



HOWELL AREA JUNIOR FOOTBALL LEAGUE BY-LAWS

Revision Date: 3/8/2011

A non-profit corporation, organized under the laws of the State of Michigan and recognized by the Internal Revenue Service under section 501(c)3.

ARTICLE I: TITLE

The name by which this corporation shall be known is: Howell Area Junior Football League (HAJFL).

ARTICLE II: OFFICE

The principle and registered office shall be at a location specified by the President and/or Commissioner of the HAJFL.

ARTICLE III: PURPOSES

Section 1: To promote citizenship, sportsmanship, fellowship and physical development among the boys and girls of the Howell area, regardless of race, creed or national origin.

Said organization is organized exclusively for charitable and educational 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 corresponding section of any future federal tax code.

Section 2: To sponsor and promote organized football teams and cheerleading eligible to participate in the Livingston County Area Junior Football League (LCAJFL), or any similar league which may be formed.

Player eligibility and placement will be in accordance with the LCAJFL and MHSAA rules and regulations.

Participation is open to all children in the Howell School District who meet eligibility requirements, subject to the roster limit, returning players, special circumstances, and lottery.

Roster Limitation: No team shall consist of more than twenty-eight (28) players at a given time, unless one or more special circumstances exist:

1. Returning Players: Previous year participants shall be automatically accepted, subject to eligibility requirements.
2. Conference
3. Special Circumstances: The roster limit may be increased for a season when one or more of the following situations arise:
 - a. The number of previous year participants exceed twenty-eight (28);
 - b. Eligible children of Board members, and head coaches or children of persons who are actively involved in the HAJFL;
 - c. All other special circumstances shall be determined and approved by the HAJFL Board of Directors.

Lottery: In the event that the roster limit is not met by previous year participants, or by special circumstances, the balance of the openings will be filled by an open "lottery" process. Eligibility for the previous lottery applicants from last year who were not chosen will be given special consideration based on "active" applications on file prior to the drawing deadline. The means and protocol to conduct the lottery shall be specified by the President.

Cheerleaders are to be similarly selected with preferences given to girls with brothers participating in the program.

Section 3: To purchase and own athletic equipment necessary to the sponsorship of football and cheerleading for HAJFL.

Section 4: To provide equal competitive standards with emphasis on the safeguards of the physical and emotional health and welfare of each child involved.

ARTICLE IV: MEMBERSHIP

Membership in HAJFL consists of the parents or guardians of all children participating in the program, for the current season and in good standing, board members, coaches and assistant coaches.

By annually electing a Board of Directors, the members delegate the responsibility of the operation of this league to this Board. Head Coaches are elected to membership by the Board of Directors.

Members shall be placed on teams by grade rather than age under these tiers; 1st and 2nd grade instructional; 3rd and 4th grade Freshman, 5th & 6th grade Junior Varsity; and 7th & 8th grade Varsity.

Each member family is required to volunteer to work three slots; or three jobs at any home game over the course of the game season. Children 14 and up can work for their parents/family, but not jobs that require handling money. Any family that does not meet these volunteer requirements will forfeit their equipment deposit. Any

member not returning their equipment and/or not working the required volunteering time can be excluded from registering in the league for the following season.

No member or members shall in any manner, individually or collectively, be liable for any act or omission of this organization, nor for any loss, damage or injury of whatsoever kind or nature suffered by, or occurring to, any other member or to any other person, concern or body.

ARTICLE V: BOARD OF DIRECTORS

Section 1: The business, property and operation of this corporation shall be managed by a Board of Directors composed of elected officers, Commissioners for Green, Gold, White, Black, Silver and Red, President, Vice President, Secretary, Treasurer, Cheer Director, Assistant Cheer Director, Concessions Director, Game Day Director, Equipment Director and Field Director.

Section 2: Board members shall have voting privileges except in the following circumstances:

When a potential conflict of interest may exist concerning that board member or that board members spouse, that member will be prohibited from voting on that specific issue, and will not be allowed to participate in or attend the discussion of that issue. In the case of the commissioners, a representative for that color will be represented to voice the opinion of the members in this situation. Failure to disclose a personal relationship or potential conflict of interest is grounds for dismissal from the board.

