



# **Galt Junior Warriors Youth Football & Cheer Bylaws**

**A non-profit youth football and cheer organization**

*As amended February 2024*

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## **Article I**

### **Name of the Organization**

This organization shall be known as “Galt Junior Warriors Youth Football & Cheer” herein referred to as “GJW”. GJW is a nonprofit organization, in accordance with section 501(c)(3) of the Federal Internal Revenue Code dedicated to serving the youth of Galt and the surrounding local areas.

The name “Galt Junior Warriors Youth Football and Cheer” or “GJW” shall be the property of this organization and shall not be used without the prior approval of the Board of Directors.

The Mascot for the organization will be the same as Galt High School. Currently that mascot is a Warrior. GJW will adopt the same colors as the high school, which is currently red, black, and white.

## **Article II**

### **Organization Objectives**

- I. It is the objective of GJW to provide a football and cheerleading program at a minimum cost to the participants and their families while promoting the ideals of good sportsmanship, honesty, loyalty, courage, and respect for one’s self and others so that they may be finer, stronger, healthier, and happier youth.
- II. GJW will provide, to the best of its ability, a safe and well-organized program with experienced coaches.
- III. It is the intention of GJW to emphasize the importance of a competitive spirit, but more importantly promote the idea that winning is secondary to the molding of future adults. It is an additional objective to stress the importance of scholastic achievement.

## **Article III**

### **Governing Membership**

- I. The Governing Membership of GJW will consist of an Executive Board and a Board of Directors. The Executive Board will consist of the officers as follows:
  - a. President, Vice President, Secretary, and Treasurer.

- II. The Board of Directors will consist of: Football Coordinator, Cheerleading Coordinator, Registrar, Fundraising/Sponsorship Coordinator, and Equipment & Safety Manager, all as voting positions.
- III. Multiple positions may be held by one individual, except the President cannot serve as Treasurer or Secretary concurrently. Additionally, spouses or significant others may not hold position as President and Treasurer concurrently.
- IV. The Executive Board (officers) will be elected during the month of December, by a majority vote of the governing body of the previous season. They will take office effective January 1<sup>st</sup>. Each Board of Director will hold office for a period of two (2) election year, January through December. There shall be no limit on the number of consecutive terms that may be served by an Executive Board member.
- V. All Board of Directors will be elected during the month of December with votes from the newly elected Executive Board and the previous season's Board of Directors. Election to the Board of Directors will require a majority vote. Each Board of Director will hold office for a period of two (2) election year, January through December. There shall be no limit on the number of consecutive terms that may be served by a Board of Director.

## **Article IV**

### **Voting**

- I. A quorum of eligible voting members will be required for all votes taken during by-law changes and expenditure approvals.
- II. A quorum will be defined as 50% of eligible voting members of the Board.
- III. All board members will be given the right to one vote in all GJW elections, policy making and everyday business, with the exception of the President who will only have a vote in cases of a tie.
- IV. In the event that a governing member may be absent during a vote, he/she may request to vote by proxy. The request must be made prior to the meeting. All votes cast by ballot, shall be tallied in front of the membership by the Secretary and another Board member.
- V. No governing member will have more than one (1) vote for any vote taken, even if that member holds more than one voting position.

## **Article V**

## **Active Members**

- I. All Board Members will be required to attend at least three (3) of every four (4) consecutive regularly scheduled board meetings. If any governing member is absent from two consecutive board meetings, that member will be considered a NON-ACTIVE member.
- II. No member of the governing membership will be allowed to remain in office if they are not an ACTIVE member of the organization unless excused by a majority vote of the current voting members.
- III. For those members who miss consecutive meetings with absences, they return to their Board position with the same voting rights they had prior to their absence. In order to be granted an excused absence from a regularly scheduled Board meeting, the member shall contact an Executive Board member, prior to the meeting, to make the request. The request for excused absence will be brought forth during the meeting for the members present to vote and approve the request.

