

Constitution
&
Bylaws

THE ORIGINAL JENISON CUB
FOOTBALL, INC.



Approved May 16, 2021

Constitution & Bylaws

Jenison Cub Football

A Non-profit Organization

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Article 1: Name, Purpose, Organization and Membership

- 1.1 The organization will be known as The Original Jenison Cub Football, Inc. (Hereafter referred to as JCF).
- 1.2 JCF is a Michigan non-profit organization.
- 1.3 The purpose of JCF is to provide our youth with a quality program based on the fundamentals of football, sportsmanship and building of team character.

This Mission is based on:

- Serving as positive role models to our youth as measured by our decisions and actions.
- Tirelessly working to build the self-esteem and moral foundation of our youth, so that they can confidently pursue and achieve their academic, athletic, and life goals.
- Providing superior coaching and mentoring to all players.
- Offering a safe, competitive and scalable league for athletic competition.
- JCF will be a partner to community middle schools and high schools to prepare youth athletes for ascending levels of competition.
- Fostering teamwork, compassion, and charity within our communities for the betterment of our members, future members and collective program.

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Article 2: Finance

- 2.1 A Business Checking Account has been or will be established and is the only designated depository of the organization. The president and treasurer shall serve as executors of the checking account.
- 2.2 The fiscal year of the organization shall begin on January 1st and end on December 31st of that same year.
- 2.3 The Treasurer shall present at each regular and annual meeting a financial report and line item expenditures for the fiscal year.
- 2.4 Upon the close of each fiscal year (December 31), a financial advisory committee (2 members NOT including the president, vice president, treasurer or secretary), shall be appointed to review the past fiscal year's financial records by January 31st. Upon completion of the financial advisory committee's review, the records shall be sent to the treasurer.
- 2.5 The President has the discretion to approve a single expenditure, not to exceed \$500, without approval from the Board. Such expenditure will be reported at the next regular meeting. Expenditures that exceed \$500 must be approved by a quorum of the Board.

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Article 3: Governance

- 3.1 The governance of JCF shall be vested in the Board of Directors.
- 3.2 The Board of Directors of JCF shall consist of the following nine (9) elected individuals: President, Vice President, Secretary, Treasurer, 5/6th Director, 3/4th Director, 1/2nd Director, Field Director/Equipment Manager and Safety/Information Officer. As needed, an individual may serve in more than one position. The President, Vice President, Secretary and Treasurer will make up the Executive Board.
- 3.3 In all instances of governance not outlined within the Constitution and Bylaws of JCF, Roberts Rules of Order shall govern.
- 3.4 The President or an Executive Board member may bring forth for consideration, the removal of a board member. There must be five (5) votes to dismiss a member before action can be taken.
- 3.5 A quorum of this Board of Directors shall consist of 51% of the voting members. A quorum must be present for a motion or vote to occur.
- 3.6 Regular board meetings will be held, and the location to be determined by the board at the previous meeting, unless otherwise notified.
- 3.7 Minutes of meetings shall be kept on file by the Secretary.
- 3.8 A special or emergency meeting may be called by the President at any time he/she deems necessary. However, it is necessary that quorum be present before voting on any issue.

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Article 4: Duties of Officers, Directors and Other Personnel

4.1 The **President** of the Board of Directors of Jenison Cub Football shall:

- A) Represent JCF in the general public and must facilitate all JCF Regular Meetings as well as the Annual Meeting each December.
- B) Ensure coordination of all functions (i.e., home games, fundraising activities, volunteer efforts, etc.), or events and serve as the supervisor of said events or functions.
- C) Address disputes/complaints from the general public and refer to the board if and when necessary.
- D) Be vested with the authority to appoint Ad Hoc, Standing Committees or Subcommittees that will aid in the administration and facilitation of the business of JCF.

4.2 The **Vice President** of the Board of Directors of Jenison Cub Football shall:

- A) Assist the President in all activities and responsibilities outlined above.
- B) Fulfill the duties of President in the President's absence.
- C) Audit financial data, presented by the Treasurer, before each of the regular board meetings.