Section 3: The duties and responsibilities of the Board of Directors are:

- a. To meet every 2nd & 4th Tuesday during the off season, every Tuesday night on the field during the season, no meetings in December; (at an available public location determined by President/and or Secretary and large enough to accommodate all members in attendance). This location will be listed on the website.
- b. To approve and appoint any committee member, which will facilitate the operation of a needed program, these positions will be non-voting positions.
- c. To annually review, change if necessary, and approve the HAJFL By-Laws for the following season;
- d. To approve all Head Coaches prior to registration;
- e. To approve all Head Coaches recommendations for assistant coaches prior to the lottery;
- f. No official Board action shall be taken by an individual Board member without prior approval of a majority of the HAJFL Board.

Section 4: A quorum for the transaction of business shall be the presence, in person or by written proxy, of a simple majority of the Board of Directors.

Section 5: The Board will serve for one (1) year commencing January 1 following the October election.

Section 6: Newly elected members will work closely with the outgoing Board during the remainder of the current season to insure a smooth transition of duties and responsibilities.

Section 7: Reprimand or discipline of Board Members will be addressed by the Board with a 2/3 majority being required for dismissal of a Board Member.

Section 8: A vacancy in any office of the Board of Directors shall be filled by appointment by the President, with approval of the Board, for the unexpired portion of the current term.

Section 9: Meeting minutes will be taken at each board meeting, and be approved by the board at the following meeting. Said minutes will be available to the membership at their request. When sensitive personal information is discussed, the board shall call CLOSED SESSION. This portion of the minutes taken during said meeting, are not to be heard by, or distributed to the public, for the protection and confidentiality of the members discussed. Minutes of closed sessions will be kept for historical purposes, for board use only.

Section 10: Any Board member that misses three consecutive meetings without notification shall lose voting rights until review can be made by the Board as to whether the best interest of the organization would be served by their release. A phone call to the President or Secretary stating that you cannot attend a meeting is common courtesy and expected.

Section 11: A board member may have him/herself removed from the Board by submitting his/her resignation in writing to the president.

ARTICLE VI: SPECIAL MEETING OF MEMBERS

Special meetings of members may be called at any time by a majority of the Board of Directors, or upon written petition of 25 percent of concerned participants. Said meeting shall be called only upon notice given in accordance with the requirements of Article VIII, Section 2.

Should it be deemed necessary by the Board of Directors to call a special meeting of the General Membership without 1 week written notice, that notice will be waived in writing by a simple majority of the General Membership prior to the call to order of said meeting. Meeting location shall be in accordance with Article 5 section 3. subsection a. and shall follow the same procedures/protocol as a General Membership board meeting.

ARTICLE VII: ELECTION OF THE BOARD OF DIRECTORS

Section 1: The following executive officers shall be elected:

- a. Commissioner for Green, Gold, White, Black, Silver and Red
- b. President
- c. Vice President
- d. Treasurer
- e. Secretary
- f. Cheer Director
- g. Assistant Cheer Director
- h. Field Maintenance Director
- i. Equipment Director
- j. Concessions Director
- k. Game Day Director

Section 2: The Board of Directors shall be elected by the membership at the annual nomination meeting in September.

Section 3: Notification of the nomination meeting will be displayed in the newsletter and on the league website at least (30) days prior to the nomination meeting of members, the Directors will accept any available nominations, which may include present Directors.

Section 4: Nominations in addition to those made by the Board of Directors may be made at this meeting. Each nomination must be made and seconded by a member in good standing. Nominees need be present to accept the nomination, or submit a written letter of acceptance to be presented by a representative at the nominations meeting.

Section 5: Election will be held by written ballot, if necessary, and supplied prior to the season ending.

Section 6: The Secretary shall cause the names of the nominees to the Board of Directors to be placed on a printed ballot, and sufficient blank spaces shall be allowed on the ballot to allow names of any nomination from the floor to be written in.

Section 7: The President shall appoint three (3) non-competing board members as judges of the election who shall count the ballots and inform the President of the results of the election. The President, in turn, shall announce the results to the membership.

Section 8: In case the casting of an equal number of votes leaves undetermined one or more places on the Board of Directors, the determination of who shall serve will be made by the Board.

ARTICLE VIII: ANNUAL MEETING OF MEMBERS

Section 1: The annual meeting of members shall be held during the month of March each year.

Section 2: Notice of the date, time and place shall be emailed to the prior years membership with two (2) weeks notice. Notice will be mailed to the prior years membership with registration day information, and shall be published in the Livingston County Press at least one (1) week prior to the date.

