

Byron Area Athletic Association
By-Laws
January 2010

Byron Area Athletic Association is a nonprofit corporation organized under the laws of the State of Michigan

Article I: Title

The name by which this corporation shall be known as: Byron Area Athletic Association (BAAA).

Article II: Office

The principal and registration office shall be at a location specified by the board of directors.
The mailing address is: P.O. Box 333 Byron, Michigan 48418

Article III: Purposes

It is the purpose of the BAAA that the children of our community be afforded the opportunity to participate in a football and cheerleading program that will encourage and promote citizenship, sportsmanship, fellowship, sense of community, as well as foster a positive self-esteem and promote physical development. It is further the purpose of this program to sponsor and promote organized sports events for these children through which they can flourish and grow in a positive environment.

Article III: Eligibility

Participation is open to boys and girls in the Byron and surrounding areas (i.e., Durand, Argentine, Cohoctah, Gaines, Linden, Fenton, Bancroft, etc.), regardless of race, creed, or national origin. BAAA is a participant in the Livingston County Area Junior Football League (LCAJFL). Player eligibility and placement will be in accordance with the LCAJFL and MHSAA rules and regulations.

Article IV: Membership

Section 1:

Membership in the BAAA is privilege, not a right. Membership in the BAAA program will be consist of parents/guardians of children participating after registration fees have been paid to date for the current season, athletes, coaches, volunteers, and board members who are in good standing. Membership also requires parents to attend the mandatory parent meeting at the designated time at the beginning of the season. The Board of Directors, by a majority vote, may suspend or expel any member, participant, or volunteer upon evidence of violation of the By-laws, public laws, LCAJFL rules, Parent Code of Conduct, BAAA rules, Byron Area School rules, or any regulations or practices of the organization.

Section 2:

Regular background checks are mandatory for all coaches, committee members, and board members. Board members must submit to a background check at the beginning of the fiscal year or as soon as appointed to the board of directors. All coaches must be cleared by the first day of practice.

Section 3:

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

Article V: Registration

Section 1. Fees

Registration fees will be determined by the board of directors prior to registration.

A family discount will be given to families registering more than two children. Each child after the second child registered will receive a \$50 discount.

The Byron Area Athletic Association program is run strictly on volunteers. Registration fees will include a \$50 refundable volunteer/equipment deposit per registered child. Parents/Guardians are required for each registered child to work at one home game in the concession stand. When the BAAA hosts the Livingston County Cheerleading Pom Pon festival, parents will also be required to work 2 hours at the Festival. Parents are also required to donate one case (24pk) of specified soda per family. Equipment must be turned in clean and dry, by the specified due date. Any family that does not meet all of these requirements will forfeit their \$50 deposit and will be excluded from registering in the league for the following season.

CONFIDENTIAL: Hardship Scholarships can be awarded by board vote to BAAA members. Members receiving a scholarship must pay \$50 of the registration fee per athlete. Members in exchange agree to work 2 hours in the home concession stand five times during the season. Members are required to fill out the scholarship application and submit to the board for vote.

Section 2: Pre-registration

Pre-registration for the following season will be offered to returning members in good standing at the end of the current season. A NON-REFUNDABLE deposit of \$25 will be collected per athlete to reserve the athletes spot on the roster for the following season. The \$25 non-refundable deposit will be credited to the following season's registration fee.

Section 3: Equipment

Football registration fee includes the use of uniform: personalized game jersey, game pants, all pads, helmet, practice pants, and a mouth guard. At the end of the season the athlete will keep the game jersey. Parents must additionally provide: practice jersey, shoes, girdle, athletic cup, and specified game socks.

Cheerleading registration fee includes use of uniform, game hairpieces, game socks, festival t-shirt and festival fee. Parents must additionally provide specified shoes, body suit, and briefs.

Article VI: Board of Directors

Section 1:

A board of directors shall manage the business, property, and operation of this corporation. The board of directors will be composed of a President, Vice President, Secretary, Treasurer, Football Commissioner(s), and Cheerleading Commissioner. The board of directors may delegate a chairperson for special committees.

Section 2:

All board members shall have voting privileges. However, in the event a husband and wife are both on the board, there will be only one vote per family.

