

**Madison Heights Little Football League**  
**P.O. Box 71887**  
**Madison Heights, Mi 48071**  
**[www.madisonheightswolverines.com](http://www.madisonheightswolverines.com)**

**ByLaws**

Madison Heights Little Football League  
A Non-Profit Organization Organized Under  
the Laws of the State of Michigan

**Article I**  
**Name & Office**

The name of the organization is the Madison Heights Little Football League, (hereinafter, "MHLFL"). The principal registered office shall be located at 300 W. Thirteen Mile, Madison Heights, Michigan 48071.

**Article II**  
**Articles of Organization**

MHLFL's ByLaws shall be deemed to be part of its Articles of Organization.

**Article III**  
**Objectives**

MHLFL's objectives are:

- A. To promote citizenship, participation, sportsmanship, fellowship and physical development amongst the boys and girls of the city of Madison Heights.
- B. To sponsor and promote organized sporting events for such boys and girls, including football and cheerleading teams that are eligible to play in the Oakland Macomb Youth Football Association (hereinafter, "the OMYFA") or any other similar football league which may be formed.
- C. To promote and sponsor other competitive sports for boys and girls to purchase and own athletic equipment and facilities necessary to the sponsorship of these sports, including the purchase and ownership of real estate to be used as athletic facilities.

## **Article IV Basic Policies**

- Section 1.** No Board of Director or Member shall receive monetary remunerations for services rendered to the MHLFL.
- Section 2.** Any member of the Board of Directors running for any general or principal office **must** resign from the Board of Directors upon being elected for such elective office. (for example School Board, City Council, etc.)
- Section 3.** Any member of the MHLFL Executive Board running for any other Executive Board position **must** resign from the Board of Directors upon being elected for such elective office. (for example President, Vice President, Secretary, Treasure, etc. of Madison Heights Baseball, PTO organizations, etc.)
- Section 4.** No person shall at any time use their affiliation with the MHLFL as an aide to gain political office.
- Section 5.** In the event the MHLFL should disband at any time, all assets owned by the MHLFL shall be turned over to the recreation department of the City of Madison Heights. This is to be done in conformity with the Articles of Organization under which MHLFL operates.

## **Article V General Membership and Dues**

- Section 1.** Any individual, eighteen (18) years of age or older, who complies with these ByLaws shall be eligible for membership in this organization. MHLFL's membership shall be available without regard to race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status.
- Section 2.** MHLFL shall conduct an annual enrollment of members; however, anyone may become a member at any time.
- Section 3.** Each MHLFL member shall pay annual dues that will be determined by the Executive Board. Once the annual dues are determined for the membership year, the amount of such dues shall not be changed.
- Section 4.** The membership year shall be from the date of purchase through December 31<sup>st</sup> of that year.
- Section 5.** Each MHLFL member shall be entitled to receive one (1) ballot for the Board of Directors election held at the Annual Meeting of Members in December.

**Section 6.** The Secretary shall compile and maintain a roster of members in good standing, their address and phone numbers. This roster shall be made available for examination by any Board of Director in good standing during the usual hours of business upon three (3) days advance notice with the Secretary.

## **Article VI**

### **Board of Directors and Their Election**

#### **Section 1. Board of Directors**

A. The business, properties, and all other MHLFL affairs shall be managed by a Board of Directors composed of twenty-one (21) members.

#### **Section 2. Qualification and Term of Office**

A. A candidate for the Board of Directors shall be a member of MHLFL in good standing.

B. A Board of Director running for an Executive Office shall have served on the Board of Directors for at least one year.

C. The Board of Directors shall be elected by ballot at the Annual Meeting of Members for a term of three (3) years.

D. In the event of a tie, a decision will be made by a draw pulled by the current President.

E. The Board of Directors shall assume their official duties at the close of the annual meeting in December, and shall remain in office until a successor has been qualified and elected.

#### **Section 3. Duties**

A. The Board of Directors shall elect the following officer positions who shall serve in their respective capacities for a one (1) year term or until their successors are qualified and elected. The nominee must be present (in person) to accept the nomination.

