competitive) division, which shall constitute the House and Travel Boards.
- B. Additional members beyond the initial twenty-one (21) members may be added in a non-voting capacity subject to Central Board approval.
- C. The Central Board shall fill the following League positions at its reorganization meeting to be held following the general membership meeting at the end of each season.
 1. Chief Executive Officer ("CEO") [must be Board member]
 2. Chief Financial Officer ("CFO") [not required to be Board member]
 3. Central Vice President/Secretary [must be Board member]
 4. Travel Division President [must be Board member]
 5. House Division President [must be Board member]
 6. Registrar [not required to be Board member]
 7. Legal Advisor [not required to be Board member]
- D. The House and Travel Boards shall also fill the following positions after the Central Board meeting referenced in the preceding paragraph.
 1. Vice President/Secretary (House and Travel) [must be Board member]
 2. Treasurer (House and Travel) [must be Board member]
 3. House Director of Coaching [must be Board member]
 4. Division Director (House and Travel) [not required to be Board member]
- E. The Central, House, and Travel Boards shall have powers commensurate with boards of directors including, but not limited to, the power to hire and fire employees and independent contractors, and to enter into contracts.
- F. Board members shall be defended and indemnified for actions taken on behalf of the League, House, and Travel Divisions, so long as such action was within the scope of their duties as Board members/officers.

- G. Attendance at all board meetings (Central Board, House Board, and Travel Board) shall be deemed mandatory.

V. MEETINGS

- A. Open Meetings: There shall be monthly meetings of the Central Board, the House Board, and the Travel Board. The meetings are to take place on the second Wednesday of each month, unless changed by the CEO or respective division presidents. Any member of the League may attend said meetings.
- B. Executive Sessions: If deemed necessary by the majority of board members at any properly scheduled board meeting, a closed meeting of board members shall be called. The meeting will be closed to the public; however, non-board members may be invited to or requested to attend the meeting.
- C. Special Meetings: Special board meetings may be called by the CEO (Central Board meetings) or by the division Presidents (House or Travel Board meetings), or by a minimum of five (5) board members. When called by five (5) board members, said board members shall present their request in writing to the CEO/President who shall, in turn, call the meeting.
- D. Annual Elections Meeting: There will be a minimum of one (1) annual meeting in both the House and Travel Divisions, held at the conclusion of each hockey season, for the purpose of electing directors to fill vacancies. Absent extenuating circumstances, notice of the meeting shall be posted on the League website at least thirty (30) days prior to the meetings.
- E. Roberts Rules of Order: All meetings shall be conducted in accordance with "Roberts Rules of Order – Parliamentary Procedure," unless otherwise stated herein.
- F. Notice: Notice of all meetings shall be distributed to all board members by email (all board members shall provide the CEO and their respective division Presidents with an email address for notification), and shall also be posted on the League website. Absent extenuating circumstances, at least five (5) days notice of any meeting shall be provided.
- G. Quorum. Unless otherwise stated herein, or otherwise required by law, a majority of any board [i.e., any eleven (11) of the twenty-one (21) members of the Central Board, seven (7) members of the House Board and five (5) members of the Travel Board] shall constitute a quorum for the transaction of business, or for action on any specified item of business.

- H. Action of the Board: Unless otherwise stated herein, or otherwise required by law, the vote of the majority of the directors present at the time of the vote, if a quorum is present at such time, shall be the act of the board. Each director present shall have one vote.
- I. Adjournment of Meetings: A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of the adjournment shall be given in the manner described in the "Notice" section, *supra*.
- J. Action of the Board Without a Meeting: Each of the three boards may take any action without a formal meeting if a majority of all board members consent in writing (email shall be considered an acceptable form of writing) to the adoption of a resolution authorizing the action. The resolution shall be filed with the minutes of the next regularly scheduled board meeting.

