

Bylaws

of

Grand Blanc Youth Football and Cheer Inc.



As Adopted January 13th, 2025

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Grand Blanc Youth Football Inc.

Bylaws

(as adopted on January 13, 2025)

Article I - Name and Affiliation

1.1 Name

The name of the league is Grand Blanc Youth Football Inc. Grand Blanc Youth Football Inc. will forever exist as a nonprofit organization.

1.2 Affiliation

The Corporation is currently affiliated with Metro Youth Football League. This change can happen upon a majority vote from the executive board, should the MYFL get dissolved, or the organization feels it's in the best interest of the program.

Article II -Objective

2.1 Objective

The mission of the Grand Blanc Youth Football Inc. league is to organize and maintain recreational athletics (youth football and cheer) in an instructional nature; to provide adequate supervision and guidance, to promote the development of honesty and good fellowship, self-discipline and team play, which are the essentials of good sportsmanship.

Article III - Location

3.1 Location

The registered office of this Corporation in the State of Michigan shall be in the Township/City of Grand Blanc, County of Genesee. The Corporation may have such other offices, either within or without the State of Michigan, as the Board of Directors may determine. The registered office of the Corporation shall be maintained in the State

of Michigan at all times and shall be changed only upon the action of the Board of Directors.

Article IV- Membership and Voting

4.1 Corporation Membership

All children meeting the requirements of age and residence set forth in the bylaws of the Corporation, or any participating adults or parents of Corporation's current or former players, shall be eligible for membership.

Corporation Membership shall consist of Executive Officers and Board of Directors.

4.2 Elections

Any adult who is a Corporation member shall have one (1) vote in the election process for positions of Board members. **All board positions are up for election every year, regardless of a member's intention to return.**

4.3 Voting

Other than Executive Officer elections, the Corporation shall have no voting members. The management and affairs of the corporation shall be at all times under the direction of the Officers, whose operations in governing the Corporation shall be defined by statute and by these bylaws. No Director, Officer, or member shall have any right, title, or interest in or to any property of the Corporation.

Article V- Trustees and Executive Officers

5.1 Executive Officers

The Officers of this Corporation shall be elected by majority vote from the Board of Directors. The positions of office shall include: President, Vice President, Secretary, Football Director, Cheer Director, and Treasurer. The Treasurer shall not possess voting rights.

5.2 Term

The term of office shall be one (1) year from January 1st through December 31st.

5.3 Board of Directors

The full Board of Directors shall consist of the above-mentioned Executive Officers as well as the following Trustees; Fundraising Coordinator, Volunteer Coordinator, Concessions Coordinator, Press Box Coordinator, Field and Equipment Coordinator, Flag (Assistant) Football Director, Assistant Cheer Director, and Community Relations Coordinators. It shall be the duty of the elected Officers to appoint qualified people for other positions as necessary for the operation of the Corporation. The duties of the Executive Officers and Trustees shall include, but not be limited to, the following:

ALL BOARD MEMBERS ARE REQUIRED TO ASSIST AT ALL HOME GAMES. BEGINNING WITH SETUP PRIOR TO THE COMMENCEMENT OF THE FIRST GAME AND DOES NOT CONCLUDE UNTIL CLEAN UP IS COMPLETED FOLLOWING THE LAST GAME'S CONCLUSION.

5.3.1 *President*

- Preside at all meetings of the Corporation.
- Shall be in charge of election of officers for the new Board.
- Conduct the affairs of the Corporation and execute the policies as established by the Corporation's bylaws
- Investigate complaints, irregularities, and conditions detrimental to the Corporation and report thereon to the Board of Directors as necessary.
- Assist the Vice President with procuring team and Corporation insurance.
- Make final approval of all coach applicants along with the Vice President and Head of Football and Cheer.
- Shall have authority to take immediate disciplinary action against any Coach, Manager, or Corporation member for any serious violations of these bylaws as determined by the Board of Directors.
- Responsible for activities concerning the registration process along with the Treasurer.
- Manages the online registration process (coordinating, updating and maintaining on-line registration).

- Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the Vice President or Secretary.
- Responsible for all football uniforms (i.e. Design, bags, etc)
- Responsible for attending all MYFL League Meetings.
- Responsible for working with the Vice President to secure practice and game facilities.
- Responsible for the safe and effective operation of this organization.

5.3.2 Vice President

- Shall act as an aide to the President.
- Coordinate the recruitment and selection of managers and coaches along with the assistance of the President.
- Responsible for working with the President to secure practice and game facilities.
- Recognize that the Corporation must remain in a constant state of revitalization and growth and shall ensure a constant flow of information to the Board to identify and address weak areas of player development.
- Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary.
- Responsible for managing our participation in the Grand Blanc Homecoming Parade.
- Responsible for attending all MYFL League Meetings.
- Shall be the liaison to MHSAA Referee.
- Responsible for the safe and effective operation of this organization
- Responsible for liaison with the MHSAA head referee.