1. **President** – the President shall:

a) Be the chief executive officer of MHLFL and shall preside at all meetings of the Board of Directors and Members.

b) Abstain from voting on any motions brought before the Board of Directors. In the event of a tie, a decision will be made by a draw pulled by the current President.

c) Address disputes/complaints from the general public and refer to the Board of Directors, if, and when, necessary.

- d) Enforce the policies and principles of the OMYFA, or any other similar football league which may be formed.
  - e) Appoint the members of all standing committees and shall be an ex-officio member thereof.
  - f) Maintain a gmail account, or similar electronic account, and send all electronic communications to the Board of Directors, Members, and parents.
  - g) Have general supervision over all of MHLFL's business activities and shall be responsible for the implementation of all policies established by the Board of Directors.
2. **Vice-President** – the Vice-President shall:
- a) Be responsible for obtaining background checks for all Board of Directors, coaching staff, and volunteers.
  - b) Have general supervision over all of MHLFL's business activities and shall be responsible for the implementation of all policies established by the Board of Directors.
  - c) Perform the duties of the President in the absence or disability of that officer to act.
  - d) Assume the office of the President in case of permanent vacancy.
3. **Secretary** – the Secretary shall:
- a) Keep an accurate record of all meetings preserved in the MHLFL books, the true minutes of the proceedings of all meetings of the Board of Directors, all meetings of the Members, and all special meetings.
  - b) Complete ballots for the annual election of the Board of Directors.
  - c) Give all notices required by these ByLaws resolutions, or statutes of the State of Michigan.
  - d) Maintain a complete roster of all MHLFL members in good standing together with their addresses and telephone numbers.
  - e) Maintain the completed registration paperwork for MHLFL's records and rosters.

- f) Coordinate missing registration paperwork with the appropriate football and/or cheerleading general manager prior to the start of the season.
  - g) Maintain a gmail account, or similar electronic account, and send all email communications to the Board of Directors, Members, and parents when directed by the President.
4. **Treasurer** – the Treasurer shall:
- a) Have custody of all MHLFL’s funds.
  - b) Keep full and accurate accounts of all MHLFL receipts and disbursements, in books belonging to MHLFL, in such depositories as may be designated for the purpose by the Board of Directors.
  - c) Make disbursements of funds as authorized by the Board of Directors, taking proper vouchers for the same.
  - d) Present a financial statement at Board of Directors meetings, the Annual Meeting of Members, and whenever requested by the Board of Directors.
  - e) Be responsible for the maintenance of MHLFL’s books of account of all transactions and the financial condition of MHLFL, all checks, drafts, money orders, and all other orders to pay shall be signed by the Treasurer in MHLFL’s name and shall be countersigned by such other officers or agents as the Board of Directors shall designate for that purpose. All bills must be approved for payment by the Board of Directors.
  - f) Make arrangements for a third-party audit of MHLFL’s financial records prior to the Annual Meeting of Members in December. All records must be in good standing before being turned over to his or her successor.
  - g) Turn over all MHLFL property held by him or her as Treasurer to his or her successor in the office.
5. **General Manager (Tackle/Flag Football)** – the General Manager shall:
- a) Coordinate missing registration paperwork with the Secretary prior to start of season.
  - b) Be responsible for checking eligibility of all football players within their division throughout the season.

- c) Supervise and direct the Coaches within their division and enforce the rules and regulations that they are to follow.
- d) Make every attempt to resolve disputes and problems reported to him/her. If unable to resolve a reported problem or dispute, notify the Board of Directors for a possible grievance hearing.
- e) Notify the Board of Directors of any complaint, from any party, brought to him or her, regarding a Coach.
- f) Inspect the playing fields and practice sites and alert the Board of Directors of any safety hazards.
- g) Manage all games and scrimmages and enforce the rules and regulations to be followed within their division.
- h) Be responsible for maintaining a copy of completed registration paperwork from the Secretary at all practices and games.
- i) Be available to meet and greet parents as an ambassador for MHLFL.

