

# Chesterfield Chargers

## Official By-Laws 2025



### ARTICLE I - TEAM NAME

Chesterfield Youth Football & Cheer, a state licensed member franchise of the Oakland Macomb Youth Football Association (OMYFA), which has practice and game fields located in the County of Macomb, shall be known as the **Chesterfield Chargers**.

### ARTICLE II - PURPOSE AND GOALS

**Vision:** A successful youth football and cheer club.

**Mission:** The mission of the Chesterfield Youth Football & Cheer (CYFC) club is to provide the diverse youth of Chesterfield Township and its surrounding cities the opportunity to engage in a controlled athletic competition that is supervised, organized and safety oriented.

#### **Core values:**

- Support inclusivity of all children, regardless of race, creed, school district, or national origin.
- Focus on the welfare of the participants and ensure freeness of any adult ambition, personal glory, or personal agendas.
- Emphasize self-discipline, teamwork, fun and sportsmanship.
- Promote open communication between all board members, staff, players, and families.
- Maintain a strictly volunteer-run organization.

#### **Goals:**

- Familiarize boys and girls with the fundamentals of football and cheerleading.
- Instill a competitive aspect in our football players and cheerleaders.
- Prepare youth participants for competition in the OMYFA and at the High School level and beyond.
- Provide a competent and trained coaching staff.
- Furnish safe and approved equipment for participation in its activities to protect the health and welfare of the youths involved, as well as satisfactory practice and game facilities.

### ARTICLE III - MEMBERSHIP

CYFC is organized exclusively for charitable, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501c3 of the Internal Revenue Code, or corresponding section of any future federal tax code.

CYFC is strictly a volunteer organization. No director, officer, coach or member shall receive compensation of any kind, monetary or otherwise, arising out of or related to services rendered to the CYFC.

Termination of Membership: The Board of Directors, by affirmative vote of two-thirds of all members of the Board of Directors, may, after an appropriate hearing or meeting, terminate from the organization any member for any prior or current ongoing act of misconduct deemed by the board to be detrimental to the best interest or purpose of the Chesterfield Chargers.

### ARTICLE IV- CYFC EXECUTIVE BOARD

1. **Composition:** There will be one Executive Board (consisting of two groups and 10 members) for the CYFC.
  - a. The **Board of Directors** shall consist of the following offices:
    - i. President
    - ii. Vice-President
    - iii. Football General Manager
    - iv. Cheer General Manager
    - v. Treasurer and/or Secretary
  - b. The **Board Members** shall consist of the following offices:
    - i. Registrar
    - ii. Equipment Manager
    - iii. Concessions and Volunteer Coordinator
    - iv. Special Events
2. **Authority:** The Executive Board is an authorized body to manage the direction, financial property and financial business of the CYFC Franchise. The Board of Directors and Board Members are ineligible to serve as Head Coach of any unit of the Chargers - however - a Board Member may be appointed by  $\frac{2}{3}$  majority vote to Head Coach of a team if no other viable candidate is available. Board Members may serve as assistant coaches but will rescind their voting rights on matters pertaining to the teams they serve on. The Board of Directors reserves the right to remove a player/cheerleader from a particular position if it is deemed to be hurting the overall good of the team or appears to

be facilitated by any one coach/parent for their own personal gain.

- a. **Subcommittees:** The Executive Board may coordinate and appoint subcommittees and delegate authority for them to act on behalf of the CYFC and OMYFA.
  - b. **Budget approval:** The Executive Board shall approve all budgets for the fiscal year. (January 1st to December 31st).
3. **Term of office:** Each Executive Board Member shall have a term of **2** years (unless otherwise indicated). The term shall run from January 1st to December 31st. There is no limit on the number of terms to which an individual may be elected.
  - a. **Nomination:** Nominations for all Officers and Board members will be compiled from the banquet held at the end of the season until one week prior to the December Board meeting. Current Executive Board members shall have first right of refusal for the position which was held during that season, but must be majority approved. The election of the Officers and Board Members shall be held at the December board meeting. The election shall be open to active officers and board members only. Absentee votes may be cast by current board members only. The next season's board is set by December 31st. Any positions remaining open (no nominations or elected members) after the December Board meeting will be held open until a person is selected by the existing Board. The selection for the Head Coaching positions will be appointed by the Executive Board after an interviewing process at the January or February board meetings.
4. **Qualifications:** Candidates for all positions of the Executive Board, preferably will have prior board experience either with the CYFC or another team in the OMYFA or similar league, whenever such nominated candidates exist. If no person with prior board experience self-nominates or is nominated by the January or February Board meeting election, then a person without prior board experience may be nominated and elected. Candidates for the position of Treasurer preferably will have a background in the area of finance and/or accounting. If no candidates for Treasurer with financial or accounting backgrounds are nominated, then candidates without finance or accounting background may be nominated.
  - a. Members in good-standing who self-nominate for a board position shall be granted a position over a non-member if there are 2 people for the same position.
    - i. A member in good standing is a member who:
      1. Has returning player registration status.
        - a. In order to have returning player status, they do not owe money, they turned in all of their equipment, and they fulfilled all of their commitments and played for the Chargers organization the previous year.
      2. Does not have an athlete who has aged out of the program.
      3. A member in good standing has never been removed due to a violation/violations of the code of conduct.

