

---

# **MILFORD Jr. FOOTBALL AND CHEER BYLAWS**

**Established 2010 (revised 1/28/2020)**

THE MILFORD JR. FOOTBALL AND CHEER ORGANIZATION IS A DOMESTIC 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 and Cheer, and will operate as the Milford Mustangs (colors: Maroon and Black).

## **ARTICLE II - OFFICE**

The principal and registered office is PO Box 1332, Highland, Michigan 48357.

## **ARTICLE III – PURPOSE**

It is the purpose of the Milford Jr. Football and Cheer (“Milford Mustangs”) 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 an equal competitive 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 AND PARTICIPATION**

The Milford Mustangs organization will be subject to these bylaws and to the Kensington Valley Youth Football Conference (“KVYFC”) rules and bylaws.

The KVYFC bylaws take precedence over the Milford Mustangs bylaws.

The Milford Mustangs organization will be subject to the team formation rules based on the Kensington Valley Youth Football Conference Operation By Laws (Article I6 and 17, of KVYFC Operational By Laws – 2017, as amended).

## **ARTICLE V- MEMBERSHIP**

Milford Mustangs 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 Registrar. 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 Mustangs organization will consider a member in good standing after participation fees have been paid and no suspension or dismissal has been executed in any manner. 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, Kensington Valley Youth Football Conference (KVYFC) rules, Milford Mustangs rules, or any regulations or practices of the organization.

In the event of the dissolution of the Milford Mustangs 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**

### **A. Annual Meeting of Members**

The annual meeting of members will be held within ninety (90) days of the last game of the season at a place determined by the Board of Directors. within boundaries of the Huron Valley School District.

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 Mustangs organization.

## **B. 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.

## **C. Regular 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. Attendance at all meetings is mandatory, and roll call will be taken at the beginning of every meeting. Two unexcused absences of any Board member will result in that Board member's immediate removal.

The Board of Directors shall determine the schedule of board meetings at the annual general membership meeting. The first and the last regular meeting on the Board of Directors for each new season are mandatory. All Board members must be notified 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.

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, 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.

## **D. Quorum**

A majority of the Board of Directors, present in person, shall, except as otherwise provided by law or by the Milford Mustangs 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.

## **E. Voting**

Each member is entitled to one (1) 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 Mustangs. The Board of Directors shall consist of no less than nine (9) and no more than nineteen (19) members and must be members or immediate past members of the Milford Mustangs.

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

**Group A** shall consist of the following positions: President, Secretary, Registrar, Football Director, Merchandising Manager, and Cheer Equipment Manager/Volunteer Coordinator.

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

Commencing with the January 2017 general membership elections, those Board members serving in the positions that make up Group A shall be up for reelection. Thereafter, Group A Board members shall serve two (2) year consecutive terms, subject to reelection at the general membership meeting of the season beginning in an odd-numbered year.

Commencing with the January 2018 general membership elections, those Board members serving in the positions that make up Group B shall be up for reelection. Thereafter, Group B Board members shall serve two (2) year consecutive terms, subject to reelection at the general membership meeting of the season beginning in an even-numbered year.

Unless otherwise occurring due to resignation, vacancy or appointment, Board members shall serve a term of office of two (2) 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, or to create any position otherwise allowed herein. 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 thirty (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. Said communication must include the duties of each of the open Board Positions.

All interested Candidates must submit a letter of request to run which includes the candidate's qualifications. Said letter must be submitted at least fourteen (14) days prior to the AGM.

The Board of Directors shall meet at least thirty (30) days prior to the AGM, or at a special meeting called by the President, for the election of the Board of Directors for the next season by nominating 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 fourteen (14) days prior to the annual meeting of members.

The election of the new Board of Directors will be conducted by written ballot. After the votes have been cast and tabulated, the President 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, Registrar, Treasurer, Football Director, Cheer Director, Football Equipment/Field Manager, Cheer Equipment Manager/volunteer coordinator, Promotions Manager, and Merchandising Manager

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

The Board of Directors shall have the power to appoint such agents, or other members, and to create any committees or sub-organizations, as the Board deems necessary for the proper transaction of the business of the organization. Any agent or committee so appointed or created can be removed or dissolved by a majority vote of the Board. Any additional member so appointed shall be appointed and removed as set forth in Article VII of these Bylaws.