6. **General Manager (Cheerleading)** – the General Manager shall:

- a) Coordinate missing registration paperwork with the Secretary prior to start of season.
- b) Be responsible for checking eligibility of all cheerleaders within their division throughout the season.
- c) Supervise and direct the Coaches within their division and enforce the rules and regulations that they are to follow.
- d) Make every attempt to resolve disputes and problems reported to him/her. If unable to resolve a reported problem or dispute, notify the Board of Directors for a possible grievance hearing.
- e) Notify the Board of Directors of any complaint, from any party, brought to him or her, regarding a Coach.
- f) Coordinate all cheer activities and insure each team within their division is represented during the season.
- g) Be responsible for maintaining a copy of completed registration paperwork from the Secretary at all practices and games.
- h) Be available to meet and greet parents as an ambassador for MHLFL.

- i) If needed, and upon approval from the Board of Directors, may appoint a qualified assistant to help with the coordination of duties.
7. **Equipment Managers (Football/Cheerleading)** – the Equipment Manager shall:
- a) Review inventory submitted by previous officer by the March board meeting.
  - b) Maintain an accurate inventory of player equipment and uniforms and recommend expenditures for the same each season.
  - c) Order new equipment with the Board of Directors' approval.
  - d) Football Manager to arrange and coordinate equipment reconditioning as required or necessary.
  - e) Cheerleading Manager to coordinate with coaches on new equipment, wish list, etc.
  - f) Supervise equipment distribution, equipment repair and/or replacement, equipment destruction or donation and equipment return at the end of each season.
  - g) Submit a final inventory of equipment to the Board of Directors at the December Board of Directors meeting.
8. **Field Coordinator** – the Field Coordinator shall:
- a) Coordinate the setup and breakdown of all fields.
  - b) Coordinate volunteers for home games such as chains, spotters, announcers, gate, etc.
  - c) Advise the Board of Directors of any field equipment needs.
9. **Fundraising Coordinator** – the Fundraising Coordinator shall:
- a) Coordinate volunteers to help during home games selling 50/50 tickets, work at the bake sale table, etc.
  - b) Coordinate calendar sales and any similar fundraising events or initiatives with the Board of Directors approval (such as raffle tickets and football mania).
  - c) Develop new fundraising initiatives and set reasonable fundraising goals for MHLFL.

- d) Turn in all monies and receipts to the Treasurer within 24 hours after the close of an event.
10. **Merchandise Coordinator** – the Merchandise Coordinator shall:
- a) Review inventory submitted by previous officer by March the board meeting.
  - b) Maintain an accurate inventory of merchandise and recommend expenditures for the same each season.
  - c) Order new merchandise with the Board of Directors' approval.
  - d) Coordinate all merchandise sales.
  - e) Turn in all monies and receipts to the Treasurer within 24 hours after the close of an event.
  - f) Submit all invoices to the Treasurer at monthly board meetings, unless payment is due prior.
  - g) Submit a final inventory of merchandise to the Board of Directors at the December Board of Directors meeting.
11. **Historian** – the Historian shall:
- a) Supervise, coordinate or otherwise delegate, if necessary, the annual Program Book, advertising sales and publication with the Board of Directors' approval.
12. **Media/Website Coordinator** – the Website Coordinator shall:
- a) Review inventory submitted by previous officer by the March board meeting.
  - b) Maintain and update the MHLFL website with the Board of Directors' approval.
  - c) Responsible for maintaining an inventory list of all media equipment (computers, camcorder, camera, printers, copiers, etc.)
  - d) Submit a final inventory of media equipment to the Board of Directors at the December Board of Directors meeting
13. **Standing Board Members** – the Standing Board Members shall:
- a) Serve in any capacity as deemed necessary by the Board of Directors.



- b) Attend all monthly meetings and be authorized to vote as a regular board member.
- B. The Board of Directors shall have the power to appoint or remove, by majority vote, any such other officers or agents as it may deem necessary for the proper transaction of MHLFL business.
- C. The Board of Directors shall have the power to appoint "Consultant Director": for advisory purposes on all MHLFL business, property and other MHLFL affairs. Consultant Director appointments are to be made in recognition of outstanding service and devotion to the MHLFL programs and therefore shall be terminated only by written resignation and/or in accord with Section 4 of the Article. Consultant Director appointments are of an honorary and permanent nature and shall therefore be restricted to persons who have demonstrated sincere interest in the continued growth of the youth programs sponsored by MHLFL and has served on the Board of Directors a minimum of six years. Consultant Directors shall be informed by mail of all regular and special meetings of the Board of Directors and shall be required to be a MHLFL member in good standing.