5.3.3 Secretary

- Act as an aide to the President.
- Maintain the Corporation's bylaws.
- Responsible for all publicity-related activities including, but not limited to, newsletters, placement of information in local newspapers, school newsletters, online and social media.
- Absent a fundraiser position, shall be responsible for fundraising and sponsors.

- Maintain records of business transacted at each meeting and provide a copy of the minutes to the Board members at the next regularly-scheduled meeting.
- In the event an Executive Officer is absent from a vote, the Secretary shall vote as proxy.
- Responsible for recording the activities of the Corporation and maintaining appropriate files, mailing lists, and necessary records.
- Responsible for executing background checks on new coaches and Board Members.
- Conduct all Corporation correspondences not otherwise specifically delegated and shall be responsible for carrying out all orders, votes, and other resolutions that are not otherwise committed.
- Responsible for submitting all yearly filings with L.A.R.A.
- Maintain a running history of the Corporation.
- Works with the President to manage the online registration process (coordinating, updating and maintaining on-line registration).
- Attend all scheduled meetings. If unable to attend a meeting or function, he/she must notify the President or Vice President.
- Responsible for submitting online requests for indoor practice space for the Corporation's needs, i.e. meetings, cheer practice, banquets etc.
- Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the Vice President or President.
- Responsible for the safe and effective operation of this organization.

5.3.4 Treasurer

- Shall receive and distribute all funds of the Corporation as authorized by the Board.
- Shall keep financial records.
- Prepare a monthly report of all financial transactions.
- Shall be responsible for prompt payment of Corporation insurance bills.
- Shall maintain a running history of the Corporation's financial records.
- Shall create and maintain a budget for all Corporation expenses.
- Shall order all supplies and equipment per budget allocations.

- Keep a record of money spent and money received, for concessions, and then report the profit or loss of each event to the Board.
- Attend all scheduled meetings. If unable to attend a meeting or function, he/she must notify the President or Secretary.
- Responsible for gathering lists of needs from both Football and Cheer Directors.
- Responsible for the safe and effective operation of this organization

5.3.5 Football Director

- Responsible for the execution of the football strategy outlined by the Executive Board.
- Responsible for player and coach development and in such capacity shall arrange clinics for players, coaches, and/or administrative personnel as determined by the Board of Directors.
- Conduct coaches's clinic
- Mentor coaches
- Ensure communication between the Corporation and other football programs.
- Organizing clinic's as desired with Grand Blanc High School and/or Middle School football programs
- Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary.
- Assist coaches as needed
- Assist coaches with parent discussion as needed
- Appointing Flag Football officer to be approved by Board Members

5.3.6 Cheer Director

- Responsible for the execution of the Cheer strategy outlined by the Executive Board
- Responsible for cheerleader and coach development and in such capacity shall arrange clinics for cheerleaders, coaches, and/or administrative personnel as determined by the Board of Directors.
- Conduct Coach's clinic
- Ensure communication between Grand Blanc Youth Cheer and other cheer programs

- Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary.
- Design cheer packages for each season. (i.e. What is included: Uniforms, bags, poms etc)
- Draft teams/rosters
- Lead coaches meetings
- Assist coaches as needed
- Assist coaches with parent discussion as needed
- Appointing an Assistant Cheer Director to be approved by board members.

5.3.7 Fundraising Coordinator

- Responsible for locating sources for fundraising events. Submit information on the most reasonable and profitable events to the Board of Directors for approval.
- Shall be responsible for all fundraising activity including, but not limited to, any and all fundraising programs and sponsorships.
- Locate and secure sponsorships and grants from individuals and businesses.
- Responsible for ensuring all GBYFC obligations are fulfilled for sponsors.
- Submit information on the most reasonable and profitable events to the Board of Directors for approval.
- After an event has been approved, the Fundraising Coordinator shall plan the event, place orders, make arrangements, distribute products or information, and maintain necessary records.
- Record all monies collected, provide receipts as needed, and turn in all monies received to the Treasurer in an expedient manner.
- He/she will work closely with the Treasurer and the Board in order to produce the funds needed to meet the goals and needs of the organization.

- Attend all scheduled meetings. If unable to attend a meeting or function, he/she must notify the President or Secretary.
- Perform other duties as prescribed by the Board.

