

MILFORD Jr. FOOTBALL & CHEER

BYLAWS

Established 2010 (3/08/10)

The Milford Jr. Football & Cheer organization is a nonprofit corporation organized under the laws of the State of Michigan.

Article I – Name:

The name by which this corporation shall be known is Milford Jr. Football & Cheer, and will operate as the Milford Mustangs (colors Maroon and White).

Article II - Office:

The principal and registered office will be located at the residence of the Treasurer, President, Secretary, or Vice President in that order.

Article III – Purpose:

It is the purpose of the Milford Jr. Football & Cheer organization to ensure that each child who resides in the Huron Valley (Milford, Highland and neighboring areas) School District be offered the opportunity to participate in a football and cheer program that will encourage and enhance good sportsmanship, good citizenship, basic techniques, as well as foster a positive self-esteem and promote physical development.

Said organization 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.

Article IV - Subjugation & Participation:

The Milford Jr. Football & Cheer organization will be subject to these bylaws and to the Livingston County Area Junior Football League rules & bylaws. The LCAJFL bylaws take precedence over the Milford Jr. Football & Cheer bylaws.

The Milford Jr. Football & Cheer organization will be subject to the team formation rules based on the Livingston County Area Junior Football League (LCAJFL) General Rules (Article I, Section Eight of LCAJFL General Rules – 2009).

Article V- Membership:

Milford Jr. Football & Cheer membership shall be restricted to natural or adoptive parents or lawfully appointed guardians of players registered during the current or immediately preceding season of play as listed in the official roster of the organization which is maintained by the Secretary. Other individuals (volunteers, coaches) who have a rational relationship to the organization may apply for membership in the organization, subject to an evaluation and approval by a majority of the Board of Directors.

The Milford Jr. Football & Cheer organization will consider a member in good standing after participation fees have been paid. The Board of Directors, by a majority vote, may suspend or expel any member, participant, or volunteer upon evidence of violation of the bylaws, public laws, code of conduct, Livingston County Area Junior Football League (LCAJFL) rules, Milford Jr. Football & Cheer rules, or any regulations or practices of the organization.

In the event of the dissolution of the Milford Jr. Football & Cheer organization, all remaining funds and/or equipment will be distributed in accordance with the laws of the State of Michigan.

Article VI - Meeting of Members:

Annual Meeting of Members

The annual meeting of members will be held within 90 days of the last game of the season at Milford High School or another suitable location within boundaries of the Huron Valley School District determined by the Board of Directors.

Each member in good standing will receive written or electronic notification of the date, time, and location of the meeting. This notification will occur at least fifteen (15) days prior to the date set for the meeting. If notification is mailed, it will be mailed to the address of the member as it appears on the records of the organization.

The business to be conducted at the Annual General Membership (AGM) meeting shall include, but will not be limited to, the election of a Board of Directors, a summary of the year's progress by each Board of Director and the presentation of the financial status of the Milford Jr. Football & Cheer organization.

Special Meetings of the Membership

A special meeting of members may be called any time by the President, a majority of the Board of Directors, or upon a written petition of at least twenty-five percent (25%) of the members in good standing. Said meeting will be called only upon notice given in accordance with the requirements of Article VI above.

Should it at some time be deemed necessary by the Board of Directors to call a special meeting of the general membership without the notice given in accordance with the requirements of Article VI that notice will be waived in writing by a simple majority of the general membership present at the meeting prior to the call to order of said meeting.

Meetings

A meeting of the Board of Directors of this organization shall be held monthly. Written notice of such meetings is not required but should be published on our website to make general members aware of the times and location of meetings.

The Board of Directors shall determine the schedule of board meetings at the annual general membership meeting. All Board members must be notified by mail or electronic notification of any rescheduling of Board meetings.

The minutes of the Annual General Membership (AGM) meeting, schedule of meetings or any special membership meetings, including any amendments to the bylaws, will be posted on the website within (30) days after such meeting is held.

Quorum

A majority of the Board of Directors, present in person, shall, except as otherwise provided by law or by the Milford Jr. Football & Cheer Articles of Incorporation, as from time-to-time amended, constitute a quorum at all meetings of members.

