

Southgate Junior Football Association, Inc.
Non-Profit Corporation Organized Under the Laws of the State of Michigan

Article I - Name and Territorial Limits

- Section 1. The name of this association shall be: Southgate Junior Football Association, Inc. (a non-profit organization,).
- Section 2. The territorial limits of this association shall be the territorial limits of the City of Southgate, Wayne County, Michigan and the attendance of any school located within said city.

Article II - Object

- Section 1. The object of this association shall be to bring about a spirit of harmony and cooperation through the activities sponsored by the association.
- Section 2. To promote citizenship, sportsmanship, fellowship and the physical development of boys and girls of the City of Southgate, to sponsor and promote organized sports, protect the emotional health and welfare of each boy and girl involved, as well as their physical health and welfare, which shall be obtained by the emphasis on equal competitive standards of age and weight scientifically determined, rather than upon the winning of games by adult competitive standards.
- Section 3. To purchase and own athletic equipment and facilities necessary to the sponsorship of these sports, including the purchase and ownership of real estate, to be used for such purpose as the membership so rules.
- Section 4. Further support and sponsor ideas to raise monies for the association.
- Section 5. A member in the violation of the foregoing by-laws will be suspended from the association by the President. The term of suspension will be determined by the Executive Board and Board of Directors of the Association. The Executive Board and Board of Directors of the Association may request the suspended member terminate their affiliation with the association.

Article III - General Membership

- Section 1. General membership in this association shall be held by any mother, father, step-parent or legal guardian of boys or girls participating in the athletic program. The only exception to this rule, at the discretion of the President, with the approval of the Executive Board, will be past participants who have continuous service with this organization.
- Section 2. In order for a member to be eligible to vote in Board Elections, he/she must attend no less than 3 association meetings (including the meeting for the election). An attendance

record shall be kept by the Secretary to determine eligibility and administer the vote. Members who are eligible to vote are permitted to vote for the following positions:

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| 1. President | 7. Concession Stand Coordinator |
| 2. Vice President | 8. Special Events Coordinator |
| 3. Secretary | 9. Fundraising Coordinator |
| 4. Treasurer | 10. Weigh Master |
| 5. Registrar | 11. Merchandise Coordinator |
| 6. Cheerleading Coordinator | |

All voting records will be signed / initialed by the existing Executive Board and retained for 2 election cycles.

Article IV - Executive Board & Board of Directors

Section 1. The Officers (a.k.a., The Executive Board) of this association shall consist of the following positions (all of whom shall be elected from and by the general membership):

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|-------------------|---------------------------------|
| 1. President | 5. Registrar |
| 2. Vice President | 6. Cheerleading Coordinator |
| 3. Treasurer | 7. Concession Stand Coordinator |
| 4. Secretary | |

An Executive Board candidate must be an association member in good standing for a period of one season prior to election. The term “good standing” as applied to the Executive Board shall mean all of the following: a member, who actively participates in association functions, attends meetings regularly, has fulfilled all financial obligations to the ASSOCIATION, and shows commitment and dedication to the organization.

The Board of Directors shall consist of the following positions:

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|-------------------------------|----------------------------|
| 1. League Representatives (2) | 5. Weigh Master |
| 2. Fundraising Coordinator | 6. Equipment Manager |
| 3. Medical Director | 7. Merchandise Coordinator |
| 4. Special Events Coordinator | |

A member may hold more than one of the positions listed in Section 1, however, no member may hold more than one of the following positions: President, Secretary, and or Treasurer.

Section 2. Nominations for the following year’s Board will take place in October. The election shall take place during the November association meeting and elected parties shall assume their duties January 1st of the following year.

Section 3. Any member of the Executive Board or Board of Directors, who misses two consecutive meetings without a valid excuse, as determined by the Executive Board, is subject to removal from office by the Executive Board.

