

New Baltimore Ravens Youth Football and Cheerleading

Article I – NAME, PURPOSE,

Section 1-Name

Incorporated under the laws of the State of Michigan, we shall be known as the New Baltimore Ravens Youth Football and Cheerleading, and for further reference in this constitution will also be referred to as NB Ravens, a non-profit organization as defined by section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2- Purpose and Intent

The purpose of the organization shall be to provide and promote, through properly qualified guidance and supervision, a clean and wholesome youth football and cheerleading program in the Anchor Bay area. We offer this opportunity to youth at specific grades before they can be involved in the various middle school programs. Our aim is not to compete with school programs, but complement them. The Corporation is organized for charitable and educational advancement 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. It is the intent of the Thumb Area Football and Cheer Leading League to teach the basic skills of football and cheerleading, to teach proper conduct and sportsmanship and ultimately, to positively affect the development of our children.

Article II Governance

Control, oversight, and Management of the NB Ravens Shall be vested in the executive board which will be elected annually at the first League meeting of the year by all Executive Board Members. The Executive Board of Directors shall consist of the following members: President, Vice President, Treasurer, Secretary, and Cheerleading Director. Executive Board Members are the voting members. In addition to the executive board, trustee members will consist of an Equipment Director, Player Safety Director, and Fundraising Director. Though these members have no voting rights, they are responsible for their area of expertise and responsible for driving the agenda for these areas. Board member terms are two years and require majority vote by the Executive Board. Board members may seek re-election after conclusion of their term. Elections for President, Player Safety Director, Equipment Director, and Secretary shall be conducted in even number years. Elections for Vice President, Cheerleading Director, Treasurer, and Fundraising Director shall occur in odd number years. By the second week of the season, the members of the community shall be notified concerning any upcoming Board Vacancies and encouraged to apply for them.

The executive board is the policy-making body and may exercise all the powers and authority granted to the Corporation by law. All decisions and/or rulings by this body are final.

All by-laws and rules (this constitution) governing the league shall require adoption by executive board of . Subsequently, this constitution shall be reviewed each year by the board and approved at a meeting to be held prior to the first regularly scheduled games. Any suggested changes must be brought to the board.

Duties of the executive board and trustees

1. The board shall meet once per month to execute the business of the team.
2. Trustees may miss a scheduled meeting if there is nothing to discuss within their assigned area of responsibility as long as they provide the board as a whole written notice no later than 24 hours prior to the scheduled meeting.
3. Meet as needed on an emergency basis to discuss pressing matters concerning the team.
4. A quorum of the executive board shall be a minimum of three executive board members in attendance at a properly noticed meeting and a majority vote is needed to pass any resolution or take action concerning any issue before the executive board.
5. Interpret the bylaws and rules and act accordingly in an emergency.
6. Approve all expenditures related to the operation of the team.
7. Interpret all team and league rules during the season and assess any reasonable sanctions including but not limited to suspensions of coaches, and suspensions of players/cheerleaders. All sanctions must be reported to the affected parties.
8. Executive Board Members who are to be absent from a scheduled meeting must provide written notice no later than 24 hours prior to the meeting.

Duties of the President (Executive Board Member)

1. Oversee team direction, growth and operations.
2. Preside over all board meetings.
3. Assist the secretary, develop and approve meeting agendas.
4. Delegate authority for various tasks to board members.
5. Formulate special committees to study any problem area of concern to board members or the community.
6. Establish yearly calendar of events in conjunction with directors.
7. Audit all year-end financial reports.
8. Maintain communications with league., school athletic directors, vendors, etc.
9. Oversee, communicate, and approve draft procedure for team selection for all communities.
10. Solicit parental involvement in league activities.
11. Handle parental inquiries and complaints.
12. Attempt to resolve any problems or mediate any disputes at the request of any board member, coach, volunteer, or community member.
13. Recommend policy and by-law changes to the board.

14. Fulfill the duties of the Player Safety Director and Cheerleading Director in the event of a conflict related to the interpretation of the rules or determining related sanctions.
15. Oversees or chair any coaches meeting. Contact all coaches prior to meetings.
16. Call and chair regular and special board meetings.
17. Attend all league meetings as required.
18. Assign directors to attend league meetings as official team representatives.

