

BY-LAWS
GROSSE ILE DEVILS JUNIOR FOOTBALL CLUB

Amended 1/11/05

ARTICLE I DUTIES AND AUTHORITY

The Board Members shall have the complete and sole power to determine policy, rules, and decisions affecting the Football Club, as such business necessitates, either by virtue of the duties and responsibilities of the Board of Directors or as such questions and/or business arises or is referred to said Board Members. All such decisions shall be qualified, based upon a majority vote of the members present, at any meeting.

ARTICLE II MEETINGS

Regular Meeting dates will be established by the new (incoming) Board of Directors as soon as possible after the election of Officers and appointment of same. Said meeting dates will be established by any criteria so desired, but should consider the League meeting dates and also the football schedule for the current season.

Special Meetings will follow the criteria and procedure established in the Constitution. The publishing of said meeting schedule should be as established and dictated by the Constitution and as soon as possible after schedule is approved. The proper excused notification shall be to notify any of the Executive Officers, and will remain accepted procedure until changed or revised by two-thirds (2/3) majority of the members of the Board at any regular or special meeting.

ARTICLE III DUTIES OF THE BOARD OF DIRECTORS

SECTION 1 PRESIDENT

- Shall be the official spokesperson for the Club unless he delegates that responsibility to others temporarily or otherwise
- Is the chief operating officer of the Club and responsible for the administration of same.
- Shall make all appointments relating to Fundraising, Banquet, Publicity, Hospitality, Scholarship, Nominating Committee, Franchise/League, and will supervise and be responsible for same, as well as any other "Club" related items.
- All Presidential appointments shall be approved by the Board of Directors.
- Shall preside at all meetings of the Board of Directors.
- Shall be an alternate League Representative with voting rights.
- Shall sit on the GIYRA Board.

SECTION 2 VICE PRESIDENT FOOTBALL

- Shall report to the President
- Shall automatically succeed the President in the case of a vacancy in that office. (If and when the office of President becomes vacant, the Board shall elect a new V.P. to fill the vacancy by said succession).
- Shall be responsible for football activities; coaches, assistant coaches, and shall appoint persons to field and game duties as well as have the right to discipline or terminate.
- Shall be directly responsible for: Registrar, Equipment Manager, Weighmaster, Concession Chairperson, Coaching Staff, Clinics, and special programs for Coaches, field reservations, videotaping, yard marking, announcers, spotters, time keepers, physician (or medical team), special football requests, security, and any other football related item.
- Shall preside at Board Meetings in the event the President is unable to attend.
- Shall be an alternate League Representative with voting rights.
- Shall arrange for cleaning of field after each home game and payment for same.

SECTION 3 VICE PRESIDENT CHEERLEADING

- Shall attend all League Meetings, held once a month during off season and twice a month during season.
- Shall attend all League Cheerleading coordinator's meetings, held once a month.
- Shall be responsible for cheerleading activities; coaches, assistant coaches, and shall appoint persons to field and game duties as well as have the right to discipline or terminate.
- Shall inventory all uniforms and equipment and prepare a budget to be presented for board approval at the November meeting.
- Shall order new equipment and/or uniforms as approved in the budget, allowing adequate time for delivery (usually order early Spring for delivery by August).
- Shall recruit high school cheerleaders as coaches for our squads. Have a meeting with the coaches and sponsors to cover program ruled, regulations, etc,
- Shall attend registrations.
- Shall advise sponsored, coaches and girls of picture day and schedule.
- Shall oversee any problems brought forth from either sponsors, coaches, cheerleaders or parents.
- Shall arrange uniform turn-in date. Advise girls that uniforms must be dry cleaned before turning them in.
- Banquet: Be sure person in charge of banquet has number of coaches and girls receiving awards, correct names, and spellings for imprinting and any four or five year veterans who would receive a special plaque. Introduce all sponsors, coaches and girls at the banquet.