## **Article VI**

### **Duties of Office**

- I. **Members Responsibility:** Each member of the Board of Directors shall be familiar with these by-laws and each board member shall devote his/her energies to promote the purpose of GJW and the league. Each board member shall be prepared to report on their respective area of responsibility at each board meeting.
- II. **Executive Board**

**President:** As Chief Executive Officer of GJW he/she will preside over all board meetings.

1. Communicate to the Board of Directors such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of GJW. Establish agenda in cooperation with the secretary.
2. Be responsible for coordination where GJW has a responsibility to the league He/She will act as League Representative at all MVFL League Meeting and events. If He/She is unable to attend the responsibility will go to Vice President to attend appropriate meetings as needed.
3. Be responsible for the conduct of GJW in strict conformity to the policies, principles, rules and regulations of the league as set forth herein and as set forth in the guidelines.

4. Investigate complaints, irregularities and conditions detrimental to GJW and report thereon to the Board of Directors, as circumstances warrant.
5. Act as chief spokesperson with input/direction of the Board for GJW in all matters upon which the Board of Directors is authorized to act.
6. Upon Board approval of any committee or committees the President will have full power to appoint a Chairperson to the committee or committees as needed.
7. It will be the responsibility of the President to set the date, time, and location of all Board meetings and notify Board of Directors.
8. Notification of Board meetings may be delegated in any way the President deems best to assure that the largest numbers of GJW members are reached.
9. In the event the President cannot perform his/her duties outlined above, the Secretary and/or Vice President shall convene a meeting of the Board of Directors for the purpose of selecting a replacement.
10. Pick up and direct organization mail from post office to appropriate Board members.

**Vice President:** During the absence of the President, the Vice President shall assume all the duties of the President with all the powers and restrictions placed on the office.

1. The Vice President shall have such other powers and duties as may be prescribed by the Board.
2. In the event the President is not able to attend Vice President will coordinating or coordination where GJW has a responsibility to the league He/She will act as League Representative at MVFL League Meeting and events as needed.
3. Serve as liaison with Galt Unified School District and the high school football program.
4. Coordinate EMT for all home games.
5. Be responsible for submitting facility requests for all GJW events.

**Secretary:** Shall keep, or cause to be kept, a book of minutes of all Board meetings. The minutes to show the time and place of the meeting, whether regular or special, names of board members present and the proceedings that follow.

1. Prepare agenda for monthly meetings and provide minutes from previous meeting to Board of Directors
2. Be responsible for recording the activities of GJW and maintain appropriate files, mailing lists, and necessary records.
3. Conduct all correspondence not otherwise specifically delegated in connection with said meetings and is responsible for carrying out all orders, votes and resolutions not otherwise committed.
4. Coordinate with the President regarding the background checks and documentation of Coaches, Officers, Board Members and other GJW officials as necessary.

5. The Secretary shall keep a copy of the by-laws as amended to date.
6. The Secretary will be responsible for all written correspondence to all Governing Members.
7. Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors or President.

**Treasurer:** The chief financial officer of the organization. The Treasurer shall keep and maintain adequate and correct accounts of the properties and business transactions of the organization.

1. The Treasurer shall deposit all monies and other valuables in the name and to the credit of the organization, with such depositories as may be designated by the Board. The Treasurer shall disburse the funds of the organization as may be ordered by the Board. All funds collected through games, banquets or any other type of income opportunity shall be handled in the following manner:
  2. **All cash money is to be handled by Board members only.**
  3. Only exception is at snack bar and gate.
  4. Gate money is to be dropped in the lock box at the conclusion of each game.
  5. Snack bar money is to be collected after each game and kept in a lock box.
  6. Monies “counted” are to be verified by **TWO (2)** Board members.
  7. Once money is counted by both members, money is to be sealed in an envelope with both counter signatures and total amount on outside of envelope and indicated where money was collected.
  8. All game day monies are to be deposited into the bank immediately following the conclusion of the last game of the day at the night drop at Farmers & Merchants Bank.
  9. Two signatures (President and Treasurer) required on all checks over \$500.00.
  10. No checks signed to ones’ self.

