Saranac Junior Redskins Football and Cheer By-Laws

Preamble

The overall objective of this organization is to promote an ongoing Saranac Junior Redskins Football and Cheer program in Saranac, Michigan and to inspire in its participants the ideals of sportsmanship, scholarship, and physical fitness, regardless of race, color, gender or creed.

More specifically, this organization will provide a program oriented to quality supervision and safety mindfulness: a program directed at teaching the   
fundamentals of youth football and cheer and a program allowing its   
participants to grow with confidence, pride and spirit in an atmosphere that fosters these attributes both on and off the field and court.

This organization will strive for unity of purpose in its endeavors to

encompass the whole, rather that that of its parts and will strive to do so in a democratic fashion, free of adult ambition or personal glory.

The welfare and continuity of this organization rests with those who accept the challenges and responsibilities placed upon them for services to others in the overall Saranac Junior Redskins Football and Cheer program

Article I — Membership of the Organization

A. The body of the Saranac Junior Redskins Football and Cheer   
 organization is made up of a Board of Directors (Board), whose   
 members are the parents of active players interested in the   
 furtherance of the Saranac Junior Redskins Football and Cheer   
 program.

B. A General Election shall be held in October of each year to elect the   
 Board of Directors. These elected or continued officials are to take   
 office in January following the election.

C. Parents of active players (defined as: eligible for next season) within the Saranac Junior Redskins Football and Cheer program will be afforded voting rights at the General Meeting.

Article II — Purpose of the Board of Directors

A. The purpose of the Board of Directors shall be:

a) To perpetuate the organization

b) To control the organization

c) To set organization policy

d) To take care of all matters dealing with the organization

e) To set, direct and control all monetary policy

f) To have the authority necessary to carry out all duties, whether

or not specifically enumerated within the by-laws, for the organization to function

Article III — Election and term for the Board of Directors

A. The Board of Directors shall be comprised of not more than seven (7)   
 persons elected by the parents of active players and other persons who   
 are currently active coaches or Board members during the current year   
 at the General Meeting to be held during February of each year.

B. The Board of Directors term of office shall be for one (1) year,   
 beginning in January following their election.

C. The Board of Directors is expected to serve full terms and to attend all   
 meetings and organization functions. If a Board member fails to   
 comply with these conditions, the Board of Directors may remove such   
 member.

D. The newly elected Board of Directors will meet with the active Board of   
 Directors prior to the end of the calendar year.

E. A Director must serve for one (1) year before he/she is eligible to run

for President. In the event the President is unable to finish the term

and no other officer in succession accepts the position, the position may be filled by any current Board member regardless of tenure with the Board.

Article IV — Organization and authority of the Board of Directors

A. The Executive Officers of the Board of. Directors shall consist of the   
 President, Vice President, Secretary, Treasurer, and Cheer   
 Coordinator. Fundraising Coordinator and Safety Coordinator shall serve on the Board of Directors as General Officials.

B. The following Board positions shall be elected by the parents or legal guardians of active players of the Saranac Junior Redskins Football and Cheer program at the General Meeting held in October of each year.

1. President

2. Vice President

3. Secretary

4. Treasurer

5. Fundraising Coordinator

6. Cheer Coordinator

7. Safety Coordinator

C. Board members may serve in more than one of the forgoing elected   
 positions (except Executive Committee positions) but will only have one (1) vote when conducting organization business.

D. The President shall have no vote on a motion unless such a vote is   
 required to break a tie.

E. The President shall serve as the primary City Representative for any   
 affiliated football and cheer league Board of Directors.

F. The Board may terminate elected or appointed members for just cause   
 and make new appointments as required to complete vacated   
 positions.

G. The Board shall meet six (6) times per year beginning in January

following the election. Meeting time and place is to be specified in the minutes of the previously scheduled meeting. Time and location of such meetings may be changed on a 24-hour notice given by either the Secretary or President.

H. Special meetings may be called by a majority of Board members. The   
 Secretary or President will give a verbal notice 24 hours prior to such   
 meetings to all Board members.

I. The order of succession to the office of the President shall be:

1. Vice President

2. Secretary

3. Treasurer

4. Cheer Coordinator

J. The Board of Directors cannot conduct business without a quorum,   
 which is defined as a majority of its duly elected members

K. A majority vote of those members present at a duly constituted

meeting is required to adopt any measure unless specified herein.

L. All Board members, other than the President, are eligible to vote on

any issue brought before the Board unless the issue directly affects an individual's role within the organization. Members of the Board may abstain from any vote.

M. NO measure may be adopted which conflicts with any affiliated   
 football and cheer league ruling.

N. The Board shall have the authority necessary to carry its stated   
 purpose and responsibilities.

O. Amendments to these By-Laws may be made by a majority vote of the   
 Board and put into effect immediately.

Article V — Operation & Management by the Board/Board Appointees

A. The Board collectively oversees the operational areas necessary to

year-round functioning of the organization. Board members in charge of an operation area, whether elective or appointive, retain primary accountability for the management and detailed implementation of their assigned responsibilities.