VI. BOARD ELECTIONS AND TERMS

- A. Anyone, at least 21 years of age, may run for election, but at least 75% of the members of each board must be voting members of the League.
- B. Individuals choosing to seek election need not be voting members of the League.
- C. Persons seeking election to the Central Board must run in either the House or Travel division (not both) and will be voted on at the annual elections meeting by their respective divisions. If elected, he/she will represent said division on the Central Board and shall also be a member of said division's board.
- D. Nominations shall be submitted in writing to the respective division Vice President/Secretary not less than thirty (30) days prior to that division's annual elections meeting. The respective division Boards will then prepare a slate of candidates submit same to division membership at the division's annual elections meeting.
- E. Voting members will only be permitted to vote for candidates from their respective divisions (i.e., members of the House division will only vote for house candidates and members of the Travel division will only vote for travel candidates.)
- F. Terms of office will be for three years.

- G. In the event of a resignation or removal of board members, the remaining term of the outgoing board member shall be filled in accordance with the results of the last board election, with the individual receiving the next highest vote being offered the position, and continuing until the position is filled. If there are no longer any available past candidates to fill said position, the President of the affected division may appoint a person to fill the existing vacancy, subject to approval by the members of the board of the affected division.
- H. Terms for members of the Central Board will begin on June 1st and end on May 31st.

VII. DUTIES OF OFFICERS

A. League Chief Executive Officer ("CEO")

1. Presides at all Central Board and special meetings.
2. Calls special meetings as deemed necessary.
3. Attends and represents the League at all other meetings unless he/she designates another individual to take his/ her place.
4. Is empowered to co-sign all checks for the League, and to sign documents which do not otherwise require Central Board approval.
5. Appoints chairpersons of special committees.
6. Negotiates, subject to Central Board approval, all contracts regarding the League. All formal negotiations shall have two (2) other members of the Central Board present during said negotiations. Said members are to be appointed by the CEO.
7. Responsible for the timely and complete communication of all necessary information to the Central Board. Serves on all committees in an advisory capacity (mandatory attendance is not required).
8. Is empowered to immediately suspend any Head Coach, Assistant Coach, Trainer, Instructor, Manager, Player, Parent or Guardian of a Player, or other participant in the League as set forth in the Discipline section of these By-Laws, *infra*.
9. Shall appoint a duly licensed attorney to act as Legal Advisor to the League at his/ her discretion, subject to Central Board approval.

B. Presidents of House and Travel

1. Is responsible, in conjunction with the House and Travel Boards, for the overall administration and operation of the House and Travel divisions and teams designated as House and Travel.
2. Is responsible for ensuring, in conjunction with the House and Travel Boards, that Division Vice Presidents/ Secretaries, Division Directors, House Director of Coaching and other positions are appointed and that those filling the positions understand the positions.
3. Is responsible, in conjunction with the House and Travel Boards, for the timely and complete communication of all necessary information directly to the teams within the divisions.
4. Is empowered to co-sign checks and documents related to the respective House and Travel Divisions, which do not otherwise require Central Board approval.
5. Calls and presides over House and Travel Board meetings.
6. Is empowered to appoint, subject to House and Travel Board approval, committees related to the House and Travel divisions.
7. Is empowered to immediately suspend any Head Coach, Assistant Coach, Trainer, Instructor, Manager, Player, Parent or Guardian of a Player, or other participant in his or her respective division as set forth in the Discipline section of these By-Laws, *infra*.

C. League/House/Travel Vice Presidents/Secretaries

1. Sends notices of all meetings, consistent with notice requirements set forth in these by-laws.
2. Is responsible for the timely and complete communication of all necessary information to the respective Boards and the posting of approved minutes.
3. Records, publishes, and forwards minutes of all meetings, to all members of the respective Boards.
4. The Central Vice President/Secretary shall collect and maintain documents and records required to be maintained by the League Document Retention Policy, *infra*.
5. In the absence of the CEO/Division President, shall have all of the power and perform all the duties of the CEO/Division President.