5.3.8 Concessions Coordinator

- Responsible for planning a menu, purchasing the necessary supplies for a fully stocked snack bar, and for being open for business at all home games during game times.
- Responsible for recruiting parents and/or available Board Members to work in the concession stand and he/she shall supervise the operation of the concession stand.
- Responsible for the money collected at the concession stand and shall turn in all monies received to the Treasurer in an expedient manner.
- Attend all scheduled meetings. If unable to attend a meeting or function, he/she must notify the President or Secretary.
- Perform other duties as prescribed by the Board.
- Responsible for the safe and effective operation of this organization.

5.3.9 Volunteer Coordinator

- Responsible for the execution of the volunteer strategy as outlined by the Executive Board.
- Responsible for the layout of volunteer requirements
- Responsible for ensuring we have coverage for help during ALL home games.
- Responsible for communicating with each Team Parent for tracking who has met or still needs to meet their volunteer requirements.

5.3.10 Field and Equipment Coordinator

- Responsible for the fields and the surrounding area during games and practices.
- Shall be responsible for the field preparation prior to games being played, and recruiting other able-bodied assistants for fieldwork.
- To perform duties as assigned by the President/Football Director.
- Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary.
- Responsible for organizing and maintaining program equipment.
- Responsible for equipment fitting, hand out, and turn in.
- Responsible for the safe and effective operation of this organization.

5.3.11 Press Box Coordinator

- Responsible for ensuring the Press Box is ready for all home games.
- Responsible for training the volunteers helping that day to use the press box.
- Responsible for announcing during each game if the volunteer position has not been filled.

5.3.12 Community Relations Coordinator

- Position was created for the Head Varsity Football Coach.
- This member reports to the President and Vice President.
- Their sole responsibility is to liaison between the GBYF and the Grand Blanc Community Schools. In return they can provide feedback to the league for plays, verbiage and schemes participants will see once they graduate to the Middle School program. Due to the nature of their role as Head Varsity Football Coach,

their participation will be as they deem fit This role isn't up for election or re-election, the term is dictated by their choice. Upon removal of this Member the role can evolve, change, and get re-designed or not filled at all.

5.3.13 Assistant Football Director/Flag Director

- Responsible for executing the flag football strategy outlined by the Executive Board
- Assist in conduction of Coach's clinic and mentoring coaches
- Ensure communication between Grand Blanc Youth Football and other Flag Football programs
- Assist as directed by the Football Director.

5.3.14 Assistant Cheer Director

- Responsible for executing the cheer strategy outlined by the Executive Board
- Assist in conduction of Coach's clinic and mentoring coaches
- Ensure communication between Grand Blanc Youth Cheer and other cheer programs.

5.3.15 Other Positions

- Other Board of Director positions can be added at any time if deemed necessary.

5.4 Election of Officers

In January of each year, the President will call a meeting with the members to elect new Officers and Members as needed. New Officers will be determined by a majority vote. Results of the voting will be announced on the Corporation's website.

5.5 Disciplinary Action

Disciplinary action against a Board Officer, coach, manager, or Corporation member will only be considered if a written request is presented to the Board at least one week prior to a scheduled Board meeting. Written notice of impending action, or any action taken by the President, must be given to the charged individual and Board members prior to the Board meeting at which time the action will be discussed. The charged individual will be allowed to speak on his/her behalf at the Board meeting. Final discipline or removal from a position requires a two-thirds vote of the attending Board members.

5.6 Vacancies

Vacancies occurring in elected offices before the expiration of the term shall be appointed by the President with the approval of a two-thirds vote of the remaining Board.

Article VI - Meetings

6.1 Annual Meeting

An Annual Meeting will be held for the purpose of conducting the election of Officers. If any positions are not filled by election, the President may fill these positions by appointment with the approval of the elected Board members.

6.2 Monthly Meeting

A monthly meeting will be held for the Executive Committee until the active season. During which time the meeting will consist of the entire board or directors.

Treasurer shall give a full report on the financial status of the corporation at this time. Officers will discuss and vote on any financial matters during this time.

6.3 Notice of Meeting

At least eighteen (18) hours in advance of each Board meeting, notice of the meeting shall be given to the members in such a form as authorized by the Board.

6.4 Special Meetings

Special meetings may be called by the Board or the President at their discretion. At least eighteen (18) hours in advance of each Board meeting, notice of the meeting shall be given to the members in such a form as authorized by the Board.. Upon written request of at least five (5) Corporation members, the President shall call a special meeting to consider a specific request, with the eighteen (18) hour notice.

6.5 Transaction of Business

- Meetings of the Board of Directors shall be held as required for the transaction of business after all Board members have been notified of the time and place. A majority of Board members, one plus half of the current number of Board members, must be present at a meeting to constitute a quorum for the purpose of transacting business. Any matters not specifically addressed in these bylaws will follow the guidelines set forth in *Robert's Rules of Order* parliamentary procedures.
- During the Corporation's active season, meetings shall be split into two (2) phases with phase one (1) being open to the Corporation's community. This is the time for any community member to address any matters or concerns. Phase two (2) will be a closed door meeting consisting only of the Board of Directors

6.6 Absence and Negligence

Any Board member absent from three (3) consecutive regular monthly board meetings or otherwise negligent in the performance of his/her duties is subject to removal from office at the discretion of the Board of Directors.