- Section 4. Vacancies in any office shall be filled via appointment by the President and approved by the Executive Board for the unexpired term. The appointee shall serve for the duration of the individual whose position he/she was appointed to fill.
- Section 5. The Executive Board, by a two-thirds majority vote, has the authority to remove any member or agent deemed to be detrimental to the Southgate Junior Football Association.
- Section 6. The Executive Board may call an association meeting, with 30 days written notice, to discuss and vote on the removal of an Executive Board and/or Board of Director member for cause. Removal requires a two thirds vote of members in good standing. The person subject to removal has the right to appeal at a regular association meeting within thirty days of being removed. If the person subject to removal appeals, a vote by members in good standing shall be conducted by secret ballot and require a three quarter majority to reverse the removal.

Article V - Duties of Officers

- Section 1. The duties of the Officers and Directors of this organization shall be such as they are implied by their respective titles and such as are specified in the by-laws.
- Section 2. The President shall preside at all meetings of the ASSOCIATION and be an ex-officio member of all regular and special committees. He/she shall appoint special or necessary committee directors or chairman during his/her term of office. The President may require directors to make regular or special reports at such times as he may prescribe. He shall perform such duties and exercise such other powers as are usually incident to such office.
- The President shall appoint: League Representatives (2), Medical Director and Equipment Manager.
- The President shall be responsible for the affairs of the corporation and the assistance of the Vice President, shall execute and administer the policies of the ASSOCIATION as established by the members and the Executive Board.
- Section 3. The Vice-President shall perform the duties of the President in the President's absence. The Vice President shall also be Chairman of the Annual Banquet and President's "Liaison" officer for all committees. He/She shall also procure volunteers for all home game duties, hosted scrimmages, and shall perform all other duties as assigned to him/her by the President.
- Section 4. The Secretary shall record and maintain minutes of all Board Meetings, regular and special; shall maintain all bylaws and other program documentation/handbooks; and shall perform all other duties as assigned by the President.
- Section 5. The Cheerleading Coordinator's duties shall be to make sure each squad is complete, to issue uniforms to said squads, to report back any and all information to the ASSOCIATION from DJFL Cheerleading Meetings and to give detailed information

regarding the Cheerleading Competition. The Cheerleading Coordinator shall be contacted about any Cheerleading problems arising within the squads that cannot be handled by the Head Coaches. It is his/her duty to inform the President of the problem, with the President having the final say on the handling of the situation.

The Cheerleading Coordinator's shall order any and all cheerleading apparel that is necessary for its functioning purpose, with prior Association approval; distribute inventory and ensure proper storage of all cheerleading uniforms and their coinciding properties belonging to the ASSOCIATION.

The Cheerleading Coordinator shall be in charge of the cheerleading coaches and their assistants. It shall be his/her duty to insure that all cheer coaches are adhering to the rules and standards set down by the league and this association; and shall perform all other duties as assigned to him/her by the President.

Section 6. The Registrar shall: coordinate and oversee participant registrations; attend the annual meeting & roster exchange meeting. The Registrar shall be responsible for maintaining and filing league required participant and coaches forms. The Registrar shall be responsible for producing master rosters of all teams, this to include weekly updates. It is the duty of the Registrar to ensure that the participant documentations are present at all functions. He/She shall be responsible for all monies accepted for registration. He/She shall transfer all monies to the Treasurer; and shall perform all other duties as assigned to him/her by the President.

Section 7. The Treasurer shall have charge of all monies of the Association and shall report thereon at all regular meetings. He/She shall directly or indirectly collect all monies from members. All checks, drafts, money orders, and all other orders to pay shall be signed by the Treasurer in the name of the Association. He/She shall keep an itemized record, in a permanent file, of all receipts and expenditures; shall make available his/her records to the Executive Board as formally requested; shall be responsible to appropriately file all required tax documents/returns; shall submit a monthly report to the membership in writing and provide month end bank statements to the Executive Board. He/She shall transfer all records to his/her successor at the close of his/her term of office; and shall perform all other duties as assigned by the President.

Section 8. The Concession Stand Coordinator shall handle all the responsibilities pertaining to the refreshment stand. He/She shall see that all necessary material is ordered and shall maintain a complete record expenses, while transferring all monies to the Treasurer during and or immediately after all events. The Concession Stand Coordinator shall be responsible for all monies in the concession stand; and shall perform all other duties as assigned by the President.