4.3 The **Treasurer** of the Board of Directors of Jenison Cub Football shall:

- A) Maintain a day-to-day record of all financial transactions pertaining to JCF funds and accounts.
- B) Keep and maintain all JCF official documents and financial records.
- C) Prepare and submit regular financial reports to JCF.
- D) Oversee all banking functions and communications, electronic or otherwise.
- E) Collect and deposit all income funds for JCF.
- F) Prepare a year-end financial report for JCF.

- 4.4 The **Secretary** of the Board of Directors of Jenison Cub Football shall:
- A) Document, oversee and manage all minutes of all Board of Directors meetings and any other duties affiliated with minutes of meetings.
 - B) Ensure that all board members are notified of the release of minutes in official or draft format via any reasonable mode of communication, including e-mail notification.
 - C) Maintain a player and volunteer database.
 - D) Help coordinate player registration.
 - E) Document and maintain official rosters.
- 4.5 The **5/6th Director** of the Board of Directors of Jenison Cub Football shall:
- A) Run and organize the 5th and 6th Grade Division of JCF.
- 4.6 The **3/4th Director** of the Board of Directors of Jenison Cub Football shall:
- A) Run and organize the 3rd and 4th Grade Division of JCF.
- 4.7 The **1/2nd Director** of the Board of Directors of Jenison Cub Football shall:
- A) Run and organize the 1st and 2nd Grade Division of JCF.
- 4.8 The **Field Director/Equipment Manager** of the Board of Directors of Jenison Cub Football shall:
- A) Protect the use and dissemination of all official JCF property (i.e., equipment, merchandise).
 - B) Secure permission to use fields and coordinate the practice and game schedule with the appropriate delegates or officials.
- 4.9 The **Safety/Information Officer** of the Board of Directors of Jenison Cub Football shall:
- A) Coordinate all safety activities.
 - B) Ensure safe playing conditions.
 - C) Coordinate reporting and prevention of injuries.
 - D) Solicit suggestions for making conditions safer.
 - E) Obtain, update and maintain First Aid Kits.
 - F) Manages the JCF official webpage and social media pages
 - G) Ensures that JCF news is updated on a regular basis.

4.10 The **Board of Directors** of Jenison Cub Football shall:

- A) Be familiar with the Constitution and Bylaws governing JCF.
- B) Fill any vacancy that may exist in the Officers or Directors of the club at a regular meeting or a special meeting called for that purpose.
- C) Be responsible to appoint representatives to attend conference meetings.
- D) Carry out the responsibilities of the committee to which they are appointed, if any.
- E) Appoint coaches for the teams of JCF.
- F) See that all coaches and assistant coaches of JCF are acquainted with the rules and regulations of the leagues.
- G) Be responsible for the discipline and conduct of any coach or assistant coach and take necessary action, including dismissal if warranted, of those who do not abide by the rules and regulations, as per the Board's discretion.
- I) Have the right to dismiss members who are found to be convicted of a felony or for evidence supporting an allegation of such. Additionally, any individual involved in a situation that the board deems to be detrimental or despairing to the reputation of JCF will also be asked to resign.

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Article 5: Election Process

- 5.1 Nomination and Election of New Officers of the Board of Directors:
- A) The election and nomination of Board of Directors shall take place annually at the Annual Meeting of JCF. Only a then-current member of the Board of Directors may make nominations for open Board of Director positions.
 - B) All Directors shall be elected to serve a two-year term; however, the term may be extended until a successor has been elected.
 - C) Directors may serve terms in succession.
 - D) Except for the current Board of Directors, whose term of office began prior to the adoption of these Bylaws, the term of office shall be considered to begin January 1 and end December 31, unless the term is extended until such time as a successor has been elected.

Article 6: Amendments

- 6.1 The power to adopt, alter, amend or repeal the Bylaws is vested in the Board of Directors. Bylaws may be amended at the Annual Meeting or during the course of a Special Meeting that meets the Quorum standard; all board of directors members must be given a minimum 24 hours' notice to attend a Special Meeting; said Special Meetings convened specifically to amend the bylaws must be designated clearly as such in all pre-meeting notifications to board members.
- 6.2 Amendments must pass at two (2) consecutive monthly meetings, by at least a $\frac{3}{4}$ vote.