There shall be no voting by proxy. The Directors present in person at such meetings may continue to do business until adjourned, notwithstanding the withdrawal of enough members to leave less than a quorum.

Conduct of Meetings

Meetings of the members shall be presided over by a Chairperson of the meeting who shall be the President of the Board of Directors or, if the President is not present, by the Vice President or, if there is no such officer or if neither is present, by the Secretary or, if the Secretary is not present, by a Chairperson to be chosen at the meeting.

In the absence of the Secretary or an Assistant Secretary, a person will be chosen to act as Secretary of the meeting. All elections and all questions shall be decided by a plurality vote of the members present at the meeting, unless otherwise provided by law, the Articles of Incorporation, or these bylaws.

All meetings of the Milford Jr. Football & Cheer organization shall be conducted in accordance with Robert's Rules of Order, latest edition. A Parliamentarian shall be appointed from the members at large.

Voting

Each member is entitled to one vote per family at a meeting of members that require a vote regardless of the actual number of children registered to play. The natural or adoptive parent or lawfully appointed guardian on the official registration of the player shall be entitled to cast that vote.

Article VII - Election of Directors

Its Board of Directors shall manage the property, business and affairs of the Milford Jr. Football & Cheer organization. The Board of Directors shall consist of no less than eight (8) and no more than fourteen (14) directors and must be members or immediate past members of the Milford Jr. Football & Cheer Association.

The Directors currently in office shall serve as Directors for the two (2) year terms for which they respectively were elected.

The positions on the Board of Directors are divided into two (2) groups:

Group A shall consist of the following positions: President, Secretary, Football Director, Concessions Manager, and Promotions Manager.

Group B shall consist of the following positions: Vice President, Treasurer, Cheer Director, Equipment/Field Manager, and Procurement Manager.

Commencing with the January 2010 general membership elections, those Board members serving in the positions that make up Group A shall be up for reelection for a two (2) year consecutive term at the general membership meeting of the season ending in an even-numbered year. Those Board members serving in the positions that make up Group B shall be up for reelection for a two (2) year consecutive term at the general membership meeting of the season ending in a odd-numbered year.

The Board members elected at the January 2010 general membership that make up Group A will serve a 3-year term that ends after the 2012 season. After the 2010-2012 term that these members serve, they will follow the reelection schedule of two (2) year terms as indicated above.

Board members shall serve a term of office of two years, commencing on the 1st Thursday of January following election and ending on the 1st Wednesday of January of the second year.

The Board of Directors shall have the power to fill any vacancy in any office or director position occurring for any reason. Directors appointed to fill vacancies shall hold office, unless sooner displaced, until the next annual meeting.

There are no term limits. A member may be elected to serve multiple terms.

At least 30 days prior to the AGM, the secretary will via electronic communication post the request for board members to fill any vacant or term ending positions. All nominees must have their letter of request to run with qualifications and a nomination letter by a member in good standing at least 20 days prior to the AGM.

The Board of Directors shall meet at least thirty (30) days prior to the annual meeting or at a special meeting called by the President for the election of the Board of Directors for the next season to nominate members in good standing to serve as the next Board of Directors.

The Secretary via electronic communication will provide the slate of nominees for the Board of Directors to the membership at least fifteen (15) days prior to the annual meeting of members.

The President will conduct the election of the new Board of Directors by ballot. After the ballots have been cast, the President will appoint three members to count the ballots and inform the President of the results of the election. The President, in turn, will announce the results to the general membership.

Article VIII - Board of Directors

The Board of Directors shall consist of but not limited to the following:

President

Vice President

Secretary

Treasurer

Football Director

Cheer Director

Concessions Manager

Equipment/Field Manager

Procurement Manager

Promotions Manager

1 Lifetime Board Members – Denise Adams

Milford High School Football Representative (non-elected, non-voting)

The Executive Board of Directors will consist of the President, Vice President, Secretary, Treasurer and Lifetime Board Member.

The Board of Directors shall have the power to appoint such agents, as the Board deems necessary for the proper transaction of the business of the organization. Any agent so appointed can also be removed by a majority vote of the Board.

