

**LINCOLN PARK JR. RAILS
JUNIOR FOOTBALL CLUB**

BY-LAWS

AS AMENDED MARCH 2008

1. Title:

The name, by which this association shall be known as, is the Lincoln Park All American Football League Inc., thereafter referred to as the JR. Rails.

2. Purpose:

- A. This unit is primarily for the improvement and development of the capabilities of all youth 8 through 13 years of age, with the intention of inspiring them, regardless of race, creed or national origin, to practice the ideals of sportsmanship, scholarship, and fellowship toward the goal of promoting more meaningful lives. Age and weight requirements will conform to the Downriver Junior Football League rules.
- B. The specific objectives of the JR rails are:
 - 1. To keep the welfare of the participants free of any adult ambition and personal glory.
 - 2. To provide the means through which youth receive education and instruction in sports programs.
 - 3. To develop a sense of fair play, honest and fair competition and true sportsmanship.
 - 4. To provide equal competitive standards with emphasis on the safeguards of the physical and emotional health and welfare of all youth involved.
- C. Further it is the aim of the JR. Rails to create an atmosphere conducive to the development of mind and character based upon the principles of involvement, dedication, integrity, and love. A fellowship of ordinary adults with a desire to become better persons and who would band together to make a positive influence on young people during early adolescence.
- D. To establish these goals through the following:
 - 1. To establish uniform playing rules for all members.
 - 2. To schedule participation of members on an equal basis.
 - 3. To promote the growth of this type of activity amongst more and more youth.
 - 4. To coordinate publicity, fund raising promotions and activities.
 - 5. To perform such other functions as are necessary or required to promote the purpose as stated above and not feasible to be performed by the members as individuals.

3. Office:

The principal office shall be located at the home of the president.

4. Participating Eligibility:

- A. Any youth meeting the Downriver Junior Football League rules as to age, weight, physical ability and residing within the boundaries of the DJFL rules shall be eligible for participation in the JR. Rails.
- B. Any youth who participates within the JR. Rails, shall not be permitted to participate on a similar team, during a course of the regular or post season.
- C. Game and practice participation will be as outlined by the Downriver Junior Football League rules.
- D. Any member of the JR. Rails who willfully submits age documents with the intent to circumvent the participation rules or to register a player/cheerleader not otherwise eligible to participate, shall have their membership privileges revoked and subject to any further action deemed necessary by the Executive Board.
- E. Any youth who is a participant in the JR. Rails and who moves out of the JR. Rails boundaries may continue to participate in the JR. Rails as long as he or she meets the requirements set forth by the Downriver Junior Football League.

5. Annual Membership Meeting:

- A. The JR. Rails annual meeting of members shall be held each year, prior to the end of the Downriver Junior Football League season, at a place determined by the Executive Board.
- B. The organization shall hold regular monthly meetings the time and place of which shall be set by resolution. Half of the Executive Board shall constitute a quorum.

6. Membership Eligibility:

- A. Any person of good character, eighteen years of age and older, interested in the objectives and purposes of the organization, shall be eligible to become an active member thereof, as prescribed by the By-Laws.
- B. Any parent or guardian of a child participating in the JR. Rails program shall be considered a member in good standing.
- C. A candidate for membership shall be sponsored by a member in good standing, he/she must attend one membership meeting and then be recommended by the membership committee, to the executive board.
- D. In order to be a voting member you must attend at least five (5) meetings in one calendar year.

7. Nomination and Election of Officers:

A. Name of Officers:

1. The officers of the JR. Rails shall be: President, Vice President, Registrar, Treasurer, Secretary and Cheerleading Coordinator.

B. Qualifications of Officers:

1. Every member in good standing shall be eligible as a nominee of election to Vice President, Registrar, Treasurer, Secretary, and Cheerleading Coordinator.
2. Nominees for the office of the President shall have been voting and active members for one year prior to the election.

C. Voting:

Voting shall be limited to attending members in good standing and members in good standing unable to be present and able to show good cause for their absence. Absentee members may vote by mail after a request is made to the Secretary for an absentee ballot. Those ballots must be received at least three days prior to annual election. Absentee ballots shall be restricted to members unable to attend because of serious physical illness and to members who have an attendance record of at least two thirds present for the year immediately prior to the current election. Vote shall be by secret ballot and the officers shall be elected by a simple majority vote.

D. Nominations:

1. Nominations shall be made from the floor. Nominations by separate ballots, President, Vice President, Registrar, Treasurer, Secretary and Cheerleading Coordinator. No members can hold more than one elected office.
2. Nominations will open and close at the October meeting, not to be reopened at the November meeting.
3. Officers shall take office January 1st, following elections.
4. Past Executive Board members must have all paper material pertaining to any new Executive Board member's position delivered at or before the January meeting.

