

**2023 Bylaws
of the
Commerce Chargers Football Organization
of
Commerce Township, Michigan**

I. **Name:** The name of this organization shall be “Commerce Chargers Football, Inc.,” hereinafter referred to as the “Chargers.”

II. **Objective and Purpose:** This organization is designed primarily for the improvement and development of the capabilities of individuals; to encourage certain types of sports athletic endeavors; to promote the physical, mental and moral development and well being of boys and girls ages eight through fourteen years, without regard to race, creed, color, ethnic origin, or religion, who are residents of Oakland County, Michigan and shall receive education and instruction in football and cheerleading sports programs and the purpose of such a program shall be to develop a sense of fair play, safe techniques, honest competition, true sportsmanship; to provide actual game experience for all participants and to promote family involvement in a fun and friendly atmosphere. The intended end result will be a lessening of juvenile delinquency and juvenile problems and/or a new positive influence on all people involved in the program.

III. **Membership:** The membership of the Chargers shall consist of the parents of all registered players of the current football/cheer season and other adults 18 or older volunteering on the Board of Directors, Parent Director or Coach. Such a person must be in good standing with the organization. All fines, fees or debts owed to the organization must be tendered. The individual also shall not be under any sanction or under disciplinary action imposed by SMYFA or Commerce Chargers Youth Football that limits their participation in their organization or participating organizations.

IV. **Office:** The office of the Chargers shall be at the President’s residence. All mail and correspondence will be directed to the Commerce Chargers at P.O. Box 756, Walled Lake, Michigan 48390.

V. **Board of Directors:** The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, Athletic Director and eight additional members. The Board of Directors may also include six members at large, elected by the membership or appointed by the Executive Board to fill an unexplained vacant term. All meetings shall be called by either the President or a majority of the Executive Board, as necessary to carry out the business of the Chargers. A simple majority of the Executive Board Members must be present at a regular, executive or special meeting to constitute a quorum for conducting official business. Other members of the Board shall consist of the Purchasing Director, Equipment Director, Registrar,

Concessions, Volunteer, Media , Fundraising Director, Special Events, Spirit Wear and Cheerleading Directors. All Board Members shall have one vote, with the President casting a vote to break a tie. Any Board Member can be relieved of his or her duties by a majority vote of the Board of Directors. Board Members are required to attend meetings and cannot miss three consecutive meetings. If they do, they can be relieved of their duties as so stated. No Board Member can use the name of the Commerce Chargers Football without the expressed approval of the Board.

VI. **Election of Board Members**: All board positions are eligible to be elected by the general membership for a period of one year at the annual Board meeting announced by the board of directors. Nominations will be accepted from the floor for the director positions. The President will appoint any vacancies not filled at the annual meeting or vacated during the term of the office. .

Eligibility Requirement: To be eligible for a position as President, Vice President or Treasurer, a member must have served a minimum of 1 year on the board in a director position identified in section XIII. Board of Directors Job Descriptions and Duties.

All board, member at large, and coordinator positions require the adult member to be in good standing with the organization. All fines, fees or debts owed to the organization must be tendered. The individual also may not be under any sanction or under disciplinary action imposed by SMYFA or Commerce Chargers Youth Football.

Members-At-Large may be elected by the Board of Directors and shall be anyone who has previously held an office on the Board or who can benefit the Chargers by his or her experience, but does not hold an office at the time. Examples of Members-At-Large may include immediate past Board members and/or current committee chairpersons such as Special Events Coordinator, Program Manager, Assistant Registrar and Assistant Fundraising Coordinator. Members-At-Large do not have voting rights on the Board. However, their input on matters may be valuable for consideration by the Board.

VII. **Meetings**: Regular meetings of the Chargers shall be held at least monthly from February through December, unless otherwise notified. Minutes shall be taken by the Secretary and provided to the Board. The Annual Meeting shall take place at a time to be determined by the Board of Directors. Notification of the date, time and place for the annual meeting will be provided to the general membership at least one week prior to the meeting date.