**Section 4. Removal of a Board Member**

- A. Should a majority of the Board of Directors find it necessary and/or desirable to remove a Member from his or her position, such Member shall have the right to the following:
  - 1. Written notice by the majority of the Board of Directors indicating complaints against the Member, with copies to all the Board of Directors;
  - 2. A special meeting of no less than a majority of the Board of Directors, to be held within one (1) week of said notice;
  - 3. The special meeting minutes shall be reviewed by all members of the Executive Board for their review; and
  - 4. A letter of complaint and action taken shall be provided to the Member within one (1) week of the special meeting. The letter of complaint and action taken is to be signed by the Member, one (1) Member of the Executive Board, and one (1) Board of Director as witnesses.
- B. The Board of Directors shall have the power to send notice to any board member who misses two (2) consecutive board meetings without notification to the Board of Directors of his or her absence. Said notice shall state that the board members status is being considered for dismissal if he or she misses a third meeting.
- C. In case of disciplinary action against any member of the Board of Directors, said member will have no vote on the action taken against him or her.

**Section 5. Nominations and Election**

- A. At the November meeting of the Board of Directors, The Board of Directors shall nominate MHLFL members in good standing for a position on the Board of Directors for the ensuing term. These nominations may include current members of the Board of Directors.
- B. The Secretary shall place the name of all nominees to the Board of Directors upon a printed ballot and only that ballot shall be used in the election. Ballots shall be mailed to all Members in good standing ten (10) days prior to the date of the Annual Meeting of Members in December.
  - 1. Ballots shall be available for one-half hour after the start of the December Board of Directors Meeting. After said timeframe, the balloting shall close.
  - 2. Before the close of the balloting, the President shall appoint three (3) non-nominated members as judges of the election who shall count the ballots and inform the President of the results.
  - 3. The President shall, in turn, announce the results to the members assembled.
  - 4. In case the casting of equal numbers of votes leaves undetermined one or more places on the Board of Directors, the determination of who shall serve will be made by lot.
- C. The election of the Board of Directors at the Annual Meeting of Members will be as follows: the six (6) persons receiving the highest number of votes shall serve for a term of three (3) years. Each year, six (6) terms will be open at each election.
- D. The Board of Directors may appoint, by majority vote, any such other member to the Board of Directors as it may deem necessary for the proper transaction of MHLFL's business.
- E. The tally sheet with the ballots are placed in a sealed envelope, signed by the judges, and turned over to the Secretary to retain until it is certain the assembly will not order a recount.
- F. Upon completion of the general election of the Board of Directors, the current Board of Directors will then elect its Executive Board members as described in Article VII. Only those board members present (in person) may vote for the Executive Board.

- G. If a position on the Executive Board remains unfilled the Annual Meeting of Members shall remain open until all positions have been filled. The current President must complete the Annual Meeting of Members by no later than December 31 of his term.
- H. The newly elected Board of Directors will organize themselves at the first board meeting after the Annual Meeting of Members.

**Section 6. Vacancy**

- A. Vacancies in the Board of Directors may be filled by appointment when approved by a majority vote by the remaining Board of Directors. The appointee shall remain until their or a successor is qualified and elected.

**Article VII  
Executive Board**

**Section 1.** The Executive Board shall consist of the following elected officers: President, Vice-President, Secretary and Treasurer, elected by the Board of Directors at the Annual Meeting of Members.

**Section 2.** The collective duties of the Executive Board shall be:

- A. To transact necessary business in the intervals between regular meetings.
- B. To present a report at monthly meetings, either in person or through a representative, when any business has taken place.
- C. To approve expenditures within the limits of MHLFL's needs.
- D. To approve expenditures for miscellaneous incidentals up to One Hundred Dollars (\$100) when approved by a majority between regular meetings.

**Article VIII  
Meetings**

**Section 1. Board of Directors**

- A. The Board of Directors shall meet on the second Tuesday of each month at such time and place as it shall determine (unless otherwise notified).
- B. The presence of a majority (51%) of the Board of Directors shall be necessary for the transaction of business. The affirmative vote of a majority of the Board of Directors shall be required to carry any motion or resolution.