Any Director absent from three (3) regularly scheduled meetings of the Board of Directors without having notified and been excused by the Board will automatically be removed as a Director upon approval by the Board of Directors at a regular meeting.

A Director may have himself/herself removed from the Board by submitting his or her resignation in writing to the President.

A Director may be removed from the Board upon a statement of just cause and a majority vote of the Board of Directors when it is deemed to be in the best interests of the organization.

Article IX - Meetings of the Board of Directors

Within thirty (30) days of the annual meeting of members, the newly elected Board of Directors shall meet for the purpose of electing officers and conducting Milford Jr. Football & Cheer business.

A majority of the Board of Directors shall constitute a quorum for the purposes of conducting business.

A copy of the minutes of the previous meeting of the Board of Directors will be distributed by the Secretary to the Board members for review prior to the next Board meeting.

A meeting of the Board of Directors may be called by the President or by three (3) Directors upon seven (7) day notice stating the time, place, and purpose of said meeting.

Article X - Duties of the Officers

The duties of the Board of Directors shall include but are not limited to the following:

President

- Perform overall management of business, legal, financial, and operational aspects of Milford Jr. Football & Cheer.
- Chair and conduct all regular and special meetings of the Board of Directors.
- Review and approve all regular and special meeting agendas.
- Primary liaison to Milford High School and Huron Valley Community Education.
- Conduct yearly internal audits of the financial records of the organization.
- Act as organization arbitrator with final authority for decisions if the Board of Directors is unable to reach a decision, or if the Board of Directors cannot be assembled to make a decision.
- Address all unresolved issues arising during practice sessions and games.
- Attend, or appoint designees from the Board to attend, Livingston County Area Junior Football League (LCAJFL) Commissioner meetings for football and cheer.

Vice President

- Perform overall general management of the logistical operations of Milford Jr. Football & Cheer.
- Provide on-field management and point of contact during all practice sessions for general problem/issue resolution that may be required in response to problems/issues raised by coaches, Board Directors, parents, and players.
- Conduct all necessary negotiations with the Huron Valley School District or governing parties on matters of facility availability, condition or repair, and general equipment or facility additions or improvements.
- Serve as the point of contact for parent/League questions, issues, and problems.
- Assume the duties and responsibilities of the President in the event that the President is unable or is unavailable to perform said Presidential duties.

Secretary

- Perform the overall function for Milford Jr. Football & Cheer of recording general organization information, including, but not limited to, complete rosters of all participants (including addresses), meeting minutes, and bylaws.
- Act as liaison to the Milford Jr. Football and Cheer webmaster.
- Compile and maintain a roster of members in good standing.
- Maintain all information included on the registration form.
- Prepare and forward notices for special events as determined by the Board of Directors.
- Take Board of Directors meeting notes and record final meeting minutes.

Treasurer

- Perform overall functions of disbursement and collection of the Milford Jr. Football & Cheer funds and maintain an accurate and up-to-date financial ledger.
- Deposit organization funds and record all deposits to the Milford Jr. Football & Cheer ledger accounts.
- Disburse funds upon the President's or Board of Directors' approval and record said disbursements to the Milford Jr. Football & Cheer ledger accounts.
- Update ledger and bank account cash balance on a regular basis and be prepared to provide the President with such information upon request.
- Collect and verify home game day revenues with a second party Board member present.
- Complete a year end audit of the league finances and prepare a year end financial statement.
- Prepare and submit all required tax information to applicable state and federal authorities.
- Prepare an annual budget for the upcoming fiscal year to the Board of Directors.

Football Director

- Shall work with the President and perform duties as assigned by the President.
- The Football Director along with the Executive Board shall be responsible for selection of division commissioners and head coaches .
- Shall arrange for the following: Medical training and certification of football commissioners, head coaches and assistant coaches including the Board members.
- Manage and complete background checks for all commissioners, head coaches, assistant coaches, teams managers and Board members.
- Coaching clinics with Milford High School coaching staff.
- Conduct coaching candidate interviews according to Board requirements.