5. **Out-going members:** All out-going members of the Board shall deliver to their successors all official materials and franchise property in their possession by the January board meeting or the next subsequent board meeting after the election of a replacement board member.
6. **Appointment of Successors:** If a position becomes vacant on the Executive Board during the term, the remaining members of the Executive Board shall appoint a successor. If this position is the vacancy of the President, then the Vice-President will assume the position of "Acting President" until the position of the President is appointed.
7. **Removal From Office:** The Board of Directors may remove any member of the executive board, elected or appointed; whenever in its judgment the interest of CYFC would be best served. Removal from office shall require a two-thirds majority vote by the entire board.
8. **Duties:** Each Executive Board member is a voting position for the CYFC Executive Board - with the exception of the President who only votes if there is a tie. Each board member is a vital member of the organization and imperative to the success of the CYFC. All members should make every effort possible to attend all monthly Executive Board or special meetings, answer all text messages, e-mails, or e-mail voting in a timely manner, and carry out their duties in good faith and to the best of their individual ability. Each member should act with professionalism and respect for players, parents, coaches, and other Board Members.
9. **Conflict of interest:** Spouses, and/or significant others of any current head/assistant coach may serve as a Board Member but will rescind their voting rights and communications (email or text, etc...) on matters pertaining to the teams they serve on.

## **EXECUTIVE BOARD MEMBERS**

1. **President:**
  - a. Shall preside at all Executive meetings of the CYFC and act as the chief executive officer of the organization.
  - b. Maintain policies in the best interest of the CYFC to ensure that the By-Laws and Rules & Regulations of the CYFC and OMYFA are respected and enforced by the Executive Board members, committee chairs, parents, and coaches of the CYFC.
  - c. Shall work along with the Executive Board on all financial and business transactions.
  - d. Shall procure practice and playing field permits as necessary for the organization.
  - e. Shall update the CYFC By Laws on an as needed basis, with minimum updates annually.
  - f. Shall represent the organization at all OMYFA Board meetings and any other pertinent community meetings that require representation of the club.

**2. Vice-President:**

- a. Shall work with the Treasurer to oversee all insurance claims as assigned by the President.
- b. May act as representative and liaison for the franchise at OMYFA league meetings.
- c. Shall coordinate all organization picture day activities and schedule them accordingly.
- d. Shall schedule game day announcers and liaise with the hired talent as necessary.
- e. Shall be responsible for coordinating all videography as requested by the Football GM and will manage the chosen platform for video capture, live streaming and sharing of footage.
- f. Shall oversee the activities of the franchise as assigned by the President.
- g. Shall be responsible for securing sponsors for the Chargers organization.
- h. Shall be responsible for tracking all sponsors and communicating to the Secretary, Treasurer and PA announcer all sponsors and which packages they purchased.
- i. Shall report to the President on all sponsorship matters.

**3. Treasurer:**

- a. Shall preside in the Executive Board meetings that the President or Vice-President cannot attend.
- b. Shall collect and maintain all fees and monies due to the CYFC. All cash will be counted and documented by the Treasurer and one other Executive Board member.
- c. A cash receipt will be issued for all transactions involving cash, and will be initialed by the Treasurer and the other Executive Board members present upon completion of cash counting.
- d. All checks collected by the CYFC may serve as their own receipts.
- e. All monies turned in to the Treasurer shall be accompanied by a Deposit Receipt Form.
- f. Form will be filled out in duplicate with one copy to be returned to the depositor as proof of deposit.
- g. All requests for reimbursements shall be made to the Executive Board prior to purchase of goods.
- h. No reimbursements will be allowed without proper consent by the Executive Board, completed expense form and a receipt or receipts. If receipts are lost or missing, the reimbursement must be approved by the Executive Board.
- i. Shall pay all bills of the CYFC that are properly voted on and approved by the officers of the CYFC.
- j. Shall keep a detailed account of all income and expenditures and shall submit a report at every CYFC board meeting unless otherwise waived.
- k. Shall submit a full financial report for the previous fiscal year at the January

board meeting.