VIII. **Procedure for Spending Chargers Money:**

1. Conditions for purchases of Budget Approved Expenses
 - a. Expenses approved during the budget process by the Board are considered approved for spending subject to the other provisions in section VIII Procedure for Spending Chargers Money.
 - b. Expenses over one thousand dollars (>\$1000), require additional Executive Board approval prior to purchase being made.
 - c. Expenses one thousand dollars or less (<=\$1000), require the approval of the budget line item owner, recorded in the approved budget, and either the Purchasing Director or Treasurer prior to purchase being made.
2. Adding expenses to the Budget
 - a. Expenses not approved in the budget, must be brought for approval by the Board.
 - i. Exception: Expenses one hundred dollars or less (<=\$100) can also be approved by the Executive Board.
 - b. If approved, the expense will be added to a revised budget and be subject to all spending provisions described in section VIII Procedure for Spending Chargers Money..
3. Conditions for all Approved Expenses
 - a. Quoting/Bidding Requirements

- i. Written bids must be obtained for all purchases over (>\$500) five hundred dollars. A minimum of 2 written quotes will be obtained before any final decisions or commitments are made.
 - 1. Operational expenses owned by the Executive Board in the Budget are excluded.
- ii. The Purchasing Director will review, approve and record all documentation provided for these purchases
- iii. The Treasurer is responsible to review the provided documentation before any payments are made.
- iv. Exceptions to the written quotes must be approved in advance by a quorum of the Executive Board and such quorum shall be documented in writing.

b. Payments & Reimbursements

- i. Purchases approved for more than one thousand dollars (>\$1000) must be made using Charger banking instruments.
- ii. Purchases approved for one thousand dollars or less (<=\$1000) may be reimbursed to individuals or purchased through Charger banking instruments.
- iii. Exceptions must be approved by the Treasurer before purchase is made.

IX. Registration Policies:

- 1. Teams will first be filled with veterans. To be considered a veteran:
 - a. Registration form and fees must be returned by the due date.
 - b. All outstanding fees and past due bills must be paid in full, including but not limited to: fundraising, registration, camps and returned checks.
 - c. Player/cheerleader must have completed the previous season in good standing.
- 2. Teams will then be filled with veteran siblings if space is available. No spot will be created for a sibling if one does not exist. To be considered a sibling:
 - a. All above criteria must be met.
 - b. If there are more siblings than openings the veteran's seniority (years of participation) will determine placement (e.g. a 5th year varsity cheerleader's sibling will have priority over a 2nd year freshman football

player's sibling, but the 2nd year freshman player's sibling will have priority over a 1st year varsity player's sibling.)

- c. A sibling's veteran player must have completed the previous season in good standing, otherwise the sibling will be considered as "new".

X. Rules for moving a player up

1. Roster is not full
2. Head Coach Identifies a specific need
3. Previous Head Coach identifies candidates
4. Athletic Director approves move
 - a. Does candidate have proper physical tools
 - b. Does candidate have proper maturity
 - c. Determine that it is a need rather than a want
 - d. Will promotion drop previous level roster too low
5. Parents approval
 - a. Once promoted, player will not be returned to previous level
 - b. Playing time is based on board policy
 - c. Position to be determined by current Head Coach
6. Player approval

XI. Rules for "Charger For Life"

Definition of Charger for Life for 2012 and beyond:

The players will get a trophy and jersey. They must have five years with the Chargers and be leaving the program as an 8th grader.

XII. Committees: Chairpersons of committees must be Board Members (Executive Board or Members-At-Large) Committee chairpersons will report directly to the President. There shall be three standing committees:

A. Executive Board

1. This Executive Board shall consist of the President, Vice President, Secretary, Treasurer and Athletic Director.
2. The President is the Chairperson.
3. Duties include:
 - a) To meet and take action within the policies of the Board of Directors whenever the limitations of time make it impractical to assemble the entire Board.
 - b) Confirm to the Board of Directors of any actions taken by the Executive Board.