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Article 7: Coaches & Coaching Regulations

7.1 Selection of head coaches and coaching staffs:

- A) Assignment of head coaches shall be made at the sole discretion of the Board of Directors; the Board must consider a prospective coach's overall support of JCF, leadership of his/her team and staff, interaction with his/her player's parents, interaction with opponents and referees, his/her technical competence and dedication to the program and its goals.
- B) Coaches who receive parental complaints, verbal or otherwise, must report said complaints to the their Division Director within 24 hours after receipt of said complaint; it may be necessary and is recommended that the head coach document player attendance, performance, behavior, etc. in this context; head coaches shall handle all complaints, comments or other communications from parents of players; any attempt by parents to circumvent dealing with a head coach regarding complaints, etc. by addressing them with a staff member, other parents, board members or any other JCF volunteer shall be subject to violation of the JCF Code of Conduct.
- C) The chain of command to handle complaints from parents shall be as follows: Head Coach, Division Director, President, and Board of Directors.
- D) All head coaches must be at least 18 years of age and out of high school.

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Article 8: Code of Conduct

- A) All players must sign and have countersigned by their parents (both), parent (if single) or legal guardian(s) the JCF Official Code of Conduct prior to the end of Practice Week 3.
- B) All coaches, JCF volunteers and board of directors must sign and return the Code of Conduct.
- C) All coaches, JCF volunteers and board of directors must act in a professional manner that upholds the value of JCF on and off the field, in person and on social media (Facebook, Twitter, etc.).
- D) Allegations or evident violations of the Code of Conduct shall be reported to the Board of Directors for review. The Board of Directors shall maintain sole authority to render sanctions or decisions on players, coaches or volunteers.

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Article 9: Policies & Procedures

9.1 General procedures and policies:

- A) No JCF Board of Directors officer shall effect policy or procedural changes, rule alterations, offer edicts or mandates or otherwise deviate from the general context of the management of JCF without it first being discussed at a regular board meeting unless said policy or procedure change is deemed an emergency;
- B) Only pre-approved volunteers may be on the practice or game fields at any time, for any reason; permitted, pre-approved ancillary personnel shall include but not be limited to: EMTs, law enforcement officials, essential game day volunteers (excluding weigh-in representatives), Board of Directors members, yardage and down marker volunteers, gate and concessions volunteers, official team mom or dad, cheerleaders and coaches.
- C) No parents or unaffiliated personnel or persons may enter the playing field (including track perimeter) or practice field, regardless of prior involvement with the program, at any time, for any reason other than to attend to an injured player said parent or guardian is directly related to.
- D) Any person who wishes to serve JCF in any capacity must submit a background check information sheet each season or he/she shall not be permitted on the playing or practice field with the sole exception being a parent attending to an injured child; coaches shall be responsible for assuring that no personnel enters the playing or practice fields who has not yet filled out and passed review of the background information sheet and Code of Conduct; any volunteer who fails to fill out, turn in and pass a review of his/her background information sheet may be subject immediate removal from the fields.
- E) All affiliates, members, coaches, officers or volunteers of JCF must be of good character and high moral standing; any violations of the Code of Conduct or Bylaws may result in immediate dismissal by the Board of Directors or its designees.
- F) JCF is a private, non-profit organization and reserves the right to reject or admit any application of any volunteer or player for any reason and may dismiss either, with cause, at its own discretion; however, JCF will never discriminate against any volunteer, officer, coach, player or affiliate based on gender, age, creed, race or sexual orientation.

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ADOPTION AND RATIFICATION

The foregoing Bylaws of Jenison Cub Football, Articles 1 through 9, are hereby adopted and ratified and are made part of the permanent organizational records of The Original Jenison Cub Football, Inc.

Rob Robinson, President _____

Jim Manciu, Vice President _____

Janee Snider, Secretary _____

Tom Button, Treasurer _____