11. No reimbursements for expenditures will be made to Board members without prior authorization of the board.
12. The Treasurer will render an account of all transactions and of the financial condition of the organization at all scheduled Board meeting, including status of income and expenditures against budget. Report to be in writing.
13. Have GJW books, accounts and records in condition for audit at all times and ready to turn over to his/her successor in the office of the Treasurer.
14. Insure that all accounts are properly designated and that there shall be no commingling of personal or non-league assets of GJW.
15. The Treasurer shall submit, at the December meeting each year, a report verified by the President and Treasurer, or by a majority of the Board of Directors, showing a complete inventory of real and personal property owned by it and the report will include:
  - a. Where located
  - b. Amount and nature of the property acquired during the year immediately preceding.
  - c. Manner of the acquisition
16. This report shall be filed with the records of GJW and an abstract thereof entered in the minutes of the proceedings of the final meeting of the fiscal year.
17. Will prepare and present an end-of-year report at the December meeting annually.
18. Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the Office of the Treasurer or may be assigned by the Board of Directors or President.

### III. **Board of Directors**

- a. **Football Coordinator:** Direct & supervise the day-to-day activities of the youth football program and be responsible for the activities of all football coaches, to assure a safe and quality football program.
  1. Will recruit football coaches and instructors annually with the approval of the Board of Directors.



2. Manage and/or supervise all football coaches, Instructors, and ancillary personnel. Head coaches must be 21 years of age, Assistant coaches 18 years of age.
3. Maintain player attendance records for both practices and games.
4. Ensure coaches, parents, & players are informed of all practice/game changes in a timely manner.
5. Order coach and instructor uniforms with Board approval.
6. Be responsible for keeping the football coaches informed of any League or Board activities that may relate to them or their teams.
7. Be the authority to which coaches, players, and parents may make known any requests or complaints. He/she will determine if the requests or complaints are valid and should be taken to the Board for possible action.
8. In conjunction with equipment manager(s), prepare and deliver coach's bags consisting of First-Aid kits, helmet kits, coach's binder (one per level) prior to first practice of the season.
9. Conduct regular meetings with coaches and report to Board.
10. Responsible for ensuring all documentation is properly completed and collected prior to practice starting.
11. Responsible for reporting **ALL** injuries to an Executive Board Member.
  - b. **Cheerleader Coordinator:** Direct & supervise the day-to-day activities of the youth cheerleading program and be responsible for the activities of all cheerleading coaches, to assure a safe and quality cheerleading program.
    1. Will submit anticipated expenses to the Board.
    2. Will recruit cheerleading coaches and instructors annually with the approval of the Board of Directors.
    3. Manage and/or supervise all Cheerleading coaches, Instructors and ancillary personnel. Head coaches must be 21 years of age, Assistant coaches 18 years of age and Junior coaches three (3) years older than the players they are coaching.
    4. Maintain player attendance records for both practices and games.

5. Make arrangements for and coordinate Cheerleading practices in conjunction with football practice and ensure coaches, parents & players are informed of all practice/game changes in a timely manner.
6. Order coach and instructor uniforms with Board approval.
7. Will ensure that cheer audio and routines conform to League Guidelines of the Governing League.
8. Be responsible for keeping the cheerleading coaches informed of any League or Board activities that may relate to them or their teams.
9. Be the authority to which coaches, players and parents may make known any requests or complaints. He/she will determine if the requests or complaints are valid and should be taken to the Board for possible action.
10. Plan fitting night (including recruitment of volunteers).
11. Submit orders to vendors and track delivery.
12. Coordinate uniform distribution and squad refits on delivery.
13. Coordinate necessary returns/exchanges.
14. Prepare coach's bags consisting of First-Aid kits, speaker, coach's binder (one per level) prior to first practice of the season.
15. Conduct regular meetings with coaches and report to Board.
16. Responsible for reporting **ALL** injuries to an Executive Board Member.
17. Attend Board meetings and report information to GJW Board of Directors.

c. **Fundraising Coordinator:** Oversee all fundraising efforts outside of registration and snack bar. All fundraising methods must be approved by the Board of Directors and monitored by Fundraising Coordinator.

1. Submit anticipated expenses to Board for Approval.
2. Help plan and execute cheer and football banquets in coordination with the Events Coordinator and the Board.