- l. Is authorized to maintain the bank account for the CYFC. The signature of the Treasurer will be on this account at all times.
- m. Shall submit a proposed budget for the current fiscal year at the March meeting to be voted on at the April meeting. Budget may be amended at any regular meeting with a  $\frac{2}{3}$  majority of the board vote.
- n. Shall make available at all times, any financial statements, receipts and bank statements to any Board Member who requests them.
- o. Shall bring checks to pay referee's and adequate "stating cash/change" for game days.
- p. Shall check the cash balance of the front gate, concessions, 50/50 raffle, and swag station on game days to determine if a cash drop or change is needed.
- q. Shall coordinate and schedule all portable toilet stations required for camps and practices, as needed.
- r. Shall coordinate and schedule all portable lighting required for camps and practices, as needed.

**4. Secretary: 1-year appointment**

- a. Shall record the minutes of all meetings and read them at each subsequent meeting unless otherwise waived.
- b. Shall maintain attendance records at all meetings.
- c. Shall post monthly minutes in Team drive within two weeks of meeting.
- d. Shall be responsible for all written communication to the Executive Board for the purposes of keeping the CYFC informed.
- e. Shall be responsible for all communication between the Executive Board and Membership of CYFC.
- f. Shall be responsible for maintaining and updating both the CYFC website (<https://leagues.bluesombrero.com/chesterfieldchargersmi>) and the Chesterfield Chargers Facebook page.
- g. Shall report to the President and Vice President on all communication matters.
- h. Shall coordinate all spirit wear orders.

**5. Football General Manager:**

- a. Shall oversee the division of football players to the teams in accordance with the RULES AND REGULATIONS of CYFC and the OMYFA.
- b. Shall act as liaison between football players, families, coaches, referees, and the Officers of CYFC **at all times enforcing the BYLAWS and RULES of CYFC and the OMYFA.**
- c. Shall ensure that football coaches have completed all required courses, consents, background checks, and application documents prior to being cleared to step on the field.
- d. Shall have the authority to schedule or reschedule postponed games.
- e. Shall approve Assistant Coaches as needed.

- f. May choose an Assistant General Manager (subject to board approval).
- g. Shall attend all required meetings of the OMYFA.
- h. Shall order all trophies and medals for playoff games and championships.
- i. Shall work with the Treasurer to oversee all insurance claims.

**6. Registrar:**

- a. Shall compile and maintain a complete list of the members, together with their addresses, which list shall be available at the office of the Secretary for examination by the membership upon request.
- b. Register all new and returning players per CYFC and OMYFA rules.
- c. Shall verify all required documentation at registration.
- d. Shall create and update a registration database.
- e. Shall provide rosters and contact information to all Head Coaches and General Managers.
- f. Shall work with the Treasurer, Equipment Manager and Concessions & Commitment Coordinator to create a list of any members that do not attain "Returning Player" status for the following season due to family not completing the required volunteer commitments or not turning in equipment in a clean and timely manner.
- g. Shall be responsible for obtaining and maintaining complete files on players and cheerleaders, compiling rosters and transmissions of this information to the league, coaches, Board and general membership as necessary.
- h. Shall develop an emergency contact list for all players and have it available at all games.
- i. Shall ensure that the registration website opens on the agreed upon date, as determined by the Board, and monitor the registration process in its entirety.
- j. Shall provide the home game announcer with all rosters and other pertinent information for the facilitation of game day operations.
- k. Shall provide updated rosters to the Football GM 48 hours prior to all away games to be provided to announcers.

**7. Equipment Manager:**

- a. Following Executive Board approval, shall be responsible for seeking out and obtaining quality and effective equipment and uniforms necessary to ensure the safety of the children associated with CYFC.
- b. Shall work with the coaching staff to ensure that the equipment and uniform needs of the players, cheerleaders and coaches are met.
- c. Shall be responsible for the maintenance, distribution, collection, and storage of CYFC football equipment and football uniforms.
- d. Shall work with the Treasurer to propose budget funds required.
- e. Shall work with the Registrar to help create a list of any members that do not attain "Returning Player" status for the following season due to failure to return equipment in a clean and timely manner.

- f. Shall be responsible for any inventory required for this position.
- g. Shall work with the Commitment Director for acquiring needed volunteers.
- h. Shall Verify with the Commitment Director that all participants have met their commitment obligations before handing out Equipment.

**8. Cheer General Manager:**

- a. Shall attend all required meetings of the OMYFA and all CYFC meetings.
- b. Shall oversee the division of cheerleaders to the teams in accordance with the RULES AND REGULATIONS of CYFC and the OMYFA.
- c. Shall act as liaison between cheerleaders, families, coaches, referees, and the Officers of CYFC **at all times enforcing the BYLAWS and RULES of CYFC and the OMYFA.**
- d. Shall ensure that cheerleading coaches have completed all required courses, consents, background checks, and application documents prior to being cleared to step on the field.
- e. Shall be responsible for the maintenance, distribution, and collection of the cheerleaders equipment and uniforms (which will be returned for proper storage).
- f. Shall seek out the necessary Head Coaching Staff for their various teams and will present these requests to the Board for approval, and accept the Board's decision as final.
- g. Shall work with the Coaching Staff to make sure that the needs of the participants and coaches are met.
- h. Shall coordinate all activities related to the OMYFA Cheer-off.
- i. May choose an Assistant General Manager (subject to board approval).
- j. Shall Verify with the Concessions & Volunteer Coordinator that all participants have met their commitment obligations before handing out uniforms.