ARTICLE VI – Head Coaches

Section 1. Six head coaches will be determined by a vote from the Executive Panel. All parties interested in head coaching position(s) will go through an interview process.

The Executive Panel will consist of the following:

1. President
2. Vice President
3. Cheer Coordinator
4. Treasurer
5. Registrar
6. (2) Members at Large

None of these panel members may currently hold or be applying for a Head Coach position unless they are the sole volunteer and or nominated party for said head coach position. Every panel member must cast their vote the day of the interview process. The President's vote will only be utilized in the event of a tie.

If more than 2 people desire to be the Member(s) at Large, they will be determined by a lottery at the last association before the election meeting, provided all interested parties have:

1. Attended at least 3 Association Meetings
2. Served all required volunteer time
3. Completed all financial commitments to the ASSOCIATION (fees & fundraising)

Only Executive Board Members are excluded from the "Members at Large" pool.

The interview process will take place no later than immediately following the December association meeting. This process will be completed by the current Board members, as the new Board members do not begin serving until January 1.

Section 2. The six head coaching positions will be filled via a pool of candidates that have volunteered in writing (paper, email, text, other, etc.) or been nominated as such in writing (paper, email, text, other, etc.). The head coaching candidates must volunteer their intention/interest or be nominated by current member. The head coaches will be interviewed and selected by the Executive Panel as outlined in Article VI, Section 1.

Head coaches will select their respective assistants.

Coaches for football squads will not to exceed a total of 13 per squad. This includes a maximum of 8 adults, including the head coach, 4 Jr. Coaches and one team parent.

Limit on all cheerleading coaches, Jr. Coaches, and team parent not to exceed a total of 10 per cheerleading squad. Jr. Cheerleading coaches will not exceed 6 per squad. Adult Cheer Coaches will not exceed 3 per squad, including head coach.

Executive Board will only recognize one team parent per squad, unit or team.

All coaches must abide by the League Rules and the Franchise Rules and have a thorough knowledge of those same rules. It is mandatory that a coach in this Association and their assistants shall have signed a Coaches' Contract before any formal conditioning or body contact begins.

All coaches, both head and assistant, must be a member in good standing of the club. Coaches must attend all games and practices or may be subject to Executive Board inquiry. As they would have no basis for “standing”, first year coaches, new to the ASSOCIATION, may be exempted, by the Executive Board, from the non-financial requirements of “good standing”.

- Section 3. All football Junior Coaches must have at least two of football experience. All Junior Coaches must be under the age of 18 and be a minimum of 2 years older (as defined by league rules) than the players on the team in which they are coaching. The appointment of all Junior Coaches shall be approved by the Executive Board.
- Section 4. Coaches Conduct: Coaches are expected to display acceptable conduct on both the practice and game field and any activity representing this club. Head Coaches are responsible of the conduct and actions of their assistant coaches, junior coaches and team parent(s). The use of alcoholic beverages and any and all tobacco products at the practice or game fields will not be tolerated.
- Section 5. The board may direct a head coach to terminate an assistant coach only in case of infraction of club rules or policies.
- Section 6. In cases of emergency, head coaching vacancies shall be filled by the Executive Board.

ARTICLE VII – Duties of Board Members

- Section 1. The Fundraising Coordinator shall be responsible to develop and administer all formal fundraising activities (lotteries, special events/programs, etc.) for the ASSOCIATION; including all recordkeeping, interfaces with parents and board members. He/She shall be responsible for all monies accepted for fundraising activities. He/She shall transfer all monies to the Treasurer; and shall perform all other duties as assigned by the President.
- Section 2. The League Representative(s) both shall be appointed by the President, and approved by the Executive Board, during the election period. It is also his/her duty to inform the President of any problems arising with the head coaches or their assistants. His/her duty also requires him/her to properly represent the ASSOCIATION and maintain proper contact between the ASSOCIATION and the Downriver Junior Football League, including publishing league meeting minutes. It shall be his/her duty to insure that all coaches adhere to the rules and standards set down by his association and the league; and shall perform all other duties as assigned by the President.
- Section 3. Medical Director shall hold the minimum training and certification levels required by the League, for all home games (and away games if at all possible) and to provide fully equipped first-aid kits at games and practice sessions; and shall perform all other duties as assigned by the President.
- Section 4. Equipment Director shall be the custodian of all the equipment. He/She shall see that all equipment is maintained and kept in proper condition for a high standard of safety.

