

Grosse Ile Devils Junior Football Club

BYLAWS

ARTICLE I – TITLE

The name of this organization shall be Grosse Ile Devils Junior Football Club.

ARTICLE II – DEFINITIONS

As used in these bylaws, the word "Organization" shall mean Grosse Ile Devils Junior Football Club. The word "Board" shall mean the Executive Board, the Board of Directors and the General Board Members. The "Annual Parent's Handbook" shall mean the informational packet that is revised each year by the Board and is distributed at registration. The "Parent's Contract" shall mean the contract that outlines the Organization's expectations from the parents/legal guardian that at least one parent/legal guardian is required to sign during the registration process. The term "Good Standing" is defined as members of the Board that have attended a minimum of eight (8) board meetings within a rolling twelve (12) month period and has not missed two (2) consecutive meetings. Once a member has missed the required number of meetings and/or two (2) consecutive meetings, they are removed as a good standing board member and will lose their voting rights. A member can regain good standing status by attending three (3) consecutive meetings.

ARTICLE III – AFFILIATION

This Organization is hereby affiliated with the Downriver Junior Football League (DJFL) and the Grosse Ile Youth Recreation Association (GIYRA) and is subject to the Constitution and Bylaws of those bodies insofar as they prescribe the functions and purpose of this local football club.

ARTICLE IV – PURPOSE

This Organization is formed and maintained primarily to teach sportsmanship, team play, citizenship and physical/mental development to children, eight (8) through thirteen (13) years of age. Emphasis shall not be placed primarily on the winning of football games and/or cheerleading competition, but rather on teaching the fundamentals of football, cheerleading, team discipline and sportsmanship to the children. Coaches will be instructed to attempt, as far as possible, to give all team members an equal opportunity to participate in each game.

ARTICLE V – MEMBERSHIP

Membership is open to any adult person residing in Grosse Ile or within the local club boundaries as prescribed by the DJFL or any waiver participant who agree with the purposes of the organization and desire to have their child(ren) participate in the football and/or cheerleading programs of the Organization.

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ARTICLE VI – REGISTRATION

The Board will establish the registration fees for all participants in the football and cheerleading programs and will communicate the fees in the Annual Parent's Handbook. The registration fee will not exceed \$175 per participant.

No participant is fully registered until all the volunteer commitments are scheduled and all registration paperwork is completed and turned into the Registrar (this also included the executed Parent's Contract). Please note that ALL volunteer commitments must be completed the prior season or your child(ren) will lose their veteran's status.

ARTICLE VII – REFUNDS

The Board will establish the refund policy for all participants in the football and cheerleading programs and will communicate this policy in the Annual Parent's Handbook.

ARTICLE VIII – MEETINGS

The dates of the regular meetings will be established by the new (incoming) Board as soon as possible after the election of the new Board and appointment of same. Said meeting dates will be established by any criteria so desired, but will consider the DJFL meeting dates and also the football schedule for the current season. Regular meetings shall be open to all Board Members and guests of the local club.

The dates of the special meetings will follow the criteria and procedure established in the Constitution.

The proper procedure to request excusal of the meeting shall be to notify any of the Executive Board Members, prior to the meeting, as to the reason for the request of an excused absence. The Executive Board will determine whether the reason provided justifies an excused absence. This 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 IX – DUTIES AND AUTHORITY

The governing body of this Organization shall be its Board. The Board is made up of three levels detailed as follows:

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Executive Board - the Executive Board shall be considered the offices of: President, Vice President of Football, Vice President of Cheerleading, Secretary and Treasurer. In order to be nominated and elected to the Executive Board, you must have served one (1) term as a Board of Director or General Board Member and maintained good standing throughout the year. The only exception to this rule is for the office of President, in order to be nominated and elected to this office, you must have served one (1) term as an Executive Board member and maintained good standing throughout the year. If an eligible Board member is not identified for one of these positions, the Executive Board can decide to open the position to new members. The Executive Board shall meet only to decide on personnel matters, or at times, as may be requested by the Board of Directors and/or General Board Members to decide on specific matters. All such matters requiring decisions shall be based on the majority vote.

Board of Directors – the Board of Directors shall be considered the offices of: Head Football Coaches, Head Cheerleading Coaches, Registrar, two (2) League Representatives, Head Weigh Master, Head Medical Coordinator, Volunteer Coordinator, Business Manager and Equipment Manager. In order to be nominated and elected to the Board of Directors, you must have served one (1) term as a General Board Member and maintained good standing throughout the year. If an eligible Board member is not identified for one of these positions, the Executive Board can decide to open the position to new members.

General Board Member – a General Board Member is any adult person residing within the league boundaries or any waiver participant who expresses a willingness to serve and is elected to the Board. A Board Member in good standing shall have full voting rights except where it may be limited by the Organization's Constitution.

