

North Farmington – West Bloomfield
Vikings Youth Football, Inc.
A Michigan Non-Profit Corporation

Corporate By-Laws

Article I: Name

This corporation shall be known as North Farmington – West Bloomfield (NFWB) Vikings Youth Football, Inc., hereinafter referred to as the Corporation.

Article II: Purpose

- Section 1: The objective of the NFWB Vikings Youth Football Corporation shall be to implant firmly into the boys and girls of the community the ideals of good sportsmanship, honesty, loyalty, courage, and reverence, so that they shall be finer, stronger, and happier boys and girls. Thus, they may mature as good, clean, healthy men and women. A further objective shall be to make participation in the game of football as safe as possible by eliminating unsupervised play.
- Section 2: The objectives will be achieved by providing supervised competitive football games. The supervisors shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future men and women is of the most importance.
- Section 3: Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future Federal Tax Code.
- Section 4: The Corporation shall bring together concerned adults dedicated to providing a means to fulfill the objective for the benefit of the youth in our community.
- Section 5: No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation, shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Three hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a cooperation, contribution to which are deductible under section 170 (c)(2) of the Internal Revenue Code of the corresponding section of any future federal tax code.

Article III: Structure and Boundaries

- Section 1: The Corporation will be comprised of four divisions of play: Flag, Freshmen, Junior Varsity, and Varsity football and cheerleaders.
- Section 2: The boundaries shall be those of the combined areas of Farmington Hills, West Bloomfield, and surrounding areas. However, no boy or girl will be denied the right to participate in the NFWB based on the location of his/her residence.
- Section 3: Its Board of Directors, hereinafter referred to as the Board, will govern the Corporation. There will be a number of committees as set forth and as deemed necessary by the Board to meet the objectives of the Corporation.

Article IV: Office and Membership

- Section 1: The principal office of the Corporation shall be:

33228 W 12 Mile Rd. #103, Farmington Hills, Michigan 48334.

Section 2: Membership in this Corporation shall be limited to those persons who are parents or guardians of children actively participating, or who have actively participated in the program, coaches of such athletic activities, or such persons as the Board may elect to membership.

Article V: Meeting of the Board of Directors

Section 1:

- a. The Board of Directors shall have an annual meeting to be held in the month of January.
- b. All officers, Board Directors and Committee chairpersons shall submit their final reports in writing to the Board at this time.
- c. Nominations will be received, and elections of new Board Members shall take place at this meeting, and newly elected members shall begin their term as of the Annual Meeting.
- d. The newly elected Board Members shall elect the Officers who will serve as President, General Manager, Assistant General Manager, Director of Volunteering, Treasurer, Secretary, Budget Director, Cheerleading General Manager, Director of Football, Director of Football Registration, Director of Cheerleading Registration and two (2)– Member at Large positions for the following year. This election will be held at the new Board’s first meeting in January.
- e. All Board Members not re-elected for another term will surrender all equipment, records, funds, and other Corporation materials.
- f. All other business properly presented before the Board shall be transacted at this meeting.
- g. A quorum is defined as more than one-half of the total number of Board Members.

Section 2: The Board shall meet throughout the year, as it deems necessary, with notice to all Board Members at least seven days prior to said meeting.

- a. If any Board Member is unable to physically attend a scheduled meeting, he/she may attend by phone if needed.

Section 3: The President shall call a special meeting upon notification of all of the Board Members and all Board Members shall be notified of this meeting at least three days prior to the meeting, unless this time period is waived by a majority of the Board.

Section 4: Each Board Member shall be elected for a one-year term, but shall be eligible to serve for any number of years (terms) upon receiving the nomination and a simple majority of votes from the Board.

Article VI: Board of Directors

Section 1: The Board of Directors will consist of up to 14 members referenced in Article V, Section 1: d., above.

Section 2: The governing control, regulation and management of all activities of the Corporation shall be vested in the Board. All committee chairpersons, assistants, coaches, paid or voluntary help shall be responsible to the Board. The Board shall have the authority to appoint or remove all league representatives, coaches, committee members, and other representatives of the Corporation. This shall require a majority vote of the Board.

Section 3:

- a. In the event a vacancy is to be filled, it shall be filled by a majority vote of the Board, upon nomination of proposed member and his/her acceptance of such nomination.
- b. Any vacancy may be filled to maintain the necessary number of members to carry out Board functions by a majority vote of the Board.
- c. The newly elected Board Member will serve at the direction of the Board.
- d. Unless otherwise stated to the contrary, all votes by the Board shall be deemed passed or approved by a majority of the Board.