3. In conjunction of the Events Coordinator, solicit and procure donations for annual events.
  4. Coordinate fund raising and donation programs.
  5. Work with the Board and parents to identify fundraising opportunities.
  6. Meet with the coaches and team parents to identify and plan team fundraisers.
  7. Coordinate solicitation of local business for sponsorships.
  8. Sell family/business ads for the football/cheer programs.
  9. Have other duties as from time to time may be assigned by the Board of Directors or President.
- d. **Equipment/Safety Manager:** Responsible for the issuing or causing to have issued all football equipment.

1. Responsible for preparing and maintaining coach's bags containing helmet kits, First-Aid kits, etc... (one per level) prior to the first practice of the season.
2. The Equipment Manager is responsible for the return of all GJW equipment and property at the end of the season. He/she will issue collection notices to the GJW Secretary, after the return date has passed, who will then bill the respective parties for equipment not returned.
  - a. All billing, for non-returned equipment, must be completed by the end of the calendar year.
3. Prepare an inventory list prior to start of the season by June board meeting and at the conclusion of the season by December board meeting.
4. The Equipment Manager will notify the Board of all needed replacement equipment, parts, and tools for purchase approval.
  - a. The Equipment Manager will be responsible for scheduling and staffing a once-a-year inventory of all GJW property.

- e. **Registration Coordinator:** Responsible for scheduling registrations and sign-ups.
  - 1. The Registration Coordinator will be responsible for having all registration paperwork in order and ready turn in.
  - 2. Will examine the applications and support the proof-of-age documents of every player candidate and certify the residence and age eligibility before the player may be eligible to participate.
  - 3. The Registration Coordinator(s) shall prepare all documents for submission in the player binders.
  - 4. Prepare pre- and post- season rosters to be submitted to governing board (MVFL) per their bylaws.

## **Article VII**

### **Board Actions**

- I. **Dismissal:** Any Governing Member may be removed, including coaches, with cause, by a 50% plus one vote of the full Board at any time. Any such removal shall be without prejudice and reason for dismissal must be given in writing to the affected party. Any Board member removed for cause is prohibited from Board membership for a period of not less than two years.
- II. **Resignation:** Any Governing Member may resign at any time by giving written notice to the Executive Board. Resignation shall take effect on the date of the receipt of notice or any later time specified by the resigning party. The acceptance of such resignation shall not be necessary to make it effective.
- III. **Vacancies:** A vacancy in any office shall be filled in the manner prescribed in these bylaws under Article VI (duties of President) and Article III (Board Members) within 30 days of vacancy.
- IV. In the event an issue arises through background check during the season, ie., DOJ issues that are subject to criteria of MVFL (crimes involving money, any sex related crime, or crimes against a child), the affected individual may take a leave of absence until such time the issues are cleared. They will return to their position with the same voting rights they had prior to

their leave. If the issue is not one that can be cleared within the timeframe of the season, the position will be filled as described within this document.

## **Article VIII**

### **Board Meetings**

Board meetings, regular or special, shall be held at any place within the area of the league and as designated by the President of GJW. A minimum rental fee may be allowed for use of a meeting place, if no location can be found on a no-cost basis to the organization; No other expenses will be allowed. It is to be the goal of this organization to limit business costs wherever possible, to allow maximum expenditures to go to the youth programs. NO drugs or alcohol will be allowed at GJW board meetings.

- I. **Open Meetings:** Regular meetings of the Board shall be held at least once each month for the purpose of organization, elections, and the transactions of other business. Notice of all meetings shall be made to all members of GJW prior to the scheduled meeting. All Board meetings shall be open to the public and all governing members of GJW, unless the participation by any Board member poses a conflict of interest, he/she will not be able to participate in such case, as determined by the Board.
  
- II. **Closed Meetings:** Portion of the monthly meeting discussing new business will be closed to the general public and only open to the governing membership. Minutes from the closed session will be available to the public at the following monthly meeting and by request.
  - a. The Executive Board may, if necessary, meet to discuss matters of a confidential nature.
  
- III. **Action without meeting:** Any action required or permitted to be taken by the Board to conduct day to day business may be taken without the need of a full Board meeting, if all members of the Board are contacted and majority consent to such action is obtained, such consent shall be filed with the minutes of the proceeding of the Board.
  
- IV. The President may approve expenditures of up to \$300.00 per purchase without Board approval, if deemed necessary to conduct business. A report of all purchases must be given at the following Board meeting.