The Board shall have supervision, control and direction over all of the ordinary business affairs of the organization and its committees. It shall determine the general policies, actively promote the organization's objectives, approve the annual budget and oversee the disbursement of its funds. The Board may adopt such rules and regulations for the conduct of its business as shall be defined advisable and not otherwise in conflict with these bylaws. Any Board member may resign, at any time, by giving written notice to any of the Executive Board Members. Such resignation shall take effect at the time specified therein, or if no time is specified, at the time of acceptance thereof, as determined by the Executive Board. The Executive Board may fill the vacancy, on an interim basis, followed by approval of the Board at the next regularly scheduled meeting.

Upon a majority vote of the Board, the Board may remove a Board Member but only after a full explanation of the reason for removal and a hearing of the person being removed has occurred.

No Board Member shall receive remuneration, monetary or otherwise, for services rendered to this Organization.

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All Board Members in good standing (defined in Article II) are entitled to one (1) vote in all board matters (except where it may be limited by the Organization's Constitution). The only exception to this rule is the President, who shall only cast a vote in the event the voting by the Board has resulted in a tie. In these cases, the President's vote shall break the tie.

ARTICLE X – DUTIES OF EXECUTIVE BOARD

President

- Shall serve as Chairperson of the Board;
- Shall serve as liaison with the league and other teams;
- Shall be the primary public relations person and spokesperson for the organization, relating to city and school officials, the media, and members;
- Shall serve as chair of the meetings of the Board;
- Shall be an alternate League Representative with voting rights;
- Shall sit on the GIYRA Board; and
- Shall perform such other duties as are necessarily incident of the offices of President or as may be prescribed by the Board.

Vice President of Football

- Shall assist the President as requested;
- Shall be directly responsible for all football coaches, Registrar, Head Weigh Master, Head Medical Coordinator and Equipment Manager.
- 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 Vice President of Football to fill the vacancy by said succession;
- Shall be an alternate League Representative with voting rights;
- Shall chair any meetings in the absence of the President; and
- Shall perform other duties as may be prescribed by the Board.

Vice President of Cheerleading

- Shall oversee the cheerleading program and be directly responsible for all cheerleading coaches;
- Shall attend the DJFL cheer meetings;
- Shall serve as liaison between the DJFL cheerleading program and this Organization; and
- Shall perform other duties as may be prescribed by the Board.

Secretary

- Shall be responsible for keeping an accurate attendance record of the Board for "good standing" purposes;
- Shall be responsible for keeping an accurate record of all minutes from Board meetings including action log;
- Shall assist President with the preparation of meeting agendas, correspondence and communications;
- Shall handle routine administrative affairs of the Organization; and
- Shall perform other duties as may be prescribed by the Board.

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Treasurer

- Shall develop and present the annual budget to the Board and to GIYRA;
- Shall be responsible to assure the Organization is within budget throughout the calendar year;
- Shall submit an Annual Report summarizing the year of all accounts at the Annual Meeting;
- 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, raffles, concession stand receipts and other revenue receipts;
- Shall handle banking affairs such as deposits and disbursements;
- Shall forward all invoiced bills to the GIYRA Treasurer and keep an accounting of same; and
- Shall perform other duties as may be prescribed by the Board.

ARTICLE XI – DUTIES OF THE BOARD OF DIRECTORS

Head Coaches – Football

- Shall over all aspects of their appropriate squad;
- Shall determine the assistant coaches for their appropriate squad;
- Shall ensure that attendance records are kept for award purposes; and
- Shall perform other duties as may be prescribed by the Board.

Head Coaches – Cheerleading

- Shall over all aspects of their appropriate squad;
- Shall determine the assistant coaches for their appropriate squad;
- Shall ensure that attendance records are kept for award purposes; and
- Shall perform other duties as may be prescribed by the Board.

League Representative

- Shall be present at the Organization's meetings and responsible to coordinate all liaisons between the DJFL and this Organization;
- Shall be required to attend all regular and special meetings of the League (or see that our Organization is represented by an alternate with voting rights) and report the results of same to the Board;
- Shall supply, to the Secretary, schedules, forms, maps, and any other pertinent information from the DJFL meeting;
- Shall advise involved personnel and Board on any procedure changes (weigh master forms, cheerleading regulation changes, etc.);
- Shall maintain contact with representatives from other Clubs;
- Shall be responsible for properly addressed envelopes for home and away games;
- Shall be responsible for proper execution of referee forms and sportsmanship forms;
- Shall be present at all Football games; and
- Shall perform other duties as may be prescribed by the Board.

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Registrar

- Shall oversee all aspects of the organization's registration process and ensure that the Organization is in compliance with the rules of the DJFL;
- Shall work with Trenton Coordinator for all registration activity in Trenton;
- Shall oversee the multiple registration days;
- Shall assist treasurer in fee collections;
- Shall maintain and distribute up-to-date rosters to the necessary Board Members, including but not limited to, Head Coaches and the Head Weigh Master and certifying proper completion and league compliance with regards to all necessary participant paperwork;
- Shall prepare packets for the DJFL Roster Exchange Meeting, to include team rosters for Football & Cheerleading along with maps (one packet per franchise);
- Shall provide each Head Coach with a three ring binder containing copies of the team roster, registration and physical forms. Notification of delinquent forms such as birth certificates should also be included;
- Shall assist in updating rosters for quits/transfers, etc, and advise Equipment Manager;
- Shall provide rosters of all opponents for the Organization's home games to Publication Coordinator for completion of the home game programs;
- Shall be familiar with and follow all DJFL Rules regarding the Registrar responsibilities that are outlined in the DJFL Rule Book;
- Shall attend the DJFL mandatory Registrar meetings; and
- Shall perform other duties as may be prescribed by the Board.