He/She shall prepare an annual inventory and coordinate the needs for the upcoming season. He/She may delegate a member of each team to assist him/her in receiving the original issue and when returned at the end of the season; and shall perform all other duties as assigned by the President.

- Section 5. The Weigh Master shall be responsible to coordinate and manage all voluntary and required weigh-in activities, including but not limited to all practices, scrimmages, and games. He/She shall be responsible to verify all players meet equipment standards for the ASSOCIATION and all opponents. He/she is responsible for all related required League reporting requirements. He/she is responsible for getting the referee card for all referees for that game day; and shall perform all other duties as assigned by the President.
- Section 6. The Special Events Coordinator shall be responsible for managing all non-registration and non-competition activities of the Association. Examples, but not limited to: Kick-Off Picnic, Parents Day, 5 & 6 Year Veteran Day, Playoff & Cheer Competition decorating and celebrations; make all necessary arrangements for the photographer for team pictures; make all necessary arrangements for the banquet; and shall perform all other duties as assigned by the President.
- Section 7. No Officer, Director, Board Member, Coach, or Chairman shall derive any monetary gain for services rendered to this Association.

ARTICLE VIII - Meetings

- Section 1. Notice of all meetings shall be published, including the date, place, and time of such regular or special meetings. During the off season, the Association shall meet once a month. During the season, the Board is required to meet one additional time per month.
- During these meetings, the following must take place and/or be provided:
1. Attendance: Roll call taken and recorded.
 2. Treasury Report: A report summarizing the financial activity of the prior month.
 3. Meeting Minutes: Minutes recorded from the prior meeting to be approved by the attending members of that meeting.
 4. League Correspondence/Activity: To be provided by the Cheer Director or League Representative on any news/correspondence from the League.
- Section 2. Place and time of meetings shall be determined by the President.
- Section 3. Special meetings of the organization shall be called by the President upon good cause shown.
- Section 4. The order of business shall be within the discretion of the presiding officer.

ARTICLE IX – Club Rules

- Section 1. These by-laws are subject to amendment or modification by an affirmative supermajority vote of more than two-thirds (2/3) of the members present; provided that membership has due notice of such amendments or modifications prior to a vote.
- Section 2. A quorum shall consist of at least six (6) Executive Board Members and or Board of Directors for the purpose of transacting business.
- Section 3. Behavior of Football Players, Cheerleaders and Members:
- Any participant or member, whose actions are disruptive to the ASSOCIATION, shall be subject to disciplinary measures, as deemed necessary by the Executive Board.
- Such disciplinary measures may include a warning, consultation with parents or guardian, suspension from participation for all/part of one (1) practice/game, or suspension from the program for the remainder of the season.
- A player/cheerleader or member may only be permanently suspended from the program, with the approval of the Executive Board. Said player/cheerleader or member having the right to appear before the Executive Board, must be accompanied by his/her parent/guardian (if a minor), to appeal any decision of the Executive Board.
- Section 4. Mascot and or Water Boy years do not count toward 5th and or 6th year seniority.

ARTICLE XI – Going Concern

Real and personal property will revert to the benefit of the local government if the Organization dissolves or to another organization which has the same Internal Revenue Service exempt status as our corporation. Should the organization dissolve all assets and real and personal property will revert to another 501-C3 organization.

ARTICLE XII - By-Laws

These by-laws shall supersede all previous by-laws; By-laws as amended at the general membership meeting.

BY-LAWS APPROVED

President _____

Vice President _____

Secretary _____

Date: 02-16-2017

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