**9. Concessions & Volunteer Coordinator: 1-year appointment**

- a. Shall be responsible for tracking and communicating to the membership all game-related commitments (i.e; spiritwear sales, game taping, chain gang, 50/50 raffles, clock manager).
- b. Shall be responsible for sending follow-up reminders to the memberships two days before game day and confirming that all commitments are covered.
- c. Shall work with the Registrar to help create a list of any members that do not attain "Returning Player" status for failure to complete their commitment and fundraising obligations.
- d. Shall be responsible for any inventory required for this position.
- e. Shall be responsible for any spirit wear sold through the concession area.
- f. Shall work with the Treasurer and budget funds required.

**10. Special Events: 1-year appointment**

- a. Shall be responsible for organizing various fundraising activities and events throughout the season.
- b. Shall create and distribute all field and board badges for game days.



- c. Shall develop new fundraising initiatives and set reasonable fundraising goals for CYFC.
- d. Shall be responsible for the following events. See descriptions below:

- i. **Parent Appreciation Game:**

- 1. Shall be responsible for organizing the annual Parent Appreciation Game.
- 2. Shall be responsible for submitting a proposed budget for the event and having it approved by the Executive Board.
- 3. Shall be responsible for coordinating special meetings for the Parent Appreciation Game.
- 4. Shall work with the Commitment Director for acquiring needed volunteers.
- 5. Shall work with the Treasurer and budget funds required.
- 6. Shall be responsible for turning over any monies to the Treasurer.

- ii. **Banquet:**

- 1. Shall be responsible for procurement of suitable banquet hall for end-of-season banquet.
- 2. Shall be responsible for overseeing the set-up, tear down and clean-up of all banquet decorations and entertainment.
- 3. Shall be responsible for selling banquet attendance tickets and maintaining a database of guests, including players and cheerleader's names, number of adult guests, number of child guests (discounted price as it corresponds to the chosen venue's child age and rate) guests, number of player/cheerleader guests, total amounts paid, dates purchased and methods of payment.
- 4. Shall work with the Treasurer and budget funds required.
- 5. Shall propose a budget to the Executive Board for approval.
- 6. Shall be responsible for turning over any monies to the Treasurer.

- iii. **Pink Game:**

- 1. Shall be responsible for organizing the annual Pink Game (Cancer Awareness).
- 2. Shall be responsible for submitting a proposed budget for the event and having it approved by the Executive Board.
- 3. Shall be responsible for coordinating special meetings for the Pink Game.
- 4. Shall work with the Commitment Director for acquiring needed volunteers.
- 5. Shall work with the Treasurer and budget funds required.
- 6. Shall be responsible for turning over any monies to the Treasurer.
- 7. Shall work with the Executive Board after recipients are chosen and maintain a line of communication with the chosen recipients.

iv. **Pep Rally:**

1. Shall be responsible for organizing the annual pep rally.
2. Shall be responsible for submitting agenda for approval by Executive Board.
3. Shall be responsible for making sure the venue is rented/secured.
4. Shall ensure proper and adequate sound system is available for event.
5. Shall MC or acquire an MC for the pep rally.
6. Shall be responsible for setting up and tearing down spirit wear table as needed.

## **ARTICLE V - COMMITTEES/CHAIRPERSONS**

The Executive Board may establish additional positions as it deems necessary for the efficient operation of the CYFC. Positions shall be filled by appointment after a majority vote of the Executive Board. Successful completion of a position for the entire season fulfills that individual's commitment for the entire year. This includes all board member positions and all head coaching positions.

## **ARTICLE VI - COACHING STAFF, GM, MEDICS, TEAM PARENT**

1. **Selection:** The selection of and filling of Head Coaching positions will be accomplished at the January or February Board Meeting.
  - a. The term for all Coaching positions is from the time of appointment and officially ends after the football/cheer banquet.
  - b. The Head Coaching staff will be decided by Secret Ballot votes cast by the Executive Board members in attendance following an interview of each candidate.
  - c. A majority of the Executive Board Members must be present for Coaching Elections to proceed.
  - d. Proxy ballots will not be accepted.
  - e. Board Members who have family members on a ballot for a Head Coaching position may not be part of the interviewing, discussion, or voting process for that unit.
2. **Head Coaches:**
  - a. An appointment to a Head Coach position, if accepted, negates that individual's previously elected office in the CYFC.
  - b. Completing the season as Head Coach fulfills that person's commitment requirement. Due to the challenging circumstances for commitments, it's possible

you will be asked to commit to 1 commitment if we are short-handed.