Duties of the Vice President (Executive Board Member)

1. Attempt to resolve any problems or mediate any disputes at the request of the President
2. Oversee the progress of special committees to study any problem area of concern to board members or community.
3. Serve in the capacity of the league President in the event of absence or resignation by the president.
4. Attend to any duties assigned by the President.
5. Interpret all football rules during the season and take corrective action including the recommendation to the president suspension of coaches, and suspensions of players.
6. Act as a liaison between the team and the league's head official.

Duties of the Secretary(Executive Board Member)

1. Keep the minutes of all board meetings and distribute these minutes among the board members.
2. Keeps a file of all records pertaining to team business (meetings, advertisements, corporation papers, etc)with the exception of records maintained by the treasurer and all past records. Oversee all online registration.
3. Attend all board meetings
4. Responsible for leading the player membership activities including but not limited to; insurance policy recommendations, database management, and membership management for the league.
5. Oversee and enforce all player membership expectations to the team.
6. Work with the President on all contract administration and approval..
7. Maintain records of all board members, coaches, and volunteers and their contact information.
8. Receive and respond to all official correspondences.
9. File all forms with the State of Michigan as required.
10. Perform all other duties assigned by the president.

Duties of the Treasurer(Executive Board Member)

1. Work closely with an accountant to help maintain proper accounting and reporting of the team's financial operations. (As the treasurer position continually changes, using the same accountant will help keep accounting records more accurate, allow financial reporting to be consistent from year to year, and will make past financial data available.)

2. Oversees all team deposits (from registration, fund-raising, rebates, etc.).
3. Collect receipts for every expense.
4. Write checks.
5. Maintain banking and receipt supplies.
6. Oversee Purchase Order (P.O.) system with the President.
7. Give accountant all income and expense information.
8. Setup, reconcile and maintain bank and credit accounts.
9. Organize and file all financial records.
10. Be responsible for all federal, state and local financial reporting and applicable forms.
11. Present profit/loss and balance sheet reports at every board of directors meeting.
12. Make the board aware of problems, discrepancies or mistakes (as soon as possible).
13. Review monthly budget/treasurer report to the board, verify/initial the amounts of money being received, deposited, and money used for cash purchases.
14. Oversee all financial operations.
17. Attend all board meetings.

Duties of the Cheerleading Director(Executive Board Member)

1. Oversee all team cheerleading operations.
2. Assist registration committee.
3. Organize and run the cheer coaches' meeting..
4. Oversee and enforce all cheerleading rules and guidelines.
5. Attend all board meetings.
6. Plan and execute the cheerleading competition when asked by the league.
7. Interpret all cheerleading rules during the season and take corrective action including the recommendation to the president included but not limited to suspension of coaches, and suspensions of players.
8. Responsible for selecting the cheer uniform and making the recommendation to the board.
9. Perform all other duties assigned by the President.

Duties of the Player Safety Director (Trustee)

1. The point person for the team for safety, health and Heads Up football guidelines.
2. Attend necessary training for Heads Up Football for communication back to the team.
3. Work with the League Player Safety Director, Board Members, Coaches, and Volunteers for ongoing education and development for "Heads Up" Football.
 - a. Attending clinics
 - b. Obtaining Certifications
 - c. Training
 - d. Defining processes
4. Track and report the team's activities relating to injury/incident reports and forward said reports to the League on a regular basis.
5. Act as a liaison with Coaches on safe equipment checks and upgrades.
6. Key contributor to Coaches meetings
7. Attend all board and league meetings
8. Compile statistics concerning injuries and present them at board meetings.

9. Ensure that all coaches and volunteers receive the proper player safety training
10. Perform all other duties assigned by the President.

Duties of the Equipment Director (Trustee)

1. Responsible for keeping an accurate inventory of all team equipment including but not limited to football helmets, shoulder pads, tackling dummies, etc.
2. Ensures that all coaches are provided with instruction concerning the proper fitting of all equipment
3. Ensures that all equipment is reconditioned or replaced as required by the manufacturer.
4. Responsible for maintaining relationships with uniform and equipment vendors and making recommendations concerning the purchase of uniforms and equipment to the board.
5. Responsible for setting a budget related to all equipment issues and presenting it to the board for consideration.
6. Perform all other duties as assigned by the president.

Duties of the Fundraising Director (Trustee)

1. Responsible for planning and executing all fundraising activities.
2. Ensures that any fundraising activities are appropriately staffed.
3. Reports fundraising activities on a monthly basis to the board.
4. Responsible for executing and staffing all home game activities.