Article VII: Corporation Officers

Section 1: The **President** of the Corporation shall be the chief administrative officer. He/she will be responsible for carrying out the policies of the Board of Directors and for coordinating joint activities of the NFVB Vikings with other teams in the league in which play is organized. He/she shall be an ex-officio member of all committees. The President or

his/her designee will secure all permits needed for organization use.

- Section 2: The **Vice President** is a support resource of the President and will fill in and manage all activities in the absence of the President. The Vice President shall attend all OMYFA league meetings and shall report league meeting information to the Board. The Vice President shall preside in the President's absence and succeed the President if the Presidency is vacated for any reason.
- Section 3: **General Manager** responsibilities shall include directly overseeing all football related committees, activities and game-day-related activities. Also, as part of the responsibilities, will be the overseeing and coordinating of all pre-season and non-game-day committees and activities. The General Manager shall attend the OMYFA league meetings if the President or Vice President are unable to attend.
- Section 4: The **Assistant General Manager** (AGM) is a support resource for the General Manager and will fill in and manage all activities in the absence of the General Manager.
- Section 5: The **Director of Volunteering** is in charge of the registration/sign up for all parent volunteer activities and also the actual game day execution of those volunteer activities by parents and guardians. The Director of Volunteering shall be responsible for overseeing the NFWB Media, Apparel and Parent/Coach Board Support Team Committees.
- Section 6: The **Secretary** shall keep true and accurate minutes of the meetings held by the Corporation shall prepare and mail out all notices of meetings of the Corporation, and conduct, as directed, all official correspondence of the Corporation. The Secretary shall also be responsible to oversee and coordinate those remaining committees and activities not already assigned to the other Officers.
- Section 7: The **Treasurer** shall be the custodian of all funds of the Corporation and shall keep true and accurate records of all receipts and disbursements in accordance with general accounting practices. A bank account shall be maintained in a bank designated by the Board and all invoices, debts, obligations and/or disbursements shall be paid by check. All financial transactions from the Treasurer shall be recorded promptly in the Corporation ledger. All checks written in excess of \$100 shall require two Board Offer signatures. All money either raised or collected by any person activating for or on behalf of the Corporation, shall be promptly paid to the Treasurer. The Treasurer shall also be responsible to oversee and coordinate all financial transactions, fundraising, and those committees related thereto.
- Section 8: The **Budget Director** shall prepare an annual budget (as defined in Article XIV below) or any other budgets or financial statements as deemed necessary by the Board. The Budget Director shall work closely with the President and Treasurer to ensure that all revenue and expenses are reported at each Board Meeting.
- Section 9: The **Cheerleading General Manager** shall be responsible for and oversee all of the cheerleading coaches and their on-field activities and performances. He/she shall act as the liaison between the Board and the cheerleading coaches.
- Section 10: The **Director of Football** shall be responsible for and oversee all of the football coaches and their on-field activities and performances. He/she shall act as the liaison between the Board and the football coaches. He/she shall distribute coaching application forms to all interested candidates for Head Coaching positions. .
- Section 11: The **Director of Registration** for Football and Cheerleading responsibilities shall include development and maintenance of corporate databases related to registration, including rosters, mailing lists, birth certificates, payment information, and physicals. He/she coordinates final roster books including copies to the league
- Section 12: The **Special Events Director** shall be responsible for all special events and oversee the Special Events Committee.

Section 13: **Member at Large** – Primarily a Board Support Role Duties will be determined by the Board of Directors

Section 14: **Member at Large** – Primarily a Board Support Role Duties will be determined by the Board of Directors

Section 15: Each Officer shall be elected for a term of one-year, but shall be eligible to serve for any number of additional years (terms) upon receiving the nomination and a majority of the votes of the Board.

Section 16: Elections to the aforementioned positions are to be held only if a quorum exists at the time of the vote. Should no quorum exist at the annual meeting, another meeting will be scheduled within ten days for the specific purpose of voting.