- c. All Head Coaches are to conduct themselves and their teams in the best interest of the children placed in their care and in accordance with the By-Laws, Coaches Code of Conducts and Rules and Regulations of the CYFC and the OMYFA.
- d. All Head Coaches shall work with the Board and in the distribution of the registered players, in accordance with the Rules and Regulation of the CYFC and the OMYFA.
- e. All Assistant Coaches are subject to the Executive Board approval and may not begin working with the players or cheerleaders until approved, including a background check.
- f. Head coaches will be offered Right of First Refusal for the team they coached. This will only apply to the same position they had and does not allow them to "move up" or "move down" to a different level. This is optional and at the Executive Board's discretion to make this offer to a coach.

**3. Assistant Coaches:**

- a. Head Football Coaches may appoint five Primary Assistant Coaches and one Junior Coach, or as otherwise agreed upon by the Board. Assistant Coaches are subject to Executive Board approval and background checks.
- b. Head Cheerleading Coaches may appoint 1 assistant coach for every 4 girls on their team. Assistant Coaches are subject to Executive Board approval.
- c. All Assistant Football and Cheerleading Coaches are to conduct themselves in the best interest of the children placed in their care and in accordance with the By-Laws, Coaches Code of Conduct, and Rules and Regulations of the CYFC and OMYFA.
- d. Completing the season as a Primary Assistant Coach fulfills ninety percent of commitments per child for that person's game-related commitment requirements for the season. (Due to the challenging circumstances for commitments, it's possible you will be asked to commit to 1 or more commitments on an as needed basis).

**4. Team Trainers/Medics:**

- a. Shall be certified in First Aid and CPR, and be licensed/certified in a medical field such as an ATC, nurse, doctor, emergency medical technician, or paramedic.
- b. More than one person may be appointed to hold these positions by the Executive Board.
- c. Shall be present for all league games and/or competitions to apply their knowledge and experience in the proper medical care and/or decisions made at the time of a football player's and/or cheerleader's injury.
- d. Shall conduct themselves in the best interest of the children placed in their care and in accordance with the By-Laws and Rules and Regulations of the CYFC and the OMYFA.
- e. Team Trainers/Medics are compensated positions.

5. **Unit Manager: (Team Mom/Dad)**

- a. Shall work with the Commitment Director, Communications Director, Coaching Staff, and any other necessary Board members to keep team players/cheerleaders and their parent(s) and/or guardian(s) informed of all pertinent organization related information.
- b. Shall ensure that communications are delivered to at least 1 parent and/or guardian of team players/cheerleaders.
- c. Shall conduct themselves in accordance with the By-Laws and Rules and Regulations of both the CYFC and the OMYFA.
- d. Shall communicate with the coaches on a weekly basis and get feedback and questions/comments/concerns and present them to the Football and/or Cheer GM. (a voice for the coaches/GM's will give feedback to the Executive Board)

## **ARTICLE VII -FISCAL YEAR**

The fiscal year shall be from January 1st to December 31st.

## **ARTICLE VIII -EXECUTION OF INSTRUMENTS**

All expenditures not covered under an established budget shall require a vote by the Executive board. All payments of money that have not been previously budgeted, shall require the approval of the Executive Board.

## **ARTICLE IX -MEETINGS**

1. **Annual Meeting:** The Annual meeting will be held in January after duly published or e-mailed notice to all members. Verification of all Head Coaching candidates, interviews, and elections for coaches shall be accomplished at the Annual Meeting. If the verification of all head coaching candidates, interviews and elections for coaches cannot be completed at the annual meeting in January, it must be completed at the February Meeting.
  - a. The Agenda shall be substantially similar to the following:
    - i. Roll Call - Eligibility to vote checked
    - ii. Proof of Notice
    - iii. Voting for minutes of the last meeting
    - iv. Reports from the Executive President
    - v. Reports from the Treasurer