## **Article IX**

## **Financial Accounting**

- I. The Board of Directors shall decide all matters pertaining to the finances of GJW and shall place all income in a common financial institution.
- II. The Board shall not permit the solicitation of funds in the name of GJW unless all the funds so raised are placed in the GJW treasury.
- III. The Board shall not permit disbursement of GJW funds for other than the conduct of GJW activities in accordance with the rules and policies as set forth herein.
- IV. No Director or Member of GJW shall receive, directly or indirectly any salary, compensation from GJW for services rendered as Director or Member.
- V. All moneys received shall be deposited to the credit of GJW in a local bank and all disbursement shall be made by check signed by an authorized two (2) Board members for any amount above \$500.00.
- VI. All refunds request need to be made in writing to registrar@galtjrwarriorsyouthfootballandcheer.com. Refunds will be considered on a case-by-case basis.
- VII. Upon dissolution of GJW and after all outstanding debts and claims have been satisfied, the Board of Directors shall distribute property of GJW to such other Federally Incorporated entity with an objective similar to that set forth herein.
- VIII. **Fiscal Year:** The fiscal year of GJW shall commence on January 1st of each year and conclude on the last day of December of the same calendar year.

## **Article X**

### **Rights of Inspection**

- I. All Board Members of GJW shall have the right to inspect all books, records, documents, and the physical properties of the organization; except those documents of a personal nature.

## **Article XI**

## **Indemnification**

- II. GJW shall indemnify each of its Board Members, active founders and their families against all reasonable expenses actually and necessarily incurred, by them, due to any judgments, attorney's fees and court costs in connection with the defense of any litigation or administrative proceeding to which they have been made a party, because they are or were a Board member or coach of this organization.
- III. Any present or past Board Members will have no rights to any reimbursement if they have been negligent, shown misconduct or reckless disregard in the performance of their duties.

## **Article XII**

### **Coaches**

- I. **Head Football and Cheerleading Coaches** - One Head Coach will be elected for each team or squad offered by GJW. Election of Head Coaches must be completed by June of each year. A majority vote of the Board Membership will be required for appointment. The Head Coach will have the responsibility to make sure there is adequate coaching staff present at practices to ensure adequate levels of safety and instruction. Head Coaches will serve for a term of one full election year. Assistant Coaches will be the choice of the Head Coach but must be approved by the Board. The vote for Assistant Coaches will be done by the Board members during the regularly scheduled May meeting. Additional coaches, if necessary, shall be heard on a case-by-case basis and approved by the governing Board of GJW.
- II. The total number of coaches shall not exceed the guidelines as set forth by the Governing League. Only official coaches with badges will be permitted on the practice and game field interacting with participants. Coaches will be assigned to one level only unless approved by the board. Coaches are only allowed on the sidelines during the level of play they are assigned and badged to coach.
- III. **Eligibility:** Individuals interested in becoming a coach must meet all league requirements and possess a high moral character. No person with a criminal record, that may be deemed a hazard to the youth of GJW, will be eligible for a coaching position.
  - a. Applicants for Head Coach may indicate their preference as to which level they would like to coach.

- b. All coaches will be subject to a background check, to be conducted by the Department of Justice.
- c. Cheer Head coach positions fall under different criteria and may be voted in, as needed, prior to the start of the season.

IV. **Responsibilities:** It will be the responsibility of the Head Coaches to assure a SAFE and QUALITY program for their teams or squads. It is also their responsibility to ensure adequate coaching staff will be present at practices to provide adequate safety and instruction. Each Head Coach will select his or her coaching staff, keeping in mind the goals of GJW. All assistant coaches must be approved by a majority vote of the Board. No coach shall be allowed to assume his/her duties until they have been approved by the Board. Any coach that fails to meet all League and GJW regulations will be dismissed.