B. Budget Committee

1. The Treasurer is the Chairperson
2. This committee shall consist of at least the Treasurer, President, Fundraising and Purchasing Directors.
3. Duties include:
 - a) Prepare annual budget, which will authorize all normal expenditures, pending Board of Directors approval.
 - b) Assist Treasurer in preparing the annual financial report summary for the presentation at the Annual Membership meeting and audit the books or record at least quarterly.

C. Rules Committee

1. The Vice President is the Chairperson.
2. Members shall be at least the following: Athletic Director, Cheerleading Director and Head Coaches (football and cheerleading).
3. There may be three types of rules.
 - a) Overall Rules of Conduct for the Chargers,
 - b) Football Playing and/or Coaching Rules
 - c) Cheerleading and/or Coaching Rules.
4. Football coaches would not be involved in the Cheerleading and/or Coaching Rules and cheerleading coaches would not be involved in Football Playing/Coaching Rules.
5. The Board of Directors must approve all rules.
6. Duties include
 - a) Reviewing current rules and making recommendations for changes if necessary.
 - b) Act as a liaison between the coaches and Board of Directors.
 - c) Chairperson to submit proposed changes to the Board of Directors for approval before enactment.

XIII. Board of Directors Job Descriptions and Duties:

President: (Vote – Tie Breaker)

7. Game day operations
8. Oversees administrative responsibilities of the Chargers organization.
9. Presides over all regularly scheduled Board meetings.
10. Oversees budget expenditures for appropriate spending.

Vice President: (Voting Position)

1. Oversees responsibility of all Directors and Managers.
2. Primary representative for the Chargers at league meetings.
3. Reviews with Board, all league proposals and changes for Board approval or disapproval.
4. Informs league of Board's decisions or recommendations.
5. Assists and covers the President's duties in his/her absence.
6. Assists in any area requiring additional help (Directors, Board Member, etc.)
7. Chairperson of Rules Committee as stated in the by-laws.
8. Oversees all daily athletic activities of the Chargers organization.

Treasurer: (Voting Position)

1. Maintain monetary record integrity for the Chargers Football organization.
2. Report on current budget status at all board meetings.
3. Pay all outstanding bills.
4. Provide Income/Loss expense report at annual meeting for the general membership.
5. Provide current, updated year end report on the budget and expense status for the incoming administration.
6. Chairperson on the Budget Committee.
7. Maintains the P.O. Box.

Secretary: (Voting Position)

1. Take minutes at all Board meetings.
2. Provide meeting minutes to all board members.
3. Provide memorandums and informative bulletins to the general membership when required. (Includes Newsletter)
4. Coordinate with the registrar the printing and any mailing of the yearly registration forms.
5. Assist with registration proceedings.
6. Assist with equipment handout.
7. Prepare all communications on behalf of Chargers (i.e., weekly communications, correspondence, thank you letters, etc.)
8. Work with directors in preparing forms and flyers (sponsorship forms, registration packet, cheer activity flyers, concession signs, flyers for special events, etc.)
9. Prepare Announcer Book for all home games
10. Communicate with Parent Directors in disseminating emails and information to families
11. Work with Webmaster on updating web site with new information
12. Local publicity

Registrar: (Voting Position)

1. Oversees and coordinates registration day activities and requirements
2. Maintains at least two copies of all registration forms, birth certificates and physicals. One copy to be on hand at all games.
3. Oversees the fulfillment of all squad rosters.
4. Maintains and provides updated roster sheets and player mailing lists for the Chargers organization and League organization.
5. Reports and provides to the treasurer with all registration fees paid.
6. Mails reminders to all current players of any registration fees that may be due before the start of the new season.
7. Oversees annual Meet and Greet activity.