- Equipment training for all coaches, specifically proper helmet fitting technique.
- Distribute and retrieve parent and participant feedback forms at the end of the season.

Cheer Director

- Shall work with the President and perform cheer duties as assigned by the President.
- The Cheer Director along with the Executive Board shall be responsible for selection of division commissioners and coaches.
- The Cheer Director shall arrange for the following: Medical training and certification of cheer commissioners and coaches including the board members.
- Manage and complete background checks for all cheer commissioners, head coaches, assistant coaches, team managers and Board members.
- Coaching clinics with Milford High School Coaching Staff.
- Conduct coaching candidate interviews according to Board requirements.
- Distribute and retrieve parent and participant feedback forms at the end of the season.

Equipment/Field Manager

- Develop a plan for acquisition of equipment; secure timely and appropriate maintenance of equipment and medical kits.
- Oversee and coordinate distribution and collection of equipment; supervise storage and inventory of equipment.
- Coordinate activities with the Football and Cheer Directors.
- Check and prepare fields for home games; set out field markers, cones, and arrange for the game timekeeper.
- Schedule and supervise volunteer chain gangs for home games; and arrange for clean-up crews to stow equipment and police the field after the last home game of the day.
- The Equipment/Field Manager will coordinate with the Team Unit Manager of each home team to identify volunteers for these tasks.
- Equipment/Field Manager will provide and/or train a weigh master.

Concessions Manager

- Order and stock product and supplies.
- Supervise volunteer staff for home game concession sales, and handle all funds securely, making timely deposits to the Treasurer.
- Manage the ordering and sale of apparel and souvenirs at all organization events.
- Maintain inventory and sales records, and handle all funds securely, making timely deposits to the Treasurer.
- Control all vendors and make certain that they do not sell outside of our program or risk being replaced by somebody who will follow the Milford Jr. Football & Cheer guidelines.

Procurement Manager

- Assist the Concessions Manager in his/her duties.
- Supervise volunteer staff for home game gate sales and handle all funds securely, making timely deposits to the Treasurer.
- Prepare a full inventory count of all merchandise by Feb 1st of the existing year.
- Evaluate all merchandise and determine what merchandise needs to be discounted and/or replaced for the upcoming season by Feb 1st of the existing year.

Promotions Manager

- Identify potential sponsors for the upcoming season. Sponsorships may include donations. Monetary and/or equipment donations accepted are to be used solely to benefit the football players and cheerleaders of the organization.
- Schedule and coordinate the annual team photos.
- Schedule the annual football scrimmage with determined opponent(s).
- Lead fundraising efforts. This includes scheduling volunteers for the game day 50/50 raffles, handling all 50/50 raffle funds securely, and making timely deposits to the Treasurer.
- Schedule end of year banquet.

Milford High School Football Representative

- The Milford High School Football representative may be the Milford High School Athletic Director or member of the Milford High School football staff.
- The Milford High School Football representative shall serve in the capacity to advise and provide coordination between the youth program and the school district.
- The Milford High School Football representative shall NOT have a vote on the Board of Directors in all league business.
- The Milford High School Football representative is not elected by the general membership. The position is appointed or filled by the school district officials.

Article XI - Remuneration

No Director, Officer, or member will receive remuneration, monetary or otherwise, for services rendered to Milford Jr. Football & Cheer.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization 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 purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization 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 this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization 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 an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article XII - Execution of Instrument

The Treasurer and one other officer of the Board will sign all checks, drafts, and money orders. Three officers (Treasurer, President and Secretary) will reside on the banking accounts. These officers will have the power of signature on any accounts held by Milford Jr. Football & Cheer.

Any purchases over \$2,000 shall require two bids and a majority board approval.

Article XIII - Fiscal Year

The fiscal year of this corporation will commence on January 1 and end on December 31 of each year.

Article XIV - Dissolution

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XV - Amendment of Bylaws

These bylaws may be amended by the affirmative vote of the majority of the members present at any regular or special meeting of the membership. Notice of the proposed amendments shall be forwarded to the membership along with notification of the meeting as described in Article VI.