D. Chief Financial Officer ("CFO")

1. Acts as, and is responsible as, the Chief Financial Officer of the League.
2. Collects and deposits all monies relating to the League in proper banking accounts and, subject to Central Board approval, disburses same.
3. Supervises House and Travel Division Treasurers.
4. Maintains complete accounting records in accordance with standard accounting procedures.
5. Is empowered to co-sign checks related to the League.
6. Submits financial reports at each Central Board meeting which shall include all income and expenditures since the last report.
7. Oversees and directs all financial transactions of the League.
8. Submits an annual financial statement within sixty (60) days after the end of the fiscal year.
9. Is responsible for all IRS and NYS tax and financial filings and documentation.
10. The CFO shall collect and maintain documents and records required to be maintained by the League Document Retention Policy, *infra*.

E. Treasurers of House and Travel

1. Collects and deposits all monies relating to the House and Travel Divisions and, subject to House and Travel Board approval, disburses same.
2. Maintains complete accounting records in accordance with standard accounting procedures. Co-signs checks with the Division President.
3. Provides records and information as requested by CFO.

F. Division Directors

1. Is responsible for the overall administration, coordination and operation of the teams within the division (mini-mite, mite, squirt, pee wee, etc.).

2. Assists with selection of coaches.
3. Instructs and enforces USAH playing rules.
4. Instructs and enforces coaches' and/ or managers' record keeping obligations.
5. Is responsible for maintaining order within the division and for promptly advising the respective division President when discipline or other intervention may be required.
6. Sits on Discipline Hearing Committee as necessary (see Discipline section of these By-Laws, *infra*).
7. Is responsible for the assignment of players to teams within the division. (House only).
8. Administers the selection and award of the Marv Van Every Award winner within the division (each coach shall select one nominee and the Division Director shall randomly select one of the nominees to win the award). (House only).
9. Represents teams within the division at board meetings.

G. House Director of Coaching

1. Recommends head coaches, who must then be approved by the House Board.
2. Is empowered to approve assistant coaches without House Board approval. [This provision does not affect the Board's power to suspend or remove any coach by Board action.]
3. Ensures that all coaches have appropriate USAH certification.
4. Is responsible for the timely and complete communication of all necessary information to all coaches.
5. Schedules coaches meetings and clinics.
6. Is empowered to immediately suspend head and assistant coaches, pending review/ approval by the House Board. [This provision does not affect the Board's concurrent powers to suspend or remove any coach by Board action.]

H. League Registrar

1. Is responsible for all registration procedures of the League.
2. Is responsible for obtaining satisfactory proof of age.
3. Is responsible for the collection of the registration fees and to provide direct notification to each coach and the respective division president of the eligibility of players who have not paid the required fee by the specified date.
4. Is responsible for filing the proper documents, registration forms, rosters, and fees, as appropriate, for any association or organization of which this League is a member.
5. Will provide to the officers, directors, division directors, coaches and managers, the rosters of the participants in the program as necessary.

I. Legal Advisor

1. Provides legal guidance and advice to the Central, House and Travel Boards as necessary.
2. Unless filled by a board member, the position is non-voting and mandatory attendance is not required at board meetings.
3. This position must be filled by attorney duly licensed to practice law in the State of New York.

VIII. REMOVAL OR RESIGNATION OF DIRECTORS AND OFFICERS

- A. Resignation. Directors and officers may resign at any time, by giving written notice of resignation to the League Vice President/ Secretary.
- B. Removal. Notwithstanding any other provision contained in these by-laws, Directors and Officers may only be removed from the Central Board, and/ or from any office, by the affirmative vote of two-thirds of the board members present at any Central Board meeting where a quorum is present, provided that the entire Central Board has been given proper notice of said meeting and notice of the Board's intention to remove said Director and/or Officer.

IX. FINANCIAL ADMINISTRATION

A. General

1. The League shall have no capital stock and shall not be conducted for pecuniary profit.
2. Salaries and payment for services rendered must be approved by the Central Board.
3. The fiscal year shall extend from June 1 through May 31.

B. Surety Bonds

1. The Central Board may require any officer or employee of the league handling money on behalf of the league to furnish surety bonds in such amounts as the board deems necessary.
2. The premiums on such bonds shall be paid by the League.