Purchasing Director: (Voting Position)

1. Oversees all purchasing
- 2.
3. Oversees and coordinates with the Board, the procurement of items such as but not limited to: promotional items, administrative needs, cheer equipment, cheer uniforms, football equipment, football uniforms, spirit wear, and coach's apparel.
- 4.

Concessions Director: (Voting Position)

1. ServSafe certified.
2. Purchases and maintains inventory of all concession equipment and supplies.
3. Handles all monies and deposits with the treasurer for the game day sales on game day.
4. Coordinates 50/50 raffle coverage on game days.
5. Coordinates and reconciles all financial transactions with Purchasing Director and/or Treasurer.

Equipment Director: (Voting Position)

1. Coordinates with Athletic and Purchasing Directors the procurement of all equipment and apparel required for football.
2. Maintain accurate inventory of all equipment and uniforms for the football players.
3. Maintains all equipment in working condition.
4. Recommends purchase of required equipment.
5. Responsible for game day required equipment for all squads (balls, water, etc.)
6. Coordinates equipment handout and turn-in day.
7. Secures location for equipment hand out.
8. Coordinates and reconciles all financial transactions with Purchasing Director and Treasurer

Athletic Director: (Voting Position)

1. Secondary representatives for the Chargers at league meetings.
2. Oversees all game day field preparation and responsibilities.
3. Oversees responsibility of football coaching staff
4. Interviews, approves and selects Head Coaches and staff for Football program.
5. Presents selected staff to the board for concurrence.
6. Mediates all parental and Board interference with respective coaching personnel.
7. If discipline or termination of coaching personnel is deemed necessary, brings issue/action to board for concurrence.
8. Presents proposed football roster size for each level to board for approval.

Fundraising Director: (Voting Position)

1. Oversees and coordinates primary and secondary fundraising events.
9. Researches and submits new ideas for board approval and concurrence.
10. Reports and provides all funds received to the treasurer.
11. Responsible for collection of all pledged funding.
12. Notification to all delinquent fundraising issues.
13. Coordinates and reconciles all financial transactions with Purchasing Director and Treasurer

Cheer Director: (Voting Position)

1. Interviews, approves and selects Head Coaches and staff for the Cheer program.
2. Presents selected staff to the board for concurrence.
3. Coordinates with the Registrar the filling of the squad roster.
4. Maintains accurate inventory of all uniforms and equipment required by cheerleaders.
5. Oversees the Homecoming day half-time program.
6. Researches and provides the board with clinics that may be available for coaches & Cheerleaders.
7. Responsible along with Equipment Manager for turning in all uniforms on the designated date.
8. Responsible for coordinating the Cheerleading Pep Rally
9. Responsible for sizing all cheerleaders and communicating all cheer orders with the purchasing director
10. Coordinates and reconciles all financial transactions with Purchasing Director and Treasurer

Special Events Director: (Voting Position)

1. Coordinates events for the Chargers throughout the year. Events may include items such as a family picnic, Homecoming Game festivities, Pep Rally, Pizza party, Parents Party, and the Team banquet. Events may be added or removed at the discretion of the Special Events Director and/or Board.
2. Appoints assistant managers to assist in coordinating events.
3. Provides event dates for board concurrence.
4. Coordinates picture day.
5. Will oversee Year Book, Program manager and Audio Visual Manager
6. Coordinates and reconciles all financial transactions with Purchasing Director and Treasurer

Spirit Wear Director: (Voting Position)

1. Oversees and coordinates all Charger spirit wear, branding and publicity needs.

2. Designs and facilitates the annual spirit wear items to be sold online and in the game booth.
3. Manages spirit wear inventory to maximize community acceptance and minimize risk.
4. Coordinates with Registrar, Fundraising Director, Volunteer Coordinator and Special Events Director to help design and facilitate individual spirit wear initiatives.
5. Coordinates and reconciles all financial transactions in excess of \$250 with the Purchasing Director and Treasurer.
6. Coordinates and reconciles all financial transactions with Purchasing Director and Treasurer