SECTION 4 SECRETARY

- Shall be present at all Board Meetings and Special Meetings to make an accounting of minutes.
- Shall type and copy all meeting minutes. Copies shall be sent to Board members with General Board Meeting agendas.
- Shall keep a file of all incoming and outgoing correspondence and make sure necessary action is taken promptly.
- Maintains roll call and voting counts.
- Shall handle any and all correspondence and keep account of same.
- Shall maintain complete files.
- Shall supply agendas for Board Meetings.
- Shall inform Board Members of upcoming events.
- Shall present a calendar of events to Board Members.
- Shall supply teams with maps to away games (football & cheerleaders)
- Shall supply Board with an up-to-date publication of Board Member's names, addresses, phone numbers and positions.
- Shall collect annual report and keep on file.
- Shall update Board of Director's Notebooks each January and pass on to new chairperson.
- Shall prepare an annual report, summarizing the year's activities.
- Shall prepare a parent's packet with necessary information to be distributed at uniform hand-out.
- The Secretary will also perform all administrative duties designated by the President and/or Board of Directors when said duties are deemed to be reasonable and necessary.

SECTION 5 TREASURER

- Shall be responsible for budget development and presentation to GIYRA.
- Shall be responsible to assure the organization is within budget throughout the calendar year.
- Shall submit an annual report of all accounts at the Annual Meeting, summarizing the year.
- Shall issue a report as to the financial status for each regular general board meeting.
- Shall forward to the GIYRA Treasurer, an account for all game receipts, 50/50 raffle, concession stand receipts and other revenue receipts.
- Shall forward all invoiced due bills to the GIYRA Treasurer and keep an accounting of same.
- Shall represent football on GIYRA Fundraising Committee.

SECTION 6 EQUIPMENT MANAGER

- Shall advise the Board, prior to and after each season, as to necessary needs and advise as to specification of all equipment and purchase of same.
- Shall submit a recommended budget and remain within that Board approved amount.
- Shall make necessary and approved purchases of equipment and uniforms.
- Shall provide the participants with the necessary equipment.
- Shall be responsible for maintenance and inventory of all necessary uniforms and equipment to provide for the safety and operation of the program.
- Shall be responsible for proper storage of equipment throughout the calendar year.
- Shall work hand-in-hand with the coaches and staff to provide for the ultimate equipping and safety of the participants in the program.
- Shall submit an annual report at the December Meeting Summarizing all actions including purchases, etc.

SECTION 7 LEAGUE REPRESENTATIVE AND ALTERNATES

- Shall be present at GID Board Meetings and responsible to coordinate all liaisons between the DJFL and the Franchise Club.
- Shall be required to attend all regular and special meetings of the League (or see that our Club is represented by an alternate with voting rights) and report the results of same to the GID Club.
- Shall supply, to the Secretary, schedules, forms, maps, and any other pertinent information from the League.
- Shall advise involved personnel on any procedure changes (weigh master forms, cheerleading regulation changes, etc.).
- Shall maintain contact with representatives from other Clubs.
- Shall be present at all Football games.
- Shall submit an annual report at the December Meeting.

SECTION 8 REGISTRAR

OBJECTIVE: To assure that all young persons, ages 8 thru 13 are afforded the opportunity to register as active players and cheerleaders in the Devils Junior Football program. To certify that all applicants meet the requirements for age/weight and physical condition as required by the Downriver Junior Football League. (see Rule III-Registration and Physical Examination)

The Registrar is to organize a minimum of two (2) registrations on Grosse Ile and one (1) in Trenton. Late registration is closed at 7:00 p.m. on the Monday preceding the September League Meeting, generally held on a Wednesday prior to the first game. Registrations, after the first League Meeting, are generally allowed on an individual basis, but require prior approval of the Downriver League (see Rule II C & D)

All registration is to be done by the Registrar or his Board authorized representative (not by coaches). Registrar is to coordinate with the Trenton Coordinator, for all registration activity in Trenton.

DOCUMENTS TO BE PREPARED BY THE REGISTRAR:

- Birth Certificate folder by teams, to be retained by Registrar.
- Registration folder by teams and final roster to be given to each Head Coach.
- Notice to each Head Coach advising them of delinquency in any paperwork, along with advice as to whether player can practice or play in a sanctioned game.
- Preliminary rosters and periodic updates prior to submission of final roster.
- Final roster for distribution to each Franchise at the First League Meeting and, as needed, to Board Members (see Rule Book).
- Any written requests to the League of Commissioners for late sign-up or transfer of players (see Rule Book).