C. Audit

1. The Central Board may at any time request an audit of all League financial transactions.
2. There shall be an annual audit of the books of the league conducted by a certified public accountant, and it shall be completed and presented to the Central Board within six months following the end of the fiscal year being audited.
3. The auditor shall be selected by the Central Board.
4. No board member, or officer of the League, and no firm or corporation of which such member or director is a member, shall be eligible to audit said books.

D. Checks and Electronic Payments

1. All checks, drafts, orders for payment of money and electronic (online) payments on behalf of the League shall be signed/ approved by the following individuals.
 - a. For League business, the CEO and the CFO must sign checks and approve electronic payments.
 - b. For the House and Travel divisions, two (2) of the following four (4) must sign checks and approve electronic payments: Division President, Division Treasurer, League CEO and League CFO.
 - c. All issued checks must have the two required signatures. All

electronic payments must be approved by the two individuals authorized to approve such payments and written documentation shall be maintained for such approval.

X. GARY HILL MEMORIAL SCHOLARSHIP

- A. The League has established the "Gary Hill Scholarship" in honor of former NJPE coach Gary Hill.
- B. The scholarship is in the total amount of \$5,000, and will be awarded annually to one or more high school seniors who have participated in the League for at least five (5) years and who have been accepted at an accredited two (2) or four (4) year college or university.
- C. Any funds received from the Gary Hill family towards the Gary Hill Scholarship shall be in addition to the \$5,000 referenced in the preceding paragraph, and shall increase the total amount of the scholarship.
- D. The scholarship shall be awarded on the basis of the following criteria: dedication to the League, academic achievement, humanitarianism and extracurricular activities.
- E. Information and applications for the Gary Hill Scholarship shall be made available on the League's website.

XI. FUNDRAISING

- A. All League, Travel, House and individual team fundraising activities, whether using the NJPE logo or not, must be pre-approved by the applicable board.
- B. For all League sponsored tournaments, the profits from said tournaments will be divided into three (3) equal amounts deposited equally into the general operating accounts of the Central, House and Travel Boards.

XII. MEMBERSHIP, REGISTRATION and ICE FEES

- A. Participation fees for each season shall be established by the boards of each division, based upon the amount of ice time used and the cost of same, based upon anticipated League operating expenses, and based upon individual team expenses.
- B. Membership and Registration Fees

1. Fees are due and payable prior to the start of the season, unless alternate arrangements are made and approved by the Central Board in advance.
2. Coaches, managers, and division directors shall be notified by the Registrar of delinquent members and shall not allow said players to participate in any team activity.

C. Ice Fees

1. The Niagara hourly ice rates will only apply to NJPE functions.
2. All regularly scheduled ice time (league/travel/house/team) is prepaid through the respective division treasurer. All ice scheduled over and above the already existing scheduled ice must be paid in advance to the treasurer of the affect division or to rink management. Under no circumstances is extra ice to be charged to the League.

- D. Failure to comply with any financial obligations can result in forfeiture of all rights to participate in League activities.

XIII. COACHING CERTIFICATION

- A. All head and assistant coaches must have appropriate and current USA Hockey Coaching Certification for the team that they are coaching, and must provide evidence of same to the Director of Coaching.

XIV. EQUIPMENT AND UNIFORMS

- A. All equipment and uniforms owned by the League, and loaned out by the League must be returned or replaced at the end of the playing season, unless other arrangements are approved by the Central Board.
- B. Normal wear will not be considered as a reason for replacement.
- C. Any member who damages and does not replace, or fails to return League equipment will not be permitted to participate in any League activities until compensation is received for the damaged or missing equipment.
- D. House teams shall be provided with all necessary goalie equipment on an as needed basis.
- E. The on-ice uniforms for the Travel teams must be pre-approved by the Central Board.

- F. Off-ice team uniforms and apparel (an article of clothing, garment bag, equipment bag, etc.) must be in League colors and are subject to League approval.