Order of Business (Meetings):

All regular meetings shall be conducted from a prepared agenda, which must include, as a minimum, provisions for:

1. Call to order
2. Roll call
3. Approval of minutes of the preceding meeting
4. Correspondence
5. Director reports
6. Unfinished business
7. New business
8. Adjournment

Voting

All decisions or rulings requiring a vote shall be considered approved with a two-thirds vote of the executive board members in attendance (except as otherwise noted in these by-laws). At all meetings, except for the election or dismissal of directors, all votes shall be by voice or show of hand. For election or dismissal of directors, ballots shall be provided and there shall not appear any place on the ballot that might tend to indicate the person who cast the ballot. At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of directors. At all votes by ballot the President shall appoint a

committee of two (2) who shall act as “Inspectors of Election” and who shall certify the results in the minutes of that meeting.

Committees

The board of directors may, by resolution adopted by a majority of the directors in office, establish committees of the board composed of at least two (2) persons, which may include non-board members. The board may make such provisions for appointment of the chair of committees; establish procedures to govern their activities, and delegate authority as may be necessary or desirable for the efficient management of the business activities of the Corporation. Each committee needs to appoint a chair and a secretary to keep minutes of the meeting.

There shall be a nominating committee, composed of the President and at least two (2) other members of the board of directors. Each member of the committee shall have one (1) vote and decision shall be made by the majority.

Election Committee

There shall be an election committee appointed by the President or Vice President (depending on even or odd years) to serve as electors in place of the executive board members who are up for election in a particular year. These electors shall be drawn from the community (parents, coaches, volunteers) and assist in electing the candidates for board positions. Notifications for the Election Committee shall be provided to the community by the second week of the season.

Dismissal of a Board Member

A director shall be terminated from the board due to excess absences and/or more than two unexcused absences from board meetings in a year. In order for an absence to be considered excused, the member must give written notification to the Secretary and President. A majority of the Board Members present must accept the absence. A notification by the Secretary, with a copy of the meeting minutes, will be sent to all board members who missed a meeting. In addition, any report concerning unsportsmanlike, irresponsible, unethical or illegal conduct including willful violation of team or league rules, will be looked at in a serious manner by the President (or Vice-President if the President is the one in question or is not available). If any director commits or has committed a felony, he/she will be removed from the board (refer to background check policy for further details). The President and Vice-President, together, can temporarily relieve a director from their position until the issue is settled or corrected.

Due Process

Following the report of the misconduct of a board member, if any two (2) members of the board feel it is warranted that further action is needed, the President will convene a special meeting where both sides of the issue will be heard. The board of directors (less the director in question) will discuss the issue in depth. If a corrective action is not agreed upon, a secret vote on dismissing the director will be taken, tallied by the “Inspectors of Election”, with the director in question being informed of the results by the President.

Amendments

These Bylaws may be amended or revised with previous notice and a two-thirds vote of the board of directors. Due to the serious nature and possible ramifications of amending this

constitution, it is advised to have ample discussion, seek past board members input, and consider the help of other qualified professionals or legal assistance. The board will have separate policies outside of the Bylaws.

Article III

Conduct of Board Members, Parents, Coaches, and Volunteers

All parents, board members, coaches and volunteers shall be governed by the applicable code of conduct of which ever league the team is a participant in. All violations of the Code of Conduct shall be brought to the Board's attention for immediate investigation. Any parent, board member, coach or volunteer who engages in any behaviors which endanger a child shall be immediately be removed from league activities until a complete investigation is completed by the Board.

All Board members must be available to coaches and parents during the season by being present at practices and games on a regular basis. All board members must attend all required league meetings.

The team may compensate it's directors for services rendered to the team by vote of the executive board.

Article IV

Upon the dissolution of AB Ravens., assets shall be distributed to creditors first and the remainder will 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. The President and Treasurer are responsible for all dissolution activities reporting all activities to the Secretary for documentation.

Article V

Every member of the board of directors of the team may be indemnified by the team against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the board in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of his/her being or having been a member of the board of the team, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the board approves such settlement and reimbursement as being in the best interest of the team. The foregoing right of indemnification shall be in addition and not exclusive of all other rights, which such member of the board is entitled.