When a potential conflict of interest may exist concerning a board member, a board member's spouse, or family member, 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. 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 have regular meetings at a location determined by the board of directors. The location will be listed on the BAAA website (byronyouthfootball.com)
 - To meet at least once every month January thru July on the second Thursday of the month and every Thursday night once the season begins or as deemed necessary by the activity level of the calendar year. The January meeting will be considered the Annual meeting.
 - There will be no meeting in November or December unless deemed necessary.
- B. To annually review the Articles of Incorporation and By-Laws and amend if necessary.
- C. To approve and appoint any committee members which will facilitate the operation of the program.
- D. To conduct themselves in a professional and proper manner. Decisions will not be undermined verbally or written. The board will stand as one unified group supporting each other and all decisions made. To act and make fair decisions on what is best for the BAAA program on it's entirety.
- E. To ensure that no official board action will be taken by an individual board member without prior approval, in advance, and by majority vote of the Byron Area Athletic Association Board of Directors (i.e. purchases, dealing with team issues, etc.).
- F. To set the practice schedule for the season and notify the Byron Area Schools as per the facilities usage contract. If a coach wants to deviate from the set schedule, he/she must present his/her situation to the board of directors. The board may meet right at the practice field or an agreed upon, designated location for these types of meetings. Any deviations must also be approved with the Byron Area Schools
- G. To attempt to attend all Byron Area Athletic Association functions including all home and away games.
- H. To direct all monies, invoices, etc. to the treasurer and/or his/her designee.
- I. Support and foster good working relationship with the Byron Area Schools.

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. All members must be notified of meetings.

In the event a husband and wife are on the board together, with one vote per family, the number of the quorum for voting and the majority will change accordingly.

All board votes will be used as standard operating procedures for the board of directors.

Section 5:

Board members will serve for the length of time wished, until he/she resigns, or, if a situation deems necessary, is removed from his/her position. Board members must notify the board of directors of their resignation. The resigning board member term ends at the year-end banquet. If a board member was removed from his/her position the terms ends immediately. All Byron Area Athletic materials must be turned in when their term ends. Newly elected members will work closely with the current board members to ensure a smooth transition of duties and responsibilities.

Section 6:

A board-approved and appointed person shall fill a vacancy in any office of a board member. In the process of filling a vacant board position, an interim person(s) may become a board member at any time during the calendar year.

Any board member that has missed three consecutive meetings, without notification, shall be suspended until review can be made by the board as to whether it is in the best interest of the organization for that member to be released from his/her duties on the board. A phone call to any board member who will be attending the meeting stating that you will be unable to attend is a common courtesy and is expected.

Section 7:

Board members cannot be members of any coaching staff due to potential conflicts of interest.

Section 8:

Reprimand or discipline of Board Members will be addressed by the board with a majority being required for dismissal of a Board Member.

Section 9:

Any member may request to remove a board member by taking the following steps:

- The member must file a signed grievance letter, naming the officer(s) involved in the grievance and describing the reasons for removal. This letter will be submitted all board members including the person(s) subject to removal.
- A complete and fair investigation will be conducted.
- The president will call a special closed session board meeting within 3 days for a full and fair review of the grievance. The board will vote on removal in an anonymous ballot. If a quorum is in favor of removal, then the officer(s) will be removed. The decision of the board is final.
- There will be no double jeopardy. No member may be reviewed for removal twice for the same incident.

Article VII: Meetings

Section 1:

Board meetings to take place as described in Article VI, Section 3.

The order of business shall be as follows:

- Roll Call
- Call to the public
- Call for closed session
- Reading/Approval of the minutes of the prior meeting
- Treasury Report
- Old Business
- New Business
- Commissioner(s) reports
- Open discussion
- Adjournment

Section 2:

Board meetings are open to the public for the first half hour or as deemed necessary by attendance. Any member of the BAAA may participate during the public session in professional manner and according to the BAAA by-laws and Parent Code of Conduct. Members must sign in and will have five minutes to state any issues or concerns upon their name being called. Anyone not signing will not be allowed to speak. Once public input has commenced the board of directors will declare the meeting a closed session. Discussion will take place regarding any public input and if a response is necessary it will be done in written form to the appropriate individual.

Section 3:

Upon written request from a member, BAAA shall mail copies of the treasury report from the end of the preceding fiscal year.

Upon written request from a member, they may examine the BAAA meeting minutes and make extracts there from at the place and time of board meetings. The written request must be made at least 10 days in advance.

Section 4:

Special board meetings may be called by any board member for coaches, parents/guardians, and/or athletes, as deemed necessary.

Article VIII: Election of Board of Directors

Section 1:

In the event a vacancy opens on the board, the board of directors shall inform parents / guardians verbally and by posting it on the byronyouthfootball.com website. The board will then compile a list of self-nominated individuals interested in filling the vacancy.

Section 2:

Nominees will be given consideration through personal interviews with the board, at designated meetings with the board. The board will vote for whom they believe will best fill the position. A majority vote by the board of directors will bring that new member on the board. After all interested individuals have been interviewed, if the board decides that there are not any qualified candidates, the position shall remain open until a qualified individual is interviewed. The board shall nominate a board member to cover the open position during this time. The board shall have the option to fill positions outside of BAAA membership.