Volunteer Director: (Voting Position)

1. Responsible for creating and managing scheduling platforms for parent use in signing up for volunteer positions at Chargers initiatives.
2. Ensure each parent is trained on their respective position.
3. At games, ensure the proper items are in place so each volunteer can perform their job (50/50 bucket, instructions for announcer, instructions for camera, etc.)
4. Ensure each parent is fully aware of their obligation to fulfill their position for the entire shift and provide guidance for finding replacements.
5. Ensure each volunteer position is filled for the various initiatives.
6. Keep track of each family's obligation to ensure each family is fulfilling their volunteer requirement for the season.
7. Communicate as needed to parents who are not meeting their volunteer obligations.
8. Work directly with the Parent Directors and Cheer Manager to ensure the terms of the Parent contract are understood.
9. When there is a breach of the Parent Contract and every reasonable effort has been made to coordinate a solution, communicate the penalties as outlined in the agreement and escalate to the appropriate Parent Director, Head Coach and Board for enforcement.
10. Direct all extraordinary parent disputes regarding the Parent Contract to the Vice President or President for review and a board vote (if necessary).

Media Director: (Voting Position)

1. Manage website files, updates and site modifications.

2. Assist in setup and usage of team management software, manage and post new relevant content to social media accounts, yearbook creation.
3. Maintain records of logins for all web accounts (site/SM/team software) and train new administrators and users for those areas as needed.

COORDINATORS

Audio Visual Manager: (Non-Voting Position)

1. Manage all Audio and Visual Equipment owned by the Commerce Chargers
2. Set-up and/or coordinate the AV needs during games, practices, banquets and any other events as needed
3. Film, edit and produce an annual year in review for the banquet
4. Manage the purchase and distribution of game pictures and videos to the parents.

Player Safety Coach: (Non-Voting Position)

1. Maintains and sets up AED equipment on game days.
2. Coordinates emergency game day medical coverage.
3. Ensure all coaches within the organization have completed the USA Football Level 1 Coach Certification course prior to season start.
4. Conduct one Heads Up Coaches clinic for all coaches (clinic to cover equipment fitting, proper tackling, reducing helmet contact, and concussion management).
5. Conduct one Player Safety clinic for parents (clinic to cover equipment fitting, proper tackling, reducing helmet contact, and concussion management).
6. Assume responsibility for checking that coaches are properly teaching Heads Up Tackling and using the Levels of Contact approach to reduce helmet contact in practices.
7. Observe practices. As needed, provide guidance to coaches relative to Heads Up Football's points of emphasis.
8. Attend games. Serve as an on-field expert and point of contact for player health and safety recommendations and concerns.

PARENT DIRECTORS

Flag: (Non-Voting Position)

Freshman: (Non-Voting Position)

JV: (Non-Voting Position)

Varsity: (Non-Voting Position)

Cheer: (Non-Voting Position)

Assists in the communication between the Head Coaches, board of directors and parents of Charger participants.

XIV. Amendments: Bylaws may be amended, added to, or repealed by affirmative vote of the majority of the Board of Directors at a regularly scheduled Board Meeting.

XV. Procedures: Robert's Rules of Order will govern all matters not covered herein.

1. Electronic Voting: Decisions are allowed by electronic means between regularly schedule meetings. For purposes of quorum, all individuals eligible to vote will be a quorum.
 - a. The Secretary will indicate when an official vote is occurring.
 - b. A statement of what is supposed to be voted on and the window for having the vote will be noted.
 - c. If sufficient "yea" votes are not achieved by the stated deadline, the motion fails.
1. Votes conducted through electronic means will be recorded under old business during the next scheduled in-person meeting.

XVI. Dissolution: Upon the winding up and dissolution of the corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future tax code.

XVII. Acceptance: These Bylaws shall be accepted by a majority vote of the Board of Directors and are effective when approved.