Head Weigh Master

- Shall attend the DJFL mandatory Weigh Master Meetings;
- Shall be at registrations for initial weighing of players;
- Shall be responsible for proper execution of referee forms, weigh master forms and sportsmanship forms;
- Shall be responsible for scale at Home Games;
- Shall report game scores to the League Representative designated by DJFL;
- Shall work with Volunteer Coordinator to ensure that we have a representative from our Organization to weigh opponent players to ensure each player is within weight range and properly suited;
- Shall be familiar with and follow all Weigh Master Rules as set by the DJFL; and
- Shall perform other duties as may be prescribed by the Board.

Head Medical Coordinator

- Shall be responsible for stocking team's first aid boxes;
- Shall be responsible for maintaining a well stocked game box;
- Shall be responsible for obtaining medical personnel per squad home game; and
- Shall perform other duties as may be prescribed by the Board.

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Volunteer Coordinator

- Shall schedule volunteers for all tasks related to the operation of home games;
- Shall schedule volunteers for cheer competition in conjunction with the Vice President of Cheerleading;
- Shall assist Head Weigh Master and Medical Coordinator in filling their staffing requirements;
- Shall maintain a record of volunteer service for each family member to document compliance with the mandatory volunteer requirements set forth in the Annual Parent's Handbook;
- Shall appoint and oversee a home game concession committee; and
- Shall perform other duties as may be prescribed by the Board.

Business Manager

- 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;
- Shall conduct an evaluation of products through local businesses at the start of each season;
- Shall research and present recommendations for the annual fundraiser to the Board for approval;
- Shall oversee the fundraiser;
- Shall oversee the home game sales table of apparel and merchandise; and
- Shall perform other duties as may be prescribed by the Board.

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 the 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; and
- Shall perform other duties as may be prescribed by the Board.

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ARTICLE XII – DUTIES OF GENERAL BOARD MEMBERS

Banquet Coordinator

- Shall locate and make recommendations to the Board for the suitable facility of the banquet;
- Shall establish date of Banquet 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; and
- Shall perform other duties as may be prescribed by the Board.

Event Coordinator

- Shall plan and execute social events for the Organization, including the Parent's Party; and
- Shall perform other duties as may be prescribed by the Board.

Publication Coordinator

- Shall be responsible for the creation of the Organization's weekly newsletter "The Yardmarker" including, but not limited to, obtaining articles from coaches and/or Board Members;
- Shall be responsible to send the weekly newsletter to the appropriate printer for distribution to all football players and cheerleaders;
- Shall be responsible for obtaining and creating home game programs and overseeing the program sales;
- Shall be responsible for the creation of the Organization's Annual Yearbook which is distributed at the banquet; and
- Shall perform other duties as may be prescribed by the Board.

Trenton Coordinator

- Shall work with the Registrar for registration activities in Trenton;
- Shall obtain permission from Trenton's School Board to distribute flyers at schools;
- Shall work with appropriate Trenton contacts to ensure the Organization's participation in Trenton summer activities; and
- Shall perform other duties as may be prescribed by the Board.

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ARTICLE XIII – NOMINATION PROCESS

At the second September General Meeting, the President shall appoint a Nominating Committee of at least three (3) people. The Committee shall present the membership list of no less than eleven (11) candidates for the position of Board Members, nine (9) of which are candidates for Board of Directors. The Nominating Committee shall ascertain the willingness of the candidates to serve, if elected. All nominations shall be presented to the Board at the second General Meeting of November. Further nominations for Board Members and Board of Directors shall be taken from the floor during the second General Meeting in November. These nominations shall receive equal consideration with those presented by the Nominating Committee.

ARTICLE XIV – DISCIPLINARY ACTION

Disciplinary matters involving a complaint from a parent and/or guardian, member or youth participant involving a coach or other person involved in the program shall be handled promptly. Whenever possible, appropriate corrective action can be taken by the President and/or Vice President (Football and/or Cheerleading). If considered necessary by the President or Vice President, a coach or other person involved in the program may be fined and/or temporary suspended from involvement in the program. A full hearing of the matter will then be conducted before the Board within five (5) days of the beginning of the suspension. After such hearing of all parties, the Board may reinstate the person or may remove the person from any position within the program by a majority vote of the full acting Board.

ARTICLE XV – AMENDMENTS

These Bylaws may be amended, altered, changed, added to or repealed by the affirmative vote of two-thirds (2/3) of the Board present (in person) at a regularly scheduled meeting, provided that written notice of such proposed changes shall be distributed by the Secretary to each member of the Board at least ten (10) days prior to the date of the meeting at which the proposed change or changes shall be submitted to a vote.