Section 3: The order of business at the annual meeting shall be as follows:

- a. Roll Call – eligibility to vote checked.
- b. Proof of notice
- c. Call to the public.
- d. Reading/Approval of the minutes of the prior meeting.
- e. Reports of president, treasurer, others.
- f. Transaction of other miscellaneous business.
- g. Adjournment.

ARTICLE IX: OFFICERS AND THEIR DUTIES

Section 1: The President shall be the principle officer of the HAJFL and shall in general supervise and control all of its affairs. He/she shall preside at all meetings of the Board of Directors and perform all other duties as may be prescribed by the Board from time to time.

Section 2: In the absence of the President, or in the event of his/her inability to act, the Vice President shall perform the duties of the president, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. He/she shall perform such other duties as from time to time may be assigned to him/her by the President or the Board.

Section 3: The Secretary shall keep the minutes of all meetings of the Board and any general meetings of the membership see that all notices are fully given in accordance with the provisions of these By-Laws, and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President or the Board.

Section 4: The Treasurer shall have charge and custody of and be responsible for all funds of the HAJFL from any source whatsoever, and deposit all such moneys in the name of the HAJFL in such banks or other depositories as shall be selected in accordance with the provisions of these By-Laws, and in general perform all the

duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the President of the Board of Directors.

Disbursements/purchases shall be made by HAJFL check, and/or by league debit card. All checks made out to the HAJFL must be deposited.

The Treasurer shall keep current all insurance policies; researching the best policies for the league, including Board of Director Insurance.

Section 5: The Commissioners are board members, who are familiar with the history and events of the HAJFL so as to be able to advise, counsel and guide the President and Board in previous protocol. Committed to the Commissioner's care is the responsibility of bringing to the Board's attention any discrepancies or deviations that could discredit the reputation of the HAJFL or hinder, in any way, its function for the good of all concerned. He/she shall be a member, with the President, of any committee of the Board and shall perform such other duties as from time to time may be assigned to him/her by the President or the Board, including representing the HAJFL to the LCAJFL.

Section 6: Coaching Appointments: Appointments of all Head Coaches are made after interview by the Executive Board, Commissioners, and three open seats/guests that may or may not be filled. These open seats can be filled by previous board members or coaches, at the request of the board. Interested volunteers are required to submit a letter of interest in writing by December 31st and send to the board via mail or email. Only those individuals, who fully agree with the purposes of the HAJFL and are members in good standing, will be considered. Preference will be given to those that have performed this service in the past. All HAJFL coaches must be members in good standing; board approved and are required to pass a background check. Returning and unopposed head coaches are subject to a group interview for a reminder of requirements, expectations and feedback discussions. The Board can require a one on one interview with any candidate.

Section 7: Perform annual background checks through the State of Michigan criminal history and sex offender list, on all head/assistant coaches, and all board members. Committee comprised of three members of the executive board will review and assess all background checks, and determine if any applicants warrant exclusion from coaching. All coaches and staff have to be cleared by the first day of practice.

Section 8: Provide treasurers reports, other financial documents and copies of meeting minutes to any members attending board meetings, or at their request.

ARTICLE X: COMMITTEES

Chairpersons or various committees shall be appointed by the Board of Directors to facilitate the operation of the program. All committees will be comprised of at least three (3) persons. Committees must meet on their own time at least once per month and report their status at a regular board meeting to the board of directors.

ARTICLE XI: FISCAL YEAR

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

ARTICLE XII: EXECUTION OF INSTRUMENTS

Section 1: All HAJFL checks, drafts, etc., shall be signed by the Treasurer and/or Executive Board Member. Checks written for expenses over \$300, shall include signatures by two of the signers on the league bank account; generally the current Treasurer, Secretary, President and/or Vice President. No blank checks ever.

Section 2: League debit card: HAJFL executive board members who are signers on the checking account (Pres, VP, Tres, Sec), will facilitate use of the league debit card(s) to be used only for league purchases like concessions supplies, game day needs, stamps, etc. Bills detailing purchases are to be presented to the board, receipts still required to be turned into the treasurer at the following board meeting. Billing statements ensure complete transparency.

Section 3: All contracts, agreements, conveyances, etc., made on behalf of HAJFL must be approved by the Board of Directors.