XV. REGISTRATION REQUIREMENTS

- A. Players who wish to play for the League must register in a manner established by the League.
- B. Registration fee and proof of age must be submitted with each registration.
- C. Registration for the House division must be in the appropriate age group. No "playing up" or "playing down" will be permitted, except in the Spring season with prior approval from the House Board.
- D. Players wishing to register for an older age group within the Travel division (i.e., "playing up") must first comply with all USAH, NYSAHA and WNYAHL requirements and obtain approval from the Travel Board.
- E. No player shall be considered registered until all requirements are fulfilled.
- F. Only registered players shall be allowed to play hockey under the auspices of League.
- G. Registration fees are non-refundable except by the decision of the Central Board.

XVI. REVIEW OF BY-LAWS

- A. These by-laws shall be reviewed whenever requested by the Central Board. Said review shall be made by a by-law committee to be approved by the Central Board.
- B. Any recommendations for by-law changes must be brought before two (2) consecutive Central Board meetings before changes can be adopted.
- C. Adoption of by-law changes shall require a two-thirds vote of a quorum of the Central Board.
- D. Any change in the name, color, or logo of the League will be considered a by-law change. Any change in the name, color or logo of League must be presented before the start of the regular season and, if approved, it will not take effect until the start of the following season. This will allow a one (1) year phase-in to take effect.

XVII. RULES AND REGULATIONS

- A. The House and Travel divisions shall approve and maintain written rules relating to the day to day operations of the House and Travel divisions. Said rules shall not be inconsistent with these by-laws (in the event of inconsistency, these by-laws shall be followed). Said rules will be reviewed, and approved by the House and Travel Boards on an annual basis and shall be posted on the NJPE website and otherwise made available to League members upon request.

XVIII. DISCIPLINE

- A. Any Head Coach, Assistant Coach, Trainer, Instructor, Manager, Player, Parent or Guardian of a Player, or other participant in the League, who fails to comply with, or who has violated any of the League's rules or regulations, or has violated any of these by-laws, or who has otherwise engaged in conduct unsuitable for the League or the sport of hockey, or who by his or her conduct is deemed unsafe or a danger to himself/ herself or to others in the League or the sport of hockey, or who brings disrepute to the League, may be immediately suspended or banned from membership and/or participation in the League by the League CEO, by the respective House/ Travel division President or by the respective House/ Travel Boards. Said individual shall be notified of the decision to suspend or banish said individual in writing by hand delivery or by mail.
- B. For any such individual as identified in the preceding paragraph, upon written request, said individual shall be entitled to a hearing as hereinafter defined, concerning such suspension or banishment. Written request for a hearing must be served, by hand delivery, upon any current voting member of the Central Board, within seven (7) days of the affected individual's receipt of the notice of suspension or banishment. If a written request for a hearing is not properly and timely served, the right to a hearing is deemed waived and the suspension or banishment shall be final.
- C. Hearing Procedure: Any hearing convened under this section shall be conducted under the following rules:
 - 1. Hearing Committee: The Hearing Committee in any such disciplinary proceeding shall include the League CEO, the respective division President, and the respective Division Director. No more than two additional members of the Board of Directors may be added to the Hearing Committee upon the unanimous agreement of the League CEO and the applicable division President.

2. Hearing Time Frame: Any such hearing shall be held within thirty (30) days of receipt of a request for said hearing.
3. Hearing Notice: The Hearing Committee shall provide at least seven (7) days written notice of the convening of the hearing to the individual who is the subject of such hearing, and to such other interested parties who may be included at the discretion of the Hearing Committee. Said notice may be provided by mail.
4. Hearing Procedure: The Party shall be afforded a fair hearing; which shall include, but not necessarily be limited to:
 - a. Reasonable notice of the grounds for the proposed suspension or banishment, but any grounds supported by the evidence presented may be considered in reaching a decision;
 - b. The possible consequences of an adverse finding; and
 - c. The reasonable opportunity to present their case and argument in accordance with the Hearing Committee's rules.
5. Conduct of Hearing: The Hearing Committee may, in its discretion, hold a formal or informal hearing, hear any evidence it believes is relevant to the issues before it, place limits on time, evidence and documentation, accept live testimony and/or written statements from witnesses, and establish such other hearing rules it deems reasonable, so long as each party is treated in a substantially equal manner. Formal Rules of Evidence shall not apply to this hearing.
6. Decision: The Hearing Committee will use reasonable efforts to render a written decision to the parties to the hearing within seven (7) days of the close of the hearing. The decision will be based on a preponderance of the evidence (i.e., more likely true than not true). The decision need not specify reasons for the decision; rather, the decision need only state the Hearing Committee's conclusion. Said decision may be served by mail.
7. Appeal: Any individual subject to discipline pursuant to this section shall have appeal rights, if any, as provided by the by-laws of USA Hockey, Inc. and New York State Amateur Hockey Association, Inc. Said appeal must be commenced within thirty (30) days of mailing of the Hearing Committee's decision and, if not so commenced, the appeal is deemed waived and the suspension or banishment shall be final.