Section 3:

Any board member vacating his/her position, whether by resigning or being removed, must return all Byron area athletic association documentation, materials, equipment, etc., over to the board of directors upon leaving the position. Failure to comply may result in legal action.

Article IX: Officers and Their Duties

Section 1.

The following officers shall be responsible for league operations and decisions:

President, Secretary, Treasurer, Vice President, Football commissioner(s), Cheerleading Commissioner.

President:

Shall be principal officer, shall be general supervisor, and shall oversee all 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. He/she shall be the liaison between the BAAA and the Byron Area Schools. Once approved by the board he/she shall be responsible for signing the school facilities usage contract. He/she shall have a vote at board meetings.

Secretary:

He/she will type meeting agendas, team rosters, outgoing correspondence, coaches' team information, game schedules, etc. Take notes at all board meetings, type minutes, copy, and distribute for board vote and approval. He/she will keep all records of the league rules, correspondence, team binders/info, operating files, and any other files necessary to run the corporation, etc. He/she shall have a vote at board meetings.

Treasurer:

Shall be in charge of all funds incoming and outgoing. Ensure all purchases, outgoing payments, etc.; have been board approved. He/she will keep the league checkbook, financial records, income tax records, etc., provide a treasury report at all board meetings, and a mini treasury report after every home game (reflecting income, expense, & net profit). He/she will be responsible for purchasing liability insurance. He/she will prepare and file the annual report with the State of Michigan. He/she shall have a vote at board meetings.

Vice President:

Shall perform the duties of the president in his/her inability to act and shall assist the president in over seeing all affairs. He/she will oversee the operation of the concessions. He/she shall be responsible for purchasing all items necessary for the operation of the concessions. During home games he/she will be the liaison between the parent workers dealing with money and the treasurer. He/she will recommend candidates for the purple and gold chairpersons to the board for review and vote. He/she shall accept vendor bids from board members, review, and make presentations to the board. He/she shall have a vote at board meetings.

Football Commissioner(s):

His/her number one priority is to go to all commissioner meetings that have to do with the Livingston County Area Junior Football League (LCAJFL). He/she shall counsel and guide the board in previous protocol and ensure that all LCAJFL rules are being followed. He/she has the responsibility to attend to any discrepancies or deviations that could discredit the Byron Area Athletic Association program. He/she shall be responsible for calling in the weekly game results to the League hotline or email by the Sunday following the game. He/she shall oversee all football coaches. The veteran commissioner will have the final vote at all LCAJFL affairs. He/she shall have a vote at board meetings.

Cheerleading Commissioner:

His/her number one priority is to go to all commissioner meetings that have to do with the Livingston County Area Junior Football League (LCAJFL). He/she shall counsel and guide the board in previous protocol and ensure that all LCAJFL rules are being followed. He/she has the responsibility to attend to any discrepancies or deviations that could discredit the Byron Area Athletic Association program. He/she shall oversee all cheerleading affairs. He/she will perform all other duties as may be prescribed by the BAAA board. He/she shall oversee all cheerleading coaches. He/she shall have a vote at board meetings.

The Cheerleading Commissioner appoints his/her cheerleading assistant. The cheerleading assistant need not attend BAAA board meetings. He/she will not have board voting rights but will enjoy board privileges.

Section 2:

In the event that a board member announces his/her retirement from the board in advance a trainee may be brought onto the board for training during the time remaining of the retiring board member. He/she will not have board voting rights but will enjoy board privileges.

Article X: Committees

Chairpersons of various committees shall be appointed by the board of directors and will not have voting rights but may be approved to enjoy board privileges. Committees must report their status to the board of directors.

Concession Chairperson(s):

He/she will be responsible for preparing the concession stand before all home games and for the clean up of the concession stand after home games. He/she will inventory food, beverage, and paper items after games. Duties may also include (as instructed by the vice president) purchasing food, beverages, and paper items. He/she will be responsible for scheduling and documentation of parent volunteers to work in the concession stand as required by BAAA rules. He/she must report their status to the board of directors. He/she need not attend board meetings. He/she will not have board voting rights, but will enjoy board privileges.

Article XI: Fiscal Year

Section 1:

The fiscal year shall run from January 1 to December 31.

Article XII: Execution of Instrument

Section 1:

All purchases must be board approved first with the exception of game day operations, i.e. concession needs.

Section 2:

For reimbursement of all expenses, board members, coaches, and chairpersons must complete a “check request form”, attach all original receipts reflecting the expense, then turn it in to the treasurer for reimbursement.

Section 3:

All checks for board approved purchased will be signed for by the treasurer.