OTHER DUTIES:

- Recommend cost of registration, date and time to Board for approval.
- Assist in advertising for registration, coordinating the following with the GIYRA Publicity & Recruitment Commissioners: Articles, Ads, Flyer hand-outs through schools and at shopping centers, posters in store windows.
- Contact Physician approximately one month in advance for physical exams. If none is available, contact Oakwood South Shore Hospital.
- Coordinate facilities and personnel at registrations. Personnel to include:
 - For hand-out (1)
 - Raffle Ticket hand-put (1)
 - Jacket Sales (1)
 - Cashier (1)
 - Volunteer sign-up (1)
 - Weigh master (1)
 - Physicals (1)
 - Form Checker (1)
 - Equipment hand-out (Equip Manager)
 - Registrar approval (1)
- Provide statistics at subsequent Board Meetings.
- Immediately following the final registration, meet with coaches to set up roster by age/weight. Coaches will call players.
- Provide coaches with preliminary roster and advise them of delinquent paperwork. Update periodically until registration is officially closed.
- Follow-up and obtain all delinquent paperwork.
- Prepare packets for first League Meeting, to include team rosters: Football & Cheerleading and maps (one packet per franchise)
- Provide each Head Coach with a three ring binder containing a team roster, original registration and physical forms. Notification of delinquent forms such as birth certificates should also be included.
- Assist in updating rosters for quits/transfers, etc, and advise Equipment Manager.
- Be familiar with and follow all DRJFL Rules regarding Registrar.
- Submit an annual report at the December meeting.

ARTICLE IV DUTIES OF APPOINTED POSITIONS

SECTION 1 FUNDRAISING COMMITTEE

- Shall consist of the following:

HAUNTED HOUSE

- Coordinate and schedule all Haunted House activities relative to all football and cheerleading requirements.

50/50 RAFFLE

- Coordinate all volunteer activities for scheduled home games, banquet and parent's party.

GENERAL FUNDRAISING

- Committee shall evaluate two additional alternatives for fundraising consideration.

SECTION 2 FUNDRAISING – CONCESSIONS TEAM

- Shall consist of at least two chairpersons, and up to four additional team members, if possible.
- Is responsible for the running of the concession stand at home games, including the inventory and procurement of supplies, determining menu and pricing, working with the volunteer chairperson on staffing and assuring the concession area is left in proper order.
- Shall maintain proper documentation of all expenses and revenues. All receipts and moneys shall be turned over the GID Treasurer at the appropriate time, but no later than two weeks after the last home game.
- Shall be responsible for proper storage of concession equipment and supplies at season's end.
- Shall submit an annual report to the Board at the December Meeting.

SECTION 3 BANQUET CHAIRPERSON

- Shall locate suitable facility.
- Shall establish date with Board and facility.
- Shall order, distribute and sell tickets.
- Shall arrange for speaker and/or clergy.
- Shall produce programs.
- Shall set order of events.
- Shall control budgeted funds and supplies.
- Shall gain Board approval for player awards.
- Shall order and coordinate trophies for players and cheerleaders.
- Shall submit an annual report in December.

SECTION 4 YARDMARKER/PUBLICITY

- Submit articles to GIYRA Publicity representatives for local newspapers information of Football registration, including PR articles and photographs when possible and other newsworthy events.
- Shall submit coverage of all Football games to GIYRA Publicity Commissioner for publication in Ile Camera every Wednesday by noon.
- Shall maintain a folder of all articles submitted for Football Club files.
- Be responsible for obtaining weekly (every Tuesday) from Football and Cheerleading Coaches plus any Board Member at the practice field or board meeting regarding Yardmarker. Yardmarker will be distributed every Thursday to all football players and cheerleaders.
- Submit an annual report in December

SECTION 5 TRENTON COORDINATOR

- Shall be responsible for the coordination of registration to be held in Trenton.
- Shall confer with GIYRA Publicity commissioner regarding publicity and recruitment with Trenton.
- Shall be responsible for Grosse Ile Devils participation in Trenton summer activities.
- Shall provide, to the Secretary, a map of Trenton Field in the event of a Trenton Home Game.
- Shall prepare an annual report to submit at the December Meeting.

SECTION 6 WEIGH MASTER

- Shall be at registrations for initial weighing of players.
- Shall be responsible for proper execution of referee forms, weigh master forms, sportsmanship forms.
- Shall be responsible for scale at Home Games.
- Shall be responsible for arm bands at Home Games.
- Shall be responsible for properly addressed envelopes for home and away games.
- Must report game scores to the League Representative designated by DJFL.
- Must weigh opponent players to be sure each player is within weight range and properly suited.
- Must be familiar with and follow all Weigh Master Rules as set down by the DJFL.