- a. It will be the responsibility of the Head Coaches to see that every player receives their required minimum play time, per the guidelines set forth by GJW.
- b. Head Coaches will be responsible to assure that at least one coach from each team will be present at all GJW functions. Coaches are responsible for implementing any required disciplinary measures needed to control his or her team members.
- c. Head Coaches and their staff, in conjunction with the Equipment Manager, will be responsible for collecting all uniforms issued to their teams, at the end of each season. The equipment will be returned to the Equipment Manager within seven (7) days after their last game of the season, per level. On day eight (8), for any player who has not made arrangements with the Equipment Manager within this time frame, a bill will be sent out by the secretary. Any uniforms collected during the season must be turned into the Equipment Manager within 48 hours to assure credit is given to the child for return of the equipment.
- d. Head Coaches shall be responsible for the actions of their Assistant Coaches and Instructors and for the actions of the participants on that team.
- e. Head Coaches will enforce a “24 Hour Cooling Off Period” with parents, coaches, and instructors as needed.
- f. Head coaches will enforce no parents on the field during practices and games unless requested by one of the coaches (i.e. due to injury.)
- g. Responsible for reporting ALL injuries to an Executive Board Member.
- h. All coaches shall conduct themselves in a manner that is above reproach and follow the rules and regulations established by GJW. Strict adherence to GJW objectives as established in the by-laws is required.



- i. All coaches shall wear the approved GJW coaches' attire at all games.
- j. All coaches shall be responsible for the proper maintenance and control of the assigned uniforms and equipment provided by GJW during the season in which equipment was issued.
- k. All coaches will be aware of and follow the "Parent Code of Conduct" which is signed during the registration process
  - i. If a parent does not follow the "Parent Code of Conduct," the Head Coach will have a verbal conversation to set expectations then notify a member of the Executive Board of the conversation.
  - ii. If the behavior continues, the President, along with another member of the Executive Board, will have a verbal conversation to reiterate the expectations that the Head Coach previously reviewed.
  - iii. A third occurrence will be brought to the GJW board to discuss and vote for possible suspension and/or ejection of the parent/guardian for the remainder of the season.

### **Article XIII**

#### **Equipment and Property**

- I. All equipment issued to team or squad members will remain the property of GJW and must be returned intact to each team Head Coach within seven (7) days after their teams plays their last game of the season or within 48 hours after any team member resigns or leaves a team or squad. The Equipment Manager may extend the allowed turn in time if deemed necessary. The GJW Board shall provide for storage of all equipment.
- II. GJW will provide all football teams with all minimum required safety equipment to include, practice pants, practice jersey, shoulder pads, helmet, game pants, game jersey, and belt. Cleats and undershirts are to be furnished by the team member and will remain the property of that team member.

### **Article XIV**

## **Amendments**

- I. Amendments to these bylaws may be submitted by any Board Member at any regular Board meeting. A 50% plus one vote by the Governing Members will be required to make any amendment changes or additions. Amendments will be put into effect at the first meeting of the next season unless board deems necessary to amend immediately.

## **Article XV**

### **Grievance Procedures**

- II. The following chain of command will be in effect for the purposes of addressing a grievance/concern presented by any member of the community: First Level, head coach; Second level, President or Vice President; Third level, local Board of Directors; Fourth level, League Board.
- III. Any grievance, in order to be considered, shall be submitted in writing, signed by the aggrieved and presented to the Head Coach of GJW. The Head Coach will, within 48 hours, notify the President or Vice President of the grievance. If necessary, the
- IV. President will call an emergency Board meeting within one week of receipt of the grievance to address the issue. The aggrieved party shall receive a written reply as to the time and place of the meeting and may be requested to appear. If a request to appear is made, it will be considered mandatory for the grievance to be considered. A written report of the Board's decision must be given to the aggrieved no later than one week after the meeting.

## **Article XVI**

### **Governing League Bylaws**

- I. GJW will abide, in full, to all Governing League Bylaws, Rules and Regulations. Any GJW Bylaws, Rules or Regulations that may conflict with that of the Governing League will be considered invalid during the time that the organization is a part of said League or said League Bylaws, Rules, or Regulations are changed and no longer conflict.
- II. GJW will use its Bylaws, Rules or Regulations and those of the Governing League as a minimum guide. The organization may choose to add to or change said Bylaws, Rules, or

Regulations as deemed necessary in accordance with Article XIV- Amendments. Any addition or change must in no way cause a conflict within the League and must only affect the activities of GJW.