The Board of Directors shall have the authority to run criminal background checks on coaches that have submitted an application to be considered for a coaching position within the Mustang program. Any findings of concern, including but not limited to, a misdemeanor or

felony, the Board has the sole discretion to exclude the individual from a coaching position within its program. Before making this determination, the Board shall consider the seriousness of the offense, the amount of time that has elapsed since the offense and the accuracy and completeness of the information provided by the coach applicant when filling out the coaching application.

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.

Directors will work together to ensure that there is always a Board Member present at every home game to address any issues/concerns that may arise.

Directors will collectively work together to ensure that the duties of open Board positions are performed until the position is filled.

The Board of Directors shall reassess every other year the need for an increase in the Registration Fees for the Milford Mustangs. The Registration fee was increased in 2019 and is due to be reassessed in 2021 and then every other year thereafter.

## **ARTICLE IX - MEETINGS OF THE BOARD OF DIRECTORS**

Within thirty (30) days of the AGM, the newly elected Board of Directors shall meet for the purpose of electing officers and conducting Milford Mustangs business. A majority of the Board of Directors shall constitute a quorum for the purposes of conducting business.

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:

### **A. President**

- Perform overall management of business, legal, financial, and operational aspects of Milford Mustangs.

- 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 and to handle all matter pertaining to the use of Milford High School for practice and games
- 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.
- Assist Vice President if issues arising during practice session and games are still unable to be resolved.
- Attend, or appoint designees from the Board to attend, Kensington Valley Youth Football Conference (KVYFC) Commissioner meetings for football and cheer.

## **B. Vice President**

- Perform overall general management of the logistical operations of Milford Mustangs. Logistical Operations include ensuring that each board complete their prescribed duties.
- Provide on-field management and point of contact during all practice sessions and games for unresolved general problem/issue resolution that may be required in response to problems/issues raised by coaches, Board Directors, parents, and players, in accordance with Article X1, below.
- Serve as the point of contact for unresolved parent/League questions, issues, and problems in accordance with Article XI, below. .
- Assume the duties and responsibilities of the President in the event the President is unable or is unavailable to perform said Presidential duties.

## **C. Secretary**

- Perform the overall function of recording general organizational board information, including, but not limited to, Board member contact numbers, meeting minutes, and bylaws for the Milford Mustangs.
- Prepare and forward notices for special events as determined by the Executive Board of Directors.
- Record Board of Directors meeting notes, finalize meeting minutes and send to Registrar for posting.
- Distribute a copy of the minutes of the previous meeting of the Board of Directors to the Board members for review prior to the next Board meeting.
- Maintain and monitor the social media profiles on behalf of the Milford Mustangs Board.
- Maintain communication/emails sent to Milford Mustangs program and forward emails to the appropriate Board Member.

#### **D. Registrar**

- Maintain any electronic system/software data program purchased to handle league member information and registration
- Manage and complete background checks for all football and cheer head coaches and assistant coaches.
- Complete rosters of all participants (including addresses/emails)
- Compile INITIAL binders that includes all signed forms, disclaimers, physicals and report cards for each team and distribute to each Head Coach. It is the responsibility of each team to obtain any and all missing forms, disclaimers, physicals and report cards once the binders have been distributed.
- Compile and maintain a roster of members that have outstanding balances with Milford Mustangs.
- Supervise functions of designing, updating and maintaining the Milford Mustangs website.
- Upload Board meeting minutes to website within 7 days of receiving the minutes from the secretary.

#### **E. Treasurer**

- Perform overall functions of disbursement and collection of the Milford Mustangs funds and maintain an accurate and up-to-date financial ledger.
- Deposit organization funds and record all deposits to the Milford Mustangs ledger account(s).
- Disburse funds upon the President's or Board of Directors' approval and record said disbursements to the Milford Mustangs ledger account(s).
- 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 and annual budget for the upcoming fiscal year to the Board of Directors.
- Prepare and submit all required tax information/documentation/forms to applicable state and federal authorities.
- Maintain insurance policies and other corporate business transactions, including the oversight of legal and administrative matters

#### **F. Football Director**

- Shall work with the President and perform duties as assigned by the President, including attendance at KVFYC Commissioner meetings for football
- The Football Director shall be responsible for the selection of head coaches and assistant coaches. The selection will be finalized upon Board approval.