B. Duties and responsibilities of the Board members are as follows but   
 not limited to:

a. President: As defined in Article IV and below

1. Submit By-Law changes for adoption at the annual   
 General Meeting held in October

2. Coordinate any revision or amendments to the By-Laws

3. Monitor and communicate any affiliated football and   
 cheer league rule changes to those positions that are   
 impacted by these changes

4. Conduct liaison between the Board and the coaches   
 regarding rules, philosophy, policy of the

organization and dissemination of information

5. Responsible for coaches compliance with any   
 affiliated football and cheer league rules and   
 SJRF&C By-Laws

6. Responsible for making arrangements and ensuring   
 all coaches attend any affiliated football and cheer   
 league coaching certification

7. Submits equipment purchase recommendations to   
 the Board for approval

b. Vice President: As defined in Article IV and below

1. Discharge the duties of the President in the event of   
 the President's absence or inability to complete   
 his/her term office

2. Assist the President in discharging the duties of   
 his/her office

3. Serve as alternate for any affiliated football and   
 cheer league City Representative

4. Arranges annual repair/replacement for all   
 equipment as required (budget item)

5. Establishes method of assurance and return of all

equipment, prepares annual inventory with shortages noted to the Board

6. Ensures a Team / Parent Volunteer for each team   
 and coordinates all game day help with Team / Parent Volunteers

7. Ensures Team / Parent Volunteer organize volunteer   
 parent participation sign-ups for their team, maintains master copies of sign-up forms and a logging system for the Board of Directors and Team / Parent Volunteers to account for any volunteer participation at all home games

8. Coordinates with Team I Parent Volunteer to

organize home game day volunteers in the following areas:

a. Sideline chain crew

b. Field set-up / tear down crew

c. Press box crew

9. Coordinates with Team / Parent Volunteer

(excludes cheer) to organize game day snacks, drinks, and   
 maps to away games

c. Secretary: As defined in Article IV and below

1. Maintain accurate minutes of Board meetings (both   
 monthly and special)

2. Notify Board members of meetings

3. Maintain insurance documentation on file

4. Maintain organization history and records

5. Conduct league and all business correspondences

6. Coordinate the dissemination of information to   
 membership (parents)

7. Coordinate and conduct criminal background checks   
 for all coaching staff in compliance with any affiliated   
 football and cheer league ruling Of needed)

8. Coordinate selection of team photography and   
 participant trophies

9. Maintains master roster of all equipment issued and   
 returned, keeping current

d. Treasurer: As defined in Article IV and below

1. Prepare annual financial statement

2. Prepare monthly financial statements

3. Prepare annual budget with the Board of Directors

4. Established accounts receivable and accounts payable   
 procedures and inform the Board of the accounting   
 method utilized

5. Maintain bank account with authorized signatures

6. Process accounts receivable

7. Process accounts payable

8. Prepare and file all necessary financial reports and   
 transactions

e. Fundraising Coordinator: As defined in Article IV and below:

1. Formulate participant fundraising programs for Board   
 approval

2. Set schedule and locations for fundraising events

3. Handle all matters relating to special fundraising   
 programs

4. Set-up committees and work parties as necessary

5. Submit receipts and revenues to the treasurer with   
 profit and loss statement

6. Maintain records of contacts, supplies, and etc. for   
 future reference on all fundraising events

f. Cheer Coordinator: As defined in Article IV and below

1. Submits cheer equipment purchase recommendations to the Vice President, who will then submit to the Board for approval

2. Arranges annual repair/replacement for all cheer equipment as required (budget item)

3. Maintains roster of all cheer equipment issued and returned, keeping current and maintain updated copies for Vice President

4. Establishes method of assurance for the return of all cheer equipment

5. Responsible for coaches compliance with any affiliated cheer league rules and/or SJRF&C By-Laws

6. Conduct liaison between the Board and the cheer coaches regarding rules, philosophy, policy of the organization and dissemination of information

7. Monitor and communicate any affiliated cheer league rule changes and/or SJRF&C By-Laws to those positions that are impacted by these changes

8. Maintain copies of all cheer registrations and ensure   
 all cheer coaches have copies of their squads   
 participants

9. Formulate and prepare cheer participant special   
 programs and/or activities for Board approval

10. Handle all matters relating to special programs and/or   
 activities for cheer

11. Maintain cheer supplies, contacts, and etc. for future   
 reference on all special programs and/or activities

g. Safety Coordinator: As defined in Article IV and below

1. Order and maintain as directed by budget all   
 medical supplies needed for all teams as well as field medical kit for all home games  
 2. Prepares first aid kit bags for all teams and obtains   
 coaches signatures for accountability for end of season returns

3. HUF Training

4. Coordinate safety personnel at games

5. Trained in CPR

Article VI -- Fundraising Activities & Registration

Fundraising is an integral part of sustaining the Saranac Junior Redskins

Football and cheer program. The primary source of revenue is through

registration fees. However, in order to keep the registration fees as affordable as possible, which in turn allows as many children to participate as possible, it is necessary to fundraise as part of our mission.