8. Order of Business at Annual Meeting:

- A. Proof of Notice
- B. Call to Order
- C. Roll call of current Executive Board Members
- D. Reading of and approval of minutes from prior meeting
- E. Reports: President, Treasurer, Etc...
- F. Transaction of other business
- G. Election of the Executive Board
 - 1. The president may vary the order of business of the annual meeting at his/her discretion.
 - 2. Voting eligibility shall be limited to each qualified member.
- H. Adjournment of the annual meeting

9. Government:

- A. The government of the organization shall be vested in the Executive Board.
- B. The Executive Board shall consist of President, Vice President, Registrar, Treasurer, Secretary and Cheerleading Coordinator.
- C. The Executive Board shall manage the property & finances of the corporation.
- D. General funds of the corporation shall be withdrawn from the bank or banks, with which they are now on deposit by the Treasurer as signer and either the President or other authorized officer of the corporation as co-signers. Signers & co-signers for special bank accounts on specific projects must have the approval of the Executive Board.
- E. Vacancies in the Executive Board shall be filled by the President with the approval of the majority of the Executive Board. The appointee shall serve for the duration of the individual whose position he/she was appointed to fill.
- F. The Executive Board at a hearing after thirty days written notice, and by a two-thirds vote of members in good standing may remove an officer of the corporation for good cause shown. The Executive Board at a hearing after thirty days written notice, and by two thirds majority vote of the members in good standing may terminate the membership of any individual member. Such action shall be only on good cause shown. Upon such action shown by the board, the member in question has the right to appeal, to place his/her pleading before the general membership at a regular meeting within thirty days after the action of the board. Vote by the general membership (members in good standing) shall be by secret ballot and shall require a three quarter majority vote of the general membership (members in good standing) present to supersede the action of the Executive Board.
- G. A head coach will not be permitted to hold the office of President.
- H. No two people under the same household shall hold board positions without board approval.

- I. The Executive Board shall be bonded through the Member Organization.

10. Meetings:

- A. The annual meeting of the corporation shall be held in November of each year, at a time and place to be determined by the Executive Board. The annual meeting shall be held for the election of officers and for the consideration of such other business as may properly come.
- B. The organization shall hold regular monthly meetings, except for the month of December, the time and place of which shall be set by resolution.
- C. Special meetings of the organization shall be called by the President upon good cause shown.
- D. Special meeting of the Executive Board will be called by any two officers or the President, upon cause shown.
- E. At all meetings of the officers, a simple majority of the members shall constitute a quorum.
- F. The Executive Board will meet prior to the monthly General Membership meeting to set the agenda.

11. Duties of Officers:

The duties and powers of the officers of the corporation shall be such as they are by general usage as indicated by the title of the respective office unless otherwise specified in these by-laws.

A. Duties of the President:

- 1. The President shall preside at all meetings of the corporation and be an ex-officio member of all regular and special committees. He shall perform such duties and exercise such other powers as are usually incident to such office.
- 2. The President may require directors to make regular or special reports at such times as he may prescribe. Subject to the approval of the Executive Board, he shall annually assign the standing and special committee or subcommittee of the corporation to the portfolio of the Vice President.
- 3. The President shall be responsible for the affairs of the corporation and the assistance of the Vice President, shall execute and administer the policies of the corporation as established by the members and the Executive Board.

B. Duties of the Vice President:

- 1. The Vice President shall assist the President to execute and administer the policies of this assigned to him as Vice President. In the event of the absence of the President, the Vice President shall become acting President.
- 2. The Vice President shall have such duties as assigned to him/her by the President.

Duties of the Officers, Continued

C. Duties of the Treasurer:

1. The Treasurer shall have the general supervision over all corporate funds & securities & shall keep or cause to supervise over all corporate funds & securities & shall keep or cause to be kept, proper records or dues & accounts of the corporation & shall supervise & be responsible for disbursement of funds of the corporation & shall accomplish this in accordance with the approved budget or is directed by the Executive Board, at regular intervals, determined by said board, & any & all members an account of the financial condition of the corporation shall be open for an inspection by the officers at any time.
2. The Treasurer shall perform such duties as the Executive Board may require.
3. The Treasurers records are to be audited annually by two members of the corporation who shall be appointed by the President & who are not members of the Executive Board.
4. The Treasurer must present all bills to the Executive Board before payment is dispersed.
5. The Treasurer shall have such duties as assigned to him/her by the President.

D. Duties of the Secretary:

1. The Secretary shall keep and be responsible for the minutes of all general meetings, special meetings & board meetings.
2. The Secretary shall be custodian & shall be responsible for all records & property of this corporation & keeper of the seal.
3. The Secretary shall perform such other duties as the Executive Board may require.
4. The Secretary shall handle all internal & external correspondence upon the direction of the President or Executive Board.
5. The Secretary shall have such duties as assigned to him/her by the President.