- Shall ensure that football head coaches and assistant coaches have been properly trained in concussion protocol.
- Arranging and executing coaching clinics with Milford High School coaching staff.
- Conduct coaching candidate interviews according to Board requirements.
- Training for all coaches, specifically proper equipment handling, helmet and pad fitting techniques and concussion awareness training.
- Compile and maintain a list of all Team Head Coaches and Assistant coaches, Including emails and phone numbers)
- Schedule the annual football scrimmage with determined opponent(s).
- Assist Head Coaches with coordinating and scheduling year end banquets, if needed.

#### **G. Cheer Director**

- Shall work with the President and perform cheer duties as assigned by the President.
- The Cheer Director shall be responsible for selection of head coaches and assistant coaches. The selection will be finalized upon Board approval.
- Shall ensure that football head coaches and assistant coaches have been properly trained in concussion protocol.
- Coaching clinics with Milford High School Coaching Staff.
- Conduct coaching candidate interviews according to Board requirements.
- Assist Head Coaches with coordinating and scheduling year end banquet (s), if needed.
- Formulate procedures for early promotion or reclassification of participants

#### **H. Football Equipment/Field Manager**

- Manage the distribution and collection of equipment and assist with the storage and inventory of equipment.
- Develop a plan for acquisition of equipment; secure timely and appropriate maintenance of equipment and medical kits.
- Check and prepare fields for home games, by opening and closing the fields and setting out field markers and cones
- Ensure that a Board Member will supervise the home game clean- up crews to stow equipment and police the field after the last home game of the day.
- Ensure that Concessions is ready to operate for all home games and coordinate with the High School Boosters on sufficiently stocked inventory for concessions

#### **I. Cheer Equipment Manager/Volunteer Coordinator**

- Track volunteer records and notify each team Head Coach/Team Coordinator with a list of families that still need hours by the end of the 4th week of games.
- Maintain any electronic/software program utilized to set up volunteer sign up.
- Manage the distribution and collection of equipment/uniforms and assist with the

storage and inventory of equipment/uniforms.

- Develop a plan for acquisition of equipment/uniforms;
- Management of cheer equipment and uniform fees, and preparation of related fee report to the Board

#### **J. Promotions Manager**

- Identify potential sponsors for the upcoming and current 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.
- Manage the annual program, if Board approved for the current season. Coordinate pictures and Sponsors for the program.
- Upon Board Approval, select trophies to be distributed at end of season, coordinate the distribution of the trophies. Trophies must be available for distribution by the end of the regular season.
- Create marketing/recruiting material to obtain more members.
- Manage annual fundraising event, if Board approved for the current season.

#### **K. Merchandising Manager**

- Upon Board Approval of vendor, manage the ordering and sale of apparel (spirit wear) and souvenirs at all organization events.
- 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.
- Upon Board Approval of vendor, schedule and coordinate the annual team photos.
- Distribute any and all purchased apparel (spirit wear) to each team Head Coach/Team Coordinator

### **ARTICLE XI – CHAIN OF COMMAND**

Any conflicts involving matters related to conduct occurring before, during and after football games or cheer events, shall be directed first to the Coach for resolution. If unresolved, the dispute should then be directed to the Vice President. Any matter remaining unresolved shall be directed to the President for a final decision.

Any conflicts involving matters related to the football and cheer organization, or any administrative matters related thereto, shall be directed first to the Coach for resolution. If unresolved, the dispute should then be directed to the Football Director or Cheer Director, depending upon the subject matter, and then the Vice President. Any matter remaining unresolved shall be directed to the President for a final decision.

## **ARTICLE XII - REMUNERATION**

No Director, Officer, or member will receive remuneration, monetary or otherwise, for services rendered to Milford Mustangs. 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 XIII – FINANCES**

The Executive Board of Directors shall administer finances for the Milford Mustangs, and shall direct the expenditures in such a manner as will give no individual or team an advantage over another. All registration and fund-raising is used to replenish the general fund of the organization.

All purchases in excess of Five Hundred (\$500.00), must be approved by a majority vote of the Board of Directors. Only those Board members specifically authorized in these Bylaws, or by other action of the Board of Directors, shall be allowed to spend money or incur debt. No member will be reimbursed for any expenses incurred without prior approval from the Board of Directors.

## **ARTICLE XIV - 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 Mustangs.

## **ARTICLE XV - FISCAL YEAR**

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

## **ARTICLE XVI - 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 XVII - 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.