The Board of Directors, in their capacity as stewards of the funds, assets, and public image of SJRF&C, are the sole source of authorization for fundraisers and the marketing of the SJRF&C logo, images, and name. This includes, but is not limited to, the use of the SJRF&C logo and/or name for the articles of clothing, stickers, or any other items. The Board of Directors prior to their use must approve any request for the use of the SJRF&C logo, images, or   
name. The Board of Directors prior to the start of the event must approve fundraisers benefiting a team or SJRF&C as a whole.

Consistency is an important part to the success of the SJRF&C program and that is why there are registration deadlines. The registration deadline for football and football cheer is July 31st of each year and NO late registrations will be accepted!

Article VII — Coaches

SJRF&C recognizes the role of our coaches in being positive role models and teaching the players the importance of sportsmanship, citizenship and the responsibility that comes with being student athletes. Therefore, it is   
imperative that the coaches be held to a standard of uncompromising   
expectations of professional conduct while representing their team, SFRF&C, and our community.

The Board of Directors will hold a meeting to select head coaches from the pool   
of applicants that indicate their desire to head coach by submitting a coaching   
application.

Assistant coaches will be selected by the Board of Directors from the pool of applicants that indicate their desire to assist coach by submitting a a coaching application. Factors to be considered when selecting. coaches (head or   
assistant) will include but are not limited to:

1. Experience coaching at the youth level, especially coaching youth   
 football and cheer

2. Ability to pass a criminal background check

3. Past relationship with SJRF&C

4. Ability and willingness to commit to making 90% of all practices and   
 100% of games for their team. The board can make exceptions if   
 advance notice is provided.

Coaches are expected to conduct themselves professionally at all times when they are acting in their capacity as coaches for SJRF&C, including practices, games and any league or team functions. The board will investigate any infractions and, if necessary, the Board has the discretion to sanction any coach.

The following lists examples of transgressions that will be considered minor infractions:

1. Missing practice without notifying the assistant coaches or a member   
 of the board.

2. Not meeting the minimum play rules as stated in any affiliated   
 football and cheer league rules.

3. Conducting team activities outside the rules of any affiliated football   
 and cheer league rules (unauthorized scrimmages, exceeding the   
 number of practice hours per day or week, starting before MHSAA   
 rules allow, etc.)

The following lists examples of transgressions that will be considered major

infractions:

1. Profanity in the presence of the players.

2. Consuming tobacco (smokeless or regular) or alcohol at the game or   
 practice facilities in the presence of the players.

3. Physically striking a player. This includes grabbing facemasks, head   
 slaps and any other action that can be construed as negative coaching.

4. Unsportsmanlike conduct during games or scrimmages, regardless if   
 the coach is penalized in the game.

5. Teaching unsafe, illegal or dangerous technique to the players.

At the discretion of the Board, the following sanctions will be imposed if any violations of these rules occur. However, the Board reserves the right to   
elevate the sanctions based on the individual circumstances of each violation.

Minor infractions:  
First offense: Warning by Board and monitoring to ensure future cobecmpliance

Second offense: One-week suspension, including that week's game

Third offense: Suspension for remainder of season. Coach may apply for reinstatement for the following season.

Major infractions:

First offense: One-week suspension, including that week's game.

Board must interview coach before he/she is to be allowed back on the field or court.

Second offense: Suspension for remainder of season. Coach may apply for reinstatement for the following season.

Third offense: Lifetime ban from coaching for SJRF&C

Article VIII — Flag Football

Culmination

The overall objective of this organization is to promote an ongoing Saranac Junior Redskins Football and Cheer program in Saranac, Michigan and to inspire in its participants the ideals of sportsmanship, scholarship, and physical fitness, regardless of race, color, gender or creed.

Fundraising is an integral part of sustaining the Saranac Junior Redskins

Football and Cheer program. The primary source of revenue is through

registration fees. However, in order to keep the registration fees as affordable as possible, which in turn allows as many children to participate as possible, it is necessary to fundraise as part of our mission. Please remember to do   
your part and volunteer, the success of SJRF&C program is based on this alone.

The welfare and continuity of this organization rests with those who accept the challenges and responsibilities placed upon them for services to others in the overall Saranac Junior Redskins Football and Cheer program.

**Copyright 2007**  **Amended:**

**2008**

**January 2009**

**May 2012**

**October 2014  
 July 2016**