Section 4:

BAAA board members will facilitate use of the league debit card(s). Details of purchases will be presented to the board. Receipts will be required to be turned into the treasurer.

Article XIII: Remuneration

Section 1:

Registration fees will be waived for all children of the current board members who meet expectations of their board job description. Board members and their immediate family will not pay for home game concessions or gate fees. Board members away game gate fees are paid for by the BAAA.

Section 2:

Persons using personal finances for BAAA approved purchases and benefit shall be reimbursed when appropriate documentation is provided, with full disclosure and approval of the board.

Section 3:

Volunteers that require all day game day attendance, year long participation, or high accountability/time commitments may receive board privileges upon board vote and approval.

Section 4:

Coaches do not have to work in the concession stand for the child that they are coaching for and will be reimbursed the \$50 volunteer fee for that child at the beginning of the season. However, coaches will be required to work in the concession stand for any other children that they have registered in the program. There will not be a gate fee charged for coaches at home games. Coaches’ away game gate fees are paid for by the BAAA. Coaches will receive a coach’s shirt.

Article XIV: Selection of Coaches

Section 1:

All those interested in coaching must complete a coach’s application.

Section 2:

The board will interview all candidates who have completed a coach’s application for the position of head coaches for all teams. The selection of head coach will be done by board vote.

Section 3:

All head coaches wishing to return the following season will be evaluated by the board of directors. If irresolvable issues had occurred in the past, the board of directors may not consider him/her for a position for the upcoming season. If there were any minor situations that had occurred with a coach and the board of directors decides that he/she should return, the coach will be spoken with before the new season begins.

Previous head coaches interested in the head coaching position of any team (football or cheerleading) will be given first consideration when filling each head coaching position. Each position will be put to the board for review and vote each season. It is the responsibility of those interested in any head coaching position to make their desire to be considered known to the board of directors.

Section 4:

The head coach will be responsible for selecting his/her assistant coaches and then must present to the board for review and vote. Football teams are limited to six total coaches. Cheerleading teams are limited to two total coaches. Teen coaches are not included in this count. The head coach is ultimately responsible for handling any situation that may arise as the result of an assistant coaches' behavior, actions (verbal and/or physical), etc. Dismissal of any assistant coach for any reason, must first be brought to the commissioner(s) and then to the board of directors for review and vote.

Article XV: Play Complaints

Any complaints of athletes not receiving the required 6 minimum plays per half must be submitted in writing by the Tuesday following the game in question to the appropriate commissioner along with a \$10 protest fee. The commissioner will report the issue to the board and an investigation will take place. The LCAJLF rules govern this issue. Upon completion of the investigation, if validated the \$10 protest fee will be returned to the parent/guardian. If the complaint is not validated, the \$10 protest fee will be donated to the BAAA. A dead foul ball does not count as a play.

Article XVI: Suspension

Section 1:

Members must discuss any area of concern with the coach involved and then the appropriate commissioner. If a satisfactory resolution cannot be made in this manner, the Board must be consulted by submitting the complaint in writing within 10 days after speaking to the commissioner. Anonymous, unsigned complaints or complaints through a third party will not be addressed.

- A. All efforts will be made to resolve issues in a timely manner.
- B. A special meeting of the Board will be called to review the matters that cannot be resolved in the above manner. If there is a consensus of the opinion of the Board that the concern is not a legitimate one, then there will be no action. The decision of the Board is final. If there is a consensus of the opinion of 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.
 - ii. A further complaint will result in game suspension
 - iii. A third complaint will result in a suspension for the balance of the year and the offender will be not allowed to participate in any following seasons.
 - iv. Parents or players that do not follow this procedure will not have their concern acted upon.

Section 2:

Commissioners can suspend any coach for rule violations until further review by the board.

Section 3:

No one other than players, coaches, and board members are allowed on practice fields. All observers must remain in designated areas.

Only coaches, players **participating in the current game**, league officials, board members, volunteers (chain gang, water kid,)appointed by the League, and game officials are allowed on the field or in the press box. All spectators will remain in designated viewing areas. The field consists of the field and the track surrounding the field.

Any adult who verbally abuses, attempts to intimidate, is flagrantly rude to, or does not control their language or actions with a player, official, coach, spectator or BAAA board member will be asked to leave the event. If the adult fails to leave upon request, law enforcement authorities will be called to remove the adult.

Any adult who behaves in a manner described above may be banned from events for the remainder of that season and any future season.

Section 4:

Anyone caught on the grounds harassing the players and/or coaching staff will be disciplined by the Byron Area Athletic Association Board of Directors and/or Law Enforcement.

Section 5:

Athletes will be expected to follow the code of conduct just as it is for school. Any deviation from these rules will result in expulsion from the school grounds.