- vi. Coaching Interviews and Voting
- vii. Other Business
- viii. Adjournment

2. **Regular or Special Meetings:** CYFC meetings will be scheduled on a recurring basis, the first being in January, no more than 30 days after the election of the Executive Board of Directors. During the season, meetings may be scheduled bi-weekly. A regular meeting schedule shall be established at the February meeting and published on the website. All special meeting dates shall also be published on the website. All meetings are open to each and every member in good standing.
3. **Emergency:** Executive Board Meetings; Shall be convened for matters considered by the President, Vice-President, Football GM, Cheer GM, and Secretary/Treasurer to be of an emergency nature requiring action within 24 hours. The three Executive Board members that must be present are: President, Vice President, and either the Secretary or Treasurer. Ideally both the GM's would be present for matters related to football and cheer.
  - a. If an emergency meeting is needed for disciplinary reasons, The **Board of Directors** shall handle all coaching, Board members, players and parent/membership disciplinary actions. This will ensure that any challenges will be addressed in a timely and private manner.
4. **Attendance Required:** Executive Board members are required to attend the regularly scheduled and special board meetings. If they cannot attend due to a vacation, work conflict, sickness, or special personal event, etc... they must notify the President or Secretary prior to the meeting.
5. **Notice:** Each Board member shall be afforded at least three days' notice of a special meeting unless a meeting date violating this rule is established at an Executive Board meeting and a motion to set the date is approved by a majority vote. Notice of regularly scheduled meetings is not required.
6. **Robert's Rules of Order and Agenda:** CYFC Executive, regular and special meeting discussion shall be conducted using Robert's Rules of order and the agenda shall be substantially similar to the following:
  - a. Roll Call
  - b. Review of Minutes from previous month's meeting
  - c. OMYFA News/ Meeting Report
  - d. Treasurer's report
  - e. Old Business
  - f. New Business
  - g. Adjournment
7. **Executive Quorum:** A majority of Executive Board members must be present to constitute a quorum for the transaction of financial business at any regular or special

CYFC Executive Board meetings. If a quorum is present at any regular or special meeting, then a simple majority of votes is sufficient for the adoption of any financial motion or financial resolution.

8. **Public Participation:** Meeting Format. Board Meetings will consist of two parts; an Open Session for the general membership to attend if they choose and a Closed Session for Executive Board Members only. Only members in good standing can attend the Open Session. The Board will wait 15 minutes into the Open Session for any general membership to show up. If none show then the Open Session will end and the Closed Session will commence. The normal-closed session of the Executive Board Meeting will be held during the 2nd hour. Notification will be posted on the CYFC website accordingly.

## **ARTICLE X -AMENDMENTS**

These By-Laws may be amended, altered, changed, added to or repealed by the affirmative vote of a 2/3 majority of the Executive Board members at a CYFC Executive meeting scheduled for such, providing that written notice of a proposed change shall be provided to each Executive Board Member of the CYFC at least one meeting prior to the date of the meeting at which such proposed changes shall be submitted for vote. Amendments shall be consistent with the By-Laws of the OMYFA. Amendments shall be forwarded by the CYFC Secretary to the OMYFA Secretary within 30 days of being approved by the Executive Board.

## **ARTICLE XI – REGISTRATION**

Policies related to the time, place, and manner of the registration process shall be set by the Executive Board of Directors. Returning players are required to be at returning player registration for weigh-in or prior arrangements must be made through the Registrar of the CYFC within two (2) weeks before the registration.

1. **Returning Players:** Returning players are defined as those players on the previous season's roster that have no outstanding debt, unreturned equipment or uniforms and whose parent(s)/guardian(s) fulfilled their volunteer commitments to the organization and their siblings. Returning players must be represented on the official team roster on the last day of the previous year's season. Any player that has quit or been removed from their team prior to the official end of the season will not qualify for returning player status the following year.
  - a. A returning player may also be a player transferring from another OMYFA team roster from the previous season. CYFC will honor this policy if that player's family has changed residence (moved closer to the Chesterfield Township area) within the past 12 months (proof of the move will be required).
  - b. Notification of the transfer will be made by the CYFC President to the other OMYFA Team.

- c. Returning players must register by the end of the announced Returning Player Registration session or they will waive their returning player status.
  - d. A New Player Registration (if needed) will be held following the Returning Player Registration to fill any vacancies on team rosters.
  - e. There will be no registrations accepted in the time period between Returning player and New player Registration. Families moving into the area due to employment/military service, after new player registration, may be given special consideration upon board approval.
2. **Fees:** Registration and commitment fees will be set each year by the Executive Board.
3. **Documents:** When a child is registering at open registration, he/she must have the following items or he/she will not be able to register. If you fail to register, your athlete will forfeit their roster spot:
- a. Players/cheerleaders must provide a copy of an original birth certificate for age verification (to be kept on file with the OMYFA).
  - b. Registration fees in total or payment plan.
  - c. Completed Registration Packet with contact name, phone number and e-mail addresses of parent(s)/guardian(s).
  - d. Signed & dated Heads Up Concussion document.
  - e. Current picture of the athlete.
4. **Medical:** Before a football player or cheerleader can participate in any conditioning, practices, an emergency contact form, a current physical/physician's release/sports physical form completed **after April 15th** of the current calendar year, and all waivers, code of conduct, and Concussion forms must be submitted to the Franchise Registrar.

## **ARTICLE XII -TEAM LIMITS**

1. **Tackle:** Tackle team limits are set at a roster size of 28 for Tackle Football. This will not apply if the number of returning players exceeds the set team size. This limit may be exceeded at the discretion of the Executive Board, with consideration of maximum allowed based on OMYFA insurance.
2. **Cheer:** Cheer team limits are set at a roster size of 24 except for flag. Flag team limit is set to 14. This limit may be exceeded at the discretion of the Executive Board, with consideration of maximum allowed based on OMYFA insurance.
3. **Flag Football:** Flag Team size is set at a limit of 25 players. This limit may be exceeded at the discretion of the Executive Board, with consideration of maximum allowed based on OMYFA insurance.