SECTION 7 PHOTOGRAPHY CHARIPERSON

- Shall choose a photographer, with Board approval, and set date and schedule for team photos (football players & cheerleaders).
- Shall oversee the taking of team photos and aid photographer when needed.
- Shall deliver photos promptly upon arrival to coaches and/or players.
- Shall identify players on Clubhouse copy of team photos for display at Clubhouse.
- Shall submit an annual report with schedule and recommendations in December at the Annual Meeting.

SECTION 8 SOCIAL COORDINATOR

- Shall be responsible for scheduling, planning, and hosting all social events.
- These events are to include a “Parent’s Get Acquainted Party” early in the year to encourage parent participation and improve communications.
- Shall be responsible for activities at Parent’s Day Game including information via flyers, scheduling activities, purchase of flowers and scrip to announcer’s booth instructions.
- Shall submit an annual report at the December meeting.

SECTION 9 NOMINATING CHAIRPERSON

- Shall head a Committee of at least three (3) persons to be appointed by the President at the Second meeting in September.
- Shall be responsible for presenting a list of no less than 11 candidates interested in a position as a Board Member at the second November Board Meeting.
- Shall be responsible for securing candidates interested in running for the following: (this list is to be presented at the second November meeting)
 - President
 - V.P. Football
 - V.P. Cheerleading
 - Secretary
 - Treasurer
 - Registrar
 - Equipment Manager
 - 2 League Reps
- Shall prepare an annual report and submit it to the Secretary at the December Meeting.

****NOTE**** No person shall hold more than one elected office except for League Reps or Alternate League Reps. The President must have been a member of the Board one year prior to his election. The President and Vice President of Football shall also serve as Alternate League Representatives with voting rights.

SECTION 10 ANNOUNCER’S BOOTH COORDINATOR

- Shall report to the V.P. of Football.
- Shall ensure that the Announcer’s Booth is staffed with the following people for each home game: Announcer, Spotter, Time Keeper, Assistant Time Keeper.
- Shall arrange for playing of National Anthem.
- Shall arrange for Flag Raising and lowering and storage of Flag.
- Shall arrange for special announcements.
- Shall properly secure and lock all equipment used after each home game.

SECTION 11 FIELD COORDINATOR

- Shall report to the V.P. of Football.
- Shall ensure that three (3) adults are available for yard marking at each home game.
- Shall properly store all equipment used after each home game.
- Shall properly set up and breakdown playing field.
- Shall properly mark practice field

SECTION 12 VIDEO CHAIRPERSON

- Shall be responsible for purchase of necessary video tapes and maintain a complete library of tapes at the clubhouse.
- Shall be responsible for having Video equipment on hand at each Football game and coordinate sufficient people to tape each game, home and away.
- Shall see that the video equipment is cleaned and maintained on a regular basis and that all needed repairs are complete prior to end of season storage.
- Shall keep a record of expenses incurred with equipment maintenance and tape purchases and submit invoices to the GID Treasurer.
- Shall, after each game day, return the Video equipment and tapes to the Clubhouse for coaches viewing during that week.
- Shall be responsible for proper storage of equipment in the Clubhouse at the end of the season.
- Shall submit an annual report and budget proposal at the December meeting.

SECTION 13 MEDICAL COORDINATOR

- Shall be responsible for stocking Team's First Aid Boxes.
- Shall be responsible for maintaining a will stocked Game Box.
- Shall be responsible for obtaining medical personnel per squad home game.

SECTION 14 MERCHANDISING COORDINATION

- Shall manage the ordering, purchasing and delivery of annual player and cheerleader jackets.
- Shall manage the ordering, purchasing and coordinating of sales of all Grosse Ile apparel and merchandise.
- Shall manage the monies that are generated during sales and turn over to the Treasurer on a weekly basis.
- Purchasing includes the evaluation of products through local businesses.
- Ordering includes following the Grosse Ile Junior Football Devils required procedures.
- Delivery includes managing home game Sales Table of apparel and merchandise. This includes the coordination of orders provided through the Vice President of Football.

SECTION 15 Program Coordinator

- Shall be responsible for typing program information.
- Shall be responsible for running the appropriate number of copies for home games.
- Shall be responsible for overseeing program sales.

SECTION 16 COACHES (FOOTBALL AND CHEERLEADING)

- Shall attend all registration functions to ensue proper fit of uniforms.
- Each squad shall have representation at each Board Meeting.

ARTICLE V REVISIONS AND ADDITIONS

Job descriptions may be revised accordingly and annually, as may be determined by the President and approved by the Executive Board.