Article VII - Finances

7.1 Fiscal Year

The fiscal year for the Corporation shall begin on the 1st day of January and end on the 31st day of December in each calendar year.

7.2 Financial Recordkeeping

The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors and committees having any of the authority of the Board of Directors, and shall also keep at its registered office a record giving the names and addresses of the members entitled to vote. All such books and records shall be made available for inspection by any member, or his agent or attorney, for any proper purpose at any reasonable time at the registered office of the Corporation. Upon request of any member, the Corporation shall furnish such member with a statement showing the financial results of all operations and transactions affecting income and surplus during its last annual accounting period, and a balance sheet containing a summary of its assets and liabilities as of the closing date of such accounting period.

7.3 Registration Fees

Registration and sponsor fees will be determined during the annual meeting by the Board of Directors. The fees shall be initiated to defray the operating expenses of the Corporation. Deferred payments may be approved by the Board in the event of hardship situations.

7.4 Equality

The Board of Directors shall decide all matters pertaining to the finances. No individual team shall have an advantage over any other team in regard to expenditures.

7.5 Authorization

Checks will be signed by the President. All payments will stay within the budgeted amount allocated by the Board. Bank card(s) shall be held by the President.

7.6 Federal and State Reporting Requirements

The Treasurer shall be responsible for annually filing all required Federal (IRS) and State Information returns. These returns are public information.

7.7 Audit

The Treasurer's books shall be audited after the end of the fiscal year or more often if the Board so desires. The auditor shall be a designee of the Board. The extent of the audit is at the discretion of the Board and the results will be reported to the Board.

7.8 Financial Assistance

Relief from registration fees can be requested via a written request presented to the Board for review.

7.9 Disbursement

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions for Corporation purchased items and for reimbursements to Board members and coaches for expenses incurred on behalf of the Corporation.

7.10 Insurance

A group type accident insurance obtained by and in the name of the Corporation shall cover each participant in tournament play, practice, and travel. Player's parent or guardian shall be required, prior to participating in any league play or practice session, to sign a medical/dental emergency consent form.

Article VIII - Committees

8.1 Committees

Committees shall be appointed by the President and/or Board of Directors as needed to conduct business of the Corporation.

Article IX - Indemnification

9.1 Officers, Directors, and Employees

The Corporation shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, or employee of the Corporation against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the Corporation; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of directors who are not at that time parties to the proceeding.

9.2 Assignment

The indemnification provided hereunder shall insure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled.

9.3 Policy Amendments

This Article constitutes a contract between the Corporation and the indemnified officers, directors, and employees. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified officer, director, or employee under this Article shall apply to such officer, director, or employee with respect to those acts or omissions which occurred at any time prior to such amendment or repeal.

Article X - Parliamentary Authority

10.1 Robert's Rules of Order

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with the bylaws.

Article XI - Conflict of Interest

11.1 Conflict of Interest

For purposes of this provision, the term "interest" shall include personal interest, interest as director, officer, member, stockholder, shareholder, partner, manager, trustee or beneficiary of any concern and having an immediate family member who holds such an interest in any concern. The term "concern" shall mean any Corporation, trust, partnership, limited liability entity, firm, person or other entity other than the Corporation.

No director or officer of the Corporation shall be disqualified from holding any office in the Corporation by reason of any interest in any concern. A director or officer of the Corporation shall not be disqualified from dealing, either as vendor, purchaser or otherwise, or contracting or entering into any other transaction with the organization or with any entity of which the organization is an affiliate. No transaction of the organization shall be voidable by reason of the fact that any director or officer of the Corporation has an interest in the concern with which such transaction is entered into, provided:

- The interest of such an officer or director is fully disclosed to the board of directors.
- Such a transaction is duly approved by the board of directors not so interested or connected as being in the best interests of the Corporation.

- Payments to the interested officer or director are reasonable and do not exceed fair market value.
- No interested officer or director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which such a transaction may be authorized.
- The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

Article XII - Dissolution of Organization

12.1 Dissolution of Organization

In the event that the Grand Blanc Youth Football Inc is dissolved, all assets of the organization will transfer to the Grand Blanc Football Boosters.

Article XIII - Amendments

13. 1 Amendment of Bylaws

These bylaws shall be adopted or amended by a majority vote of the Board of Directors of the Corporation at any regular or special meeting. A complete history of the amendments to the bylaws shall be recorded in the files of the Corporation and be maintained by the Secretary.