### ARTICLE XIII -TEAM PARTICIPATION

1. **Team Participation:** Participation for all players shall be based on league specified minimums as expressed in both the CYFC and OMYFA by-laws and rules.
2. **Game Time:** Player game time participation may be reduced or impacted based on attendance during the previous week of practice, if member family volunteer requirements are not met, or if the player is placed on disciplinary action by coaching staff or his/her parents/guardians. This must be accomplished in accordance with rule "1" listed above.
3. **Injuries:** Players not participating in a game due to injury will be encouraged (if able) to be with the team on game day without pads and wearing player jerseys. Injured players may only return with Doctors approval (form clearing participant with doctor's signature) and submitted to the Football GM. Game day weigh in is required.
4. **Off-Season Tournaments:** Any off-season tournaments or special games or scrimmages shall be offered to all CYFC Football participants from the concluded season that are age and weight-appropriate for that particular tournament. These games are not governed by OMYFA rules however, playing time will be determined depending on the nature of the event. Funding for all off-season tournaments, games or scrimmages will be at the Executive Board's discretion and must receive majority Board approval before proceeding.

### ARTICLE XIV -GRIEVANCES

Grievances may be filed by any member in good standing, at any time and must be submitted via e-mail to the **Board of Directors**. A response requiring Board review will be given to the complainant within 2 days after the next scheduled board meeting.

1. **Grievance Procedure:** Any grievance by any member of CYFC will be dealt with according to the following procedure:
  - a. **Appointment of Committee:** If needed, the board may appoint a Grievance Committee to oversee any grievance.
    - i. Grievance Committee must have at least one member from each of the following groups: (Board of Directors, Coaching Staff). The committee will be selected by a drawing of names of persons not involved with the grievance.
    - ii. When the Grievance Committee has concluded with the grievance the Committee recommendations will be sent to the Board of Directors for



- approval and action.
- iii. The appointed Committee may be involved in more than one (1) grievance at a time.
2. **Due Process:** Any person being named in a grievance will have the chance to rebut the grievance at a Grievance Committee hearing before a recommendation has been submitted to the Executive Board for approval.
  3. **Recommendation:** After a rebuttal at a Grievance Committee hearing, the Grievance Committee will submit a recommendation to the Executive Board for final approval and action.
    - a. Failure to comply with the decision of the Grievance Committee will result in a "show cause" hearing in front of the same Grievance Committee, where you will be given an opportunity to explain the failure. The Grievance Committee will then make another recommendation, up to suspension or expulsion, to the Executive Board for approval.
    - b. The decision of the Executive Board will be final.
  4. **Results of Grievances:** Results may include Guidance, Instruction, and Clarification of Rules & Regulations, Warning, Suspension or Removal.

## **ARTICLE XV - DISCIPLINE**

1. **Player:** Any player or cheerleader who violates the player code of conduct, is ejected from a game by a referee, is requested to leave a game or practice by a coach or board member may be subject to discipline by the **Board of Directors**. Such may include, but is not limited to ejection from the program, suspension from one or more games, equitable action in the form of an apology or other, similar actions.
  - a. **Due Process:** Prior to discipline being imposed, the Board of Directors shall afford the player or cheerleader and his/her parents the opportunity to address the Executive Board. The Head Coach of the player or cheerleader shall be contacted and afforded an opportunity to address the Board of Directors regarding the issue. The player or cheerleader shall have the right to call any witnesses (relevant to the specific issue) to address the Board of Directors.
  - b. **Decision Final:** The decision of the Board of Directors shall be final. The Decision shall be communicated, via e-mail, to the Head Coach and the player or cheerleader.
2. **Coach:** Any Coach who violates the Coaches code of conduct, is ejected from a game by a referee, is requested to leave a game or practice by a Head Coach or board member may be subject to discipline by the Board of Directors. Such discipline may include, but is not limited to ejection from the program, suspension for one or more games, equitable action in the form of an apology or similar actions.