- D. Playing Rules Violations: All discipline for a violation of USAH Playing Rules shall be governed by the rules, regulations, and by-laws of USAH, NYSAHA and WNYAHL, and not by this section.
- E. Sole and Exclusive Remedy: The procedures established in this section and in the by-laws of USAH, NYSAHA and WNYAHL shall constitute the sole and exclusive remedy for challenging disciplinary action by the League. In addition to any other sanctions applicable, should any Head Coach, Assistant Coach, Trainer, Instructor, Manager, Player, Parent or Guardian of a Player, or other participant in the League, fail to follow or abide by these procedures, or resort to procedures not specifically authorized herein, said individual shall be liable for all costs and expenses, including but not limited to attorneys' fees, incurred by the League in order to defend or otherwise participate in any other proceeding.

XIX. WHISTLEBLOWER POLICY

- A. If any member reasonably believes that some policy, practice, or activity of NJPE is in violation of law, a written complaint must be filed by that member with the League CEO. It is the intent of NJPE to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all members is necessary to achieving compliance with various laws and regulations. A member is protected from retaliation only if the member brings the alleged unlawful activity, policy, or practice to the attention of NJPE and provides the NJPE with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to members that comply with this requirement. NJPE will not retaliate against any member who in good faith, has made a protest or raised a complaint against some practice of NJPE, or of another individual or entity with whom NJPE has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy. NJPE will not retaliate against members who disclose or threaten to disclose any activity, policy, or practice of NJPE that the member reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

XX. DOCUMENT RETENTION POLICY

- A. Certain documents and records shall be maintained pursuant to this Document Retention Policy. The custodians of such documents and records shall be the League CFO and the Central Vice President/ Secretary.

B. League CFO.

1. At the end of each fiscal year, all financial records must be submitted to the League CFO to verify their accuracy and to preserve them in accordance with this Record Retention Policy.
2. The League CFO will preserve the following documents in accordance with the following policies:

Items to retain forever:

- a. Copies of Form 990 and related schedules
- b. Investment statements and trade confirmations
- c. Audit reports
- d. Annual financial statements
- e. Depreciated equipment purchase records

Items to retain for six years:

- a. Banking records including statements, cancelled checks and deposit details
- b. Paid bill documentation
- c. Insurance claims

C. Central Vice President/ Secretary.

1. The Central Vice President/ Secretary will preserve the following documents in accordance with the following policies:

Items to retain forever:

- a. By-Laws
- b. Minutes from all board meetings
- c. Disciplinary correspondence and documents
- d. League legal documents

Items to retain for three years:

- a. Records dealing with yearly elections.

Items to retain for two years:

- a. All correspondence

- D. Upon the expiration of any retention period in this policy, the League CFO and/ or Central Vice President/ Secretary shall report to the Central Board

all records that he/ she proposes to be discarded prior to such action. The Central Board shall give its approval of such action.

XXI. CONFLICT OF INTEREST POLICY

- A. Any member of the Central Board, and any other member of the League who by his or her position procures goods or services for the League or for any team in the League, who has a direct or indirect financial interest with any business, service provider, or other entity with whom the League or any team in the League does business with and/or utilizes for a fee, shall disclose such immediately interest to the League CEO and also recuse himself or herself from any discussion, vote, and/or final decision to conduct business with, or utilize, such business, service provider, or other entity.

These by-laws were adopted by approval of the Central Board on October 28, 2009.