- a. In the event it is deemed necessary by a majority vote of the Board that an Officer should be prohibited from serving his/her elected term, a special meeting shall be called, as outlined in Article V: Section 3, of the By-Laws for the removal of the Officer.
- b. At the meeting referenced in subparagraph a., above, the President shall be presented with a motion, showing cause as to why the Officer should be removed.
- c. In the event a removal action is brought against the President, the General Manager shall preside over the meeting and shall receive the motion.
- d. If the challenged Officer is not present at this meeting, the motion shall be tabled and he/she shall be notified in writing as to the date of another meeting, its purpose, and such notification shall be made by registered mail requiring a return receipt.
- e. At this removal meeting, the challenged Officer may address the Board as the motion before it and present witnesses, as may be necessary.
- f. The Board, after hearing the challenged Officer, shall then excuse the challenged Officer from the hearing room, at which time the Board will vote on the removal motion, provided that the Board Members may discuss the motion among themselves prior to any such vote.
- g. Should the challenged Officer fail to appear before the Board as directed, a vote shall take place on the motion without his/her presence.

Article VIII: Committees

Section 1: Standing Committees

- a. Special Events – Overseen by Special Events Director
 - Banquet
 - Picture Day
 - Trunk or Treat
 - Memorial Day March
- b. Fundraising – Overseen by Treasurer
- c. NFWB Media (Viking Newsletter, Website, Programs, social media, Yearbook etc.) – Overseen by Secretary
- d. Equipment – Overseen by GMs for Football and Cheerleading Uniforms
- e. Apparel – Team gear/swag for sale at events – Overseen by Treasurer

Section 2: Additional standing or special committees may be adopted or deleted as deemed necessary by the Board.

Section 3: Each committee chairperson shall be required to submit to the Board, in writing, a detailed outline of her/her job responsibilities and duties, etc., periodically as may be required by the Board. He/she may also be required to submit an annual budget or final request to the Treasurer. All funds, regardless of their source, shall be forthwith turned over to the Treasurer and no committee chairperson or member shall spend or commit any funds without the prior approval of the Board.

Section 4: All committee chairpersons hereby agree, by virtue of their positions, to surrender any and all equipment, records and funds so acquired immediately to the Board or its designee, upon demand.

Article IX: Team Coaching Staff

Section 1: Each NFWB Viking division of play shall have a capable and adequate coaching staff to the approval of the Board. All coaching responsibilities shall be coordinated under one or more coaching staff member. Coaches shall select and play the boys/girls from those determined eligible by the Board and have charge of the boys/girls during practice sessions and games played. Coaches shall strictly adhere to all league rules and regulations, including but not limited to minimal number of plays that each player must play per half.

Section 2: If it becomes necessary to remove a coach, based on his or her failure to adhere to the league rules and regulations, the decision rests with the Board and the removal shall be by a majority vote of the Board.

Article X: Funding

Section 1: Financing the program shall be from voluntary gifts, registration fees, money raising projects, donations for home-game concessions, and by other means, as determined by the Board.

Section 2: No persons or organizations shall solicit funds or attempt to raise money in any way in the name of the Corporation or refer in any way to the teams or this organization, either directly or indirectly, unless such solicitation or activity has been approved by the Board.

Article XI: Provision for Corporate Dissolution

Section 1: In the event of the dissolution of this corporation, all assets and real and personal Property will revert to another local 501c3 corporation to be determined at that time.

Section 2: No persons or organizations shall solicit funds or attempt to raise money in any way in the name of the Corporation or refer in any way to the teams or this organization, either directly or indirectly, unless such solicitation or activity has been approved by the Board.

Article XI: Provision for Corporate Dissolution

Section 1: In the event of the dissolution of this corporation, all assets and real and personal Property will revert to another local 501c3 corporation to be determined at that time.

Article XII: The Fiscal Year

Section 1: The fiscal year of this Corporation shall be from January 1st to December 31st of each calendar year.

Article XIII: Non-Profit Status

Section 1: This Corporation is a non-profit 501c3 corporation.

Section 2: This Corporation will remain non-profit forever.

Article XIV: Balanced Budget

The Corporation's finances shall be contained in an "Operating Budget" prepared by the Budget Director and submitted for the Board's approval on or before March of each new fiscal year. Each budget shall accurately reflect the anticipated income and expenses for the new fiscal year, and expenses shall not exceed anticipated income. It is the Board's responsibility to operate the Corporation with a positive cash flow and not use any of the cash reserve from previous years as part of the Operating Budget. Further, the Board shall not spend such funds for current operating expenses. Because the Corporation is a "non-profit" corporation, the Board, the officers and all committees must not engage in any deficit spending but must always spend only what they take in or earn for each fiscal year. The cash reserve from previous years shall only be used for emergencies, and emergencies shall be determined by a unanimous vote of the Board. The Board shall, expect in case of an emergency, keep a cash operating reserve in an amount necessary to fund the football/cheerleading program for a minimum of one year.