- a. **Due Process:** Prior to discipline being imposed, the Board of Directors shall afford the Coach the opportunity to address the Executive Board. The Head Coach shall be contacted and afforded an opportunity to address the Executive Board regarding the issue. The Coach shall have the right to call any witnesses (relevant to the specific issue) to address the Executive Board.
  - b. **Decision Final:** The decision of the Board of Directors shall be final. The Decision shall be communicated, via e-mail, to the Head Coach and the Coach.
3. **Player/Cheerleader Ejection from a Game:** Any player or cheerleader ejected from a game by a referee or requested to leave a game by a Head Coach SHALL IMMEDIATELY LEAVE THE FIELD (this includes the sidelines, track, locker room or any area used by players/cheerleaders during the game/halftime) and not return for the duration of that game or any other game scheduled on that date. The player or cheerleader may sit in the stands and watch the game IF such is carried out with proper behavior and without any negative comments directed at the Referee or Head Coach that ejected the player or cheerleader. This is in addition to the discipline that may be imposed by the Board of Directors in accordance with these By-Laws.
4. **Coach Ejection from a Game:** Any Coach ejected from a game by a referee or asked to leave a game by a head coach shall immediately leave the football facility and not return on that date. This is in addition to the discipline that may be imposed by the Board of Directors in accordance with these By-Laws.

## **ARTICLE XVI EMAIL CORRESPONDENCE**

1. **Internal Emails:** All CYFC Executive Board members and Head/Assistant Coaches, and all members in good standing may distribute internal emails that do not violate the signed coaching, parent, and player code of conduct forms, rules and regulations.
  - a. When head coaches email their players and families, they should also send a copy of the email (**CC is fine**) to the relevant GM (football or cheer).
2. **External Emails:** Any emails intended/addressed to external parties must be submitted to the CYFC President, Vice President and Secretary for review and approval before distribution. The email originator will be notified via email within two (2) days with message approval, suggested revision, or rejection accompanied by appropriate explanation. For matters requiring immediate attention email originators may telephone the CYFC President to discuss the proposed email correspondence. At such time, the CYFC President will communicate the issue with the remaining Executive Board members to obtain the necessary urgent response. Any necessary email revisions will be discussed with the email originator at that time.
3. **Executive Board Internal/External Emails:** Any Email from an Executive Board member to the general membership of the Chargers or to outside sources must first be

approved by  $\frac{2}{3}$  majority of the CYFC Executive Board. Executive Board members will have 24 hours to reply from the time the email was sent out.

4. **Organization App:** Coaches can use the organization app, or other "communication" type apps with executive board approval. All board members who want to be included must be. This is to be used for practice and game info only and not a text chain for long email type communication. The President, Vice-President, Football and Cheer GM shall also have "administrative" rights to any app used for team communications.
5. **Disciplinary Actions:** Disciplinary action regarding any violation of this email correspondence policy will be directly addressed by the active CYFC Executive Board consistent with the requirements set forth by the CYFC Coaches, Parent, and Player Code of Conduct Forms.

## **ARTICLE XVII - BANK ACCOUNT**

1. **CYFC Checking Account:** Checking account will be utilized to record and account for all CYFC-related franchise banking activity. This account will be monitored and reconciled by the CYFC Treasurer. The CYFC Treasurer will provide a complete electronic accounting file at year-end for non-profit tax return processing.

## **ARTICLE XVIII - MISCELLANEOUS**

1. **Consistency:** These By-Laws are intended to be consistent with the rules, regulations and by-laws of the Oakland Macomb Youth Football Association. If there is a contradiction, the OMYFA Rules, regulations and/or By-Laws shall control. A copy of the By-Laws shall be filed by the CYFC Executive Secretary with the OMYFA.
2. **Additional Rules and/or Regulations:** Additional rules, guidelines or regulations may be adopted by the Executive Board as it deems necessary for the efficient operation of the CYFC. Such shall be consistent with these By-laws. Such shall be available on the website or in hard copy from any Executive Board member upon request.
3. **Dissolution:** Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501C3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government for a public purpose. Any such

assets not disposed of shall be disposed of by the court of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

4. **Voting - Executive Board:** All Executive Board voting decisions must be by majority in approval or rejection unless otherwise stated in the bylaws.
5. **New Positions - Executive Board:** Any new positions proposed to the Executive Board require  $\frac{2}{3}$  majority approval.
6. **Advertising and Publications:** Any and all advertising and publication documents must include a Chargers logo along with an OMYFA Logo.
7. **Adherence to All By-Law Policies:** Any and all communications, structure, and majority approved decisions set within these By-Laws must be upheld or disciplinary actions will result in accordance with the CYFC Code of Conduct forms.
8. **Equipment and Other Non-Cash Assets of Chesterfield Youth Football & Cheer:** Any and all non- cash property assets of CYFC must be accounted for through coordination with the Equipment Manager. The Equipment Manager will track all inventory and provide inventory listings to the Executive Board as requested.

ATTESTATION OF ADOPTION: ON 02/05/25, THESE OFFICIAL BYLAWS WERE VOTED ON AND PASSED WITH MAJORITY VOTE TAKEN BY THE CHESTERFIELD CHARGERS EXECUTIVE BOARD.

CYFC OFFICIAL BYLAWS DECLARED ADOPTED.

Jessica Elliott, DATE: 02/05/25

President

Chesterfield Chargers Youth Football and Cheer