**Section 2. Annual Meeting of Members**

- A. The Annual Meeting of Members will be held in December at such place as the Board of Directors may direct, and one purpose of said meeting shall be the election of the Board of Directors.
- B. Notice of the date, place and time of the Annual Meeting of Members shall be mailed to the address of the Member as it appears on the MHLFL's books, at least one (1) week prior to the date set for the annual meeting.
- C. The in person presence of a majority of the Board of Directors shall be necessary to constitute a quorum for the transaction of business at the Annual Meeting of Members. The affirmative vote of a majority of those board members present shall be required to carry any motion or resolution.
- D. All absentee ballots shall be in the hands of the Secretary or received prior to the date of the annual meeting.
- E. The order of business at the Annual Meeting of Members shall be:
  - 1. Attendance
  - 2. Reading of minutes of the last annual meeting
  - 3. Reports of: President  
Annual Treasurer Report
  - 4. Election of Directors
  - 5. Election of Executive Board by the Directors
  - 6. Adjournment of meeting

**Section 3. Special Meetings**

- A. A special meeting of the Board of Directors may be called by the President or three or more Board of Directors upon verbal notification at least twenty-four hours in advance. A majority of Board of Directors must be present to transact business.
- B. A special meeting of members may be called at any time by the President, a majority of the Board of Directors, or upon written request of at least twenty-five percent (25%) of the members in good standing. Notice of the special meeting of members will be mailed to the Members at the address of the Member as it appears on the MHLFL's books, at least one (1) week prior to the date set for the special meeting. Each Member shall be entitled to one (1) vote at every special meeting of members.
- C. All special meetings are closed to the public.

## **Article IX Coaching Staff**

- Section 1.** The coaching staff shall be composed of individuals approved by a majority of the Board of Directors. A coach may be removed by a majority vote of the Board of Directors when, in the judgment of the Board of Directors, it is in MHLFL's best interest.
- Section 2.** Representation for coaches will be through the General Managers who must be on the Board of Directors.
- Section 3.** Coaches may be appointed or elected to the Board of Directors. In case of disciplinary action against any coach on the Board of Directors, said coach will have no vote on the action taken against him.
- Section 4.** As a general rule, if a head coach wishes to return after the 1<sup>st</sup> year probationary period, and subsequent years as the head coach, in the same position, they will be given the right of first refusal to serve in that same position provided that they remain in good standing with the MHLFL.
- Section 5.** As a general rule, a current coach will be given the right of first consideration to serve in another head coach position within the MHLFL, provided that they remain in good standing with the MHLFL.
- Section 6.** All coaches must review, sign and return to their respective General Manager any documents they must sign.
- Section 7.** All head coaches must communicate a daily and/or weekly practice schedule to their respective General Manager. Head coaches are expected to maintain and may delegate to a staff member the care of a daily player attendance report.
- Section 8.** Coaches who receive parental complaints, verbal or otherwise, must report said complaints to their respective General Manager within 24 hours of the receipt of said complaint.
- Section 9.** The chain of command to handle complaints from parents shall be as follows: Head Coach, their respective General Manager, President, the Board of Directors.
- Section 10.** All coaches shall be required to adhere to all directives and responsibilities as outlined and indicated by the OMYFA, or any other similar football league which may be formed, and in the MHLFL Coaches Code of Conduct and Rules.

**Article X**  
**Execution of Instruments**

Communications, letters of understanding, agreements, and all contractual arrangements shall be executed by the President with the concurrence of a majority of the Board of Directors.

**Article XI**  
**Calendar Year**

The calendar year shall commence on January 1<sup>st</sup> and end on December 31<sup>st</sup>.

**Article XII**  
**Parliamentary Authority**

The Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these ByLaws.

**Article XIII**  
**Amendment of ByLaws**

These ByLaws may be amended, added to, or replaced by the affirmative vote of a majority of the members of the Board of Directors or their written proxies at any regular or special meeting, provided that the notice of said meeting shall include a specification of the proposed amendment thereof, addition thereto, or repeal thereof in suitable form.