Section 4: Financial Procedure requirements:

- a. Gameday Finance Tracking sheets shall be utilized for every home game and signed off on by the commissioner on site and member of the executive board.
- b. Practice week finance tracking sheets shall be used the board; if necessary.
- c. New original bills/invoices will be made available at each board meeting.
- d. Donations on behalf of the league may be made with board vote.
- e. \$25 fee for all bounced checks
- f. Vendors used by the league must:
 - a. Complete vendor information form;
 - b. Be approved by the board of directors as a vendor;
 - c. Be paid by HAJFL check; signed by two of the approved signers if charges exceed \$300;
 - d. Expenses over \$300 require three quotes from three different vendors, of which the board votes to approve, unless waived with board approval for special circumstances.

- e. Provide itemized invoices which in turn must be checked in by member of the board.
- f. Consider being league sponsors
- g. Follow all HAJFL business terms & conditions.

Section 5: Hardship Scholarships can be awarded by board vote to HAJFL members. CONFIDENTIAL. Members in exchange agree to work 2 hours on every one of their home game days in the season, and at their child's equipment pick up and turn in dates. Members are required to complete the scholarship application form, submit it to the board by April 15th, and are interviewed by a board committee. Scholarships are limited to 15 families, unless voted to extend by the board.

Section 6: A separate account was established to be maintained jointly by the treasurer and the concessions director. The financial transactions of this account are to be reported weekly to the entire HAJFL board for oversight and review. This account was established as a sister account to the primary account at 1st National Bank of Howell. At no time does the concessions director have any control, access or authority to the primary account. The concessions director is given limited and joint access to the account via a debit card specifically assigned to him/her, under the bylaws as modified, voted on and approved by the 2010 HAJFL board members. All cash and check requests are still managed through the leagues treasurer. The concessions director has no authority to close or alter this account in any way. Limits on withdrawals are subject to a \$250 limit and the account balance should not exceed \$5,000 without board approval. The account gives full transparency to the financial activities of concessions and will ensure future directors maintain a full sense of accountability throughout their term as the concessions director.

ARTICLE XIII: REMUNERATION

Registration fees will be waived for all children of current board members who have met expectations of their board job description. Should the board members attendance and/or performance decline after registration (as determined by the Executive Board), they will be required to pay the full amount for their children's registration fees, by board vote.

Persons using personal finances for HAJFL approved purchases and benefit shall be reimbursed when appropriate documentation is provided, with full disclosure and approval in the minutes by the board. Every effort should be made to make purchases using HAJFL checks and/or HAJFL debit/credit cards.

Staff positions/non-board member positions that require all day game day attendance, year long participation, or high accountability and that the board deems an exceptional time commitment; *Cheer Commissioners, Apparel Coordinator, Webmaster, Sponsorship Coordinator, Concessions Director Assistant, Field Director Assistant, Equipment Director Assistant*, will receive a \$170 refund at equipment turn

in, if they have fulfilled the expectations of their positions. Letter of agreement must be signed by president and volunteer by May 1.

ARTICLE XIV: AMENDMENTS

These By-Laws may be amended, altered, changed, added to, or repealed by the affirmative vote of a majority of the Board of Directors present, or by written proxy at the stipulated meeting, provided that notice of such proposed changes shall be given to each Board member at least fifteen (15) days prior to the date of the meeting at which the proposed change or changes shall be submitted to a vote.

ARTICLE XV: 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 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 disposed of shall be disposed of by the Court of Common Pleas 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 XVI: SUSPENSION

The following procedure is outlined in order for the Board of Directors to protect the purposes of the HAJFL (Article III) and for the protection of its members and participants.

Members are encouraged to discuss any area of concern with the elected Commissioner, or Coach involved. If a satisfactory resolution cannot be made in this manner, the Board must be consulted by submitting the complaint in writing. Anonymous, unsigned complaints will not be addressed.

- a. All efforts should be made to resolve any situation in a timely, informal manner.
- b. A special meeting of the Board will be called to review matters that cannot be resolved in the above manner. If there is a consensus of opinion by the Board that the concern is a legitimate one, the following action will be taken:
 - I. Each complaint will result in a written warning from the Board to the Coach or Board Member.
 - II. A further complaint will result in a game suspension.

- III. A third complaint will result in a suspension for the balance of the year and the offender will not be asked to participate again the next year.
 - IV. This procedure will be endorsed by the Board of Directors. If parents or players do not follow this procedure, their concern will not be acted on.
- c. Discipline and suspension is not limited to Coaches and Board Members. Any member, or other individual as determined by the HAJFL that behaves in a manner detrimental to the purposes of HAJFL shall also be subject to the procedure as outlined above.