E. Duties of the Registrar:

1. The Registrar shall coordinate and oversee participant registrations.
2. The Registrar shall attend the annual meeting & roster exchange meeting.
3. The Registrar shall be responsible for maintaining and filing league required participant and coaches forms.
4. The Registrar shall be responsible for producing master rosters of all teams, this to include weekly updates.
5. It is the duty of the Registrar to ensure that the participant documentations are present at all functions.
6. The Registrar shall have such duties as assigned to him/her by the President.

Duties of the Officers, Continued

F. Duties of the Cheerleading Coordinator:

The Cheer coordinator shall oversee all activities of the JR. Rails Cheerleading squads and their coaches and shall perform any and all duties that are necessary in ensuring the proper function of those operations.

Duties are to include:

1. Aid and assist the Executive Board in selection of coaches.
2. Attend any and all meetings as required by the member organization and the DJFL. In the event that the Cheer Coordinator cannot attend said meeting(s), she /he must notify the Member Organization President and also must obtain a replacement for the purpose of having Member Organization representation as required by the DJFL.
3. Shall advise any represent the Member Organization when necessary on any and all cheerleading matters.
4. To communicate any and all information received from the DJFL to the Executive Board, Member Organization and coaches when necessary. This is to include information regarding attendance to any post season special events.
5. To communicate any and all necessary cheerleading information during the scheduled season to the perspective Member Organization and parent/guardians received from the DJFL, Member Organization and coaches. This is to include any and all preseason and postseason events.
6. To ensure that any and all rules and guidelines which are set up that pertain to cheerleaders and cheerleading coaches are being properly followed and enforce disciplinary action when necessary for infractions when the occur.
7. To order any and all cheerleading apparel that is necessary for it's functioning purpose, with prior majority Member Organization approval.
8. To distribute inventory and ensure proper storage of all cheerleading uniforms and their coinciding properties belonging to the Member Organization.
9. The Cheerleading Coordinator shall have such duties assigned to him/her by the President.

G. Duties of League Directors:

The President with the approval of the Executive Board shall appoint League Directors who shall maintain proper contact between this corporation and the Downriver Junior Football League, for their mutual benefit and who shall perform such duties as are incident and necessary to their offices.

12. Coaches (Football and Cheerleading):

- A. All coaches, both head and assistant, must be a member in good standing of the club.**
- 1. Coaches must attend all games and practices or may be subject to board inquiry.**
 - A. Each football/Cheerleader/Mascot/Booster Unit must have one adult in attendance at all monthly general membership meetings. The representative must have a valid coaching contract for said unit. Disciplinary action will be taken against head coach of said unit that is not represented.**
 - 2. Head coaches select their assistant coaches.**
 - 3. All coaches must meet with board approval and be subject to a yearly review.**
 - 4. The board may direct a head coach to terminate an assistant coach only in case of infraction of club rules or policies.**
 - 5. Coaches for football squads not to exceed a total of 13 per squad. This includes a maximum of 8 adults, including the head coach, 4 Jr. Coaches and one team parent.**
 - A. Limit on all cheerleading coaches, Jr. Coaches, and team parent not to exceed a total of 10 per cheerleading squad.**
 - B. Jr. Cheerleading coaches will not exceed 6 per squad.**
 - C. Adult Coaches will not exceed 3 per squad, including head coach.**
 - D. Executive Board will only recognize one team parent per squad, unit or team.**
 - 6. Any assistant coach wishing to build seniority toward the position of head coach is subject to all requirements of the head coach.**
 - 7. All coaches must attend mandatory franchise meeting.**
 - 8. NO ONE shall be allowed to enter football/cheerleading practice field or game field without a completed and approved coach's contract.**
- B. Coaches Conduct:**
Coaches are expected to display acceptable conduct on both the practice and game field and any activity representing this club.
- 1. Coaches should strive not to use profane language.**
 - 2. The use of alcoholic beverages and any and all tobacco products at the practice or game fields will not be tolerated.**
 - 3. Head Coaches are responsible of the conduct and actions of their assistant coaches, jr. coaches and team parent.**

Coaches (Football and Cheerleading) Continued

C. Selection of Head Coaches:

Head coaches must be chosen upon seniority, merit, ability and Executive Board approval.

1. Head Coaches seniority shall prevail over years served as an assistant coach.
2. Seniority is established by years served as an assistant coach.
3. Seniority shall continue if an assistant is available, and makes his/her availability known to the board, even though not picked by an existing head coach.
4. In cases of emergency, head coaching vacancies shall be filled by the board.

D. Tenure:

Five years of continuous coaching activity shall allow a coach one year of inactivity without forfeiture of seniority with Board approval.

13. Football Players, Cheerleaders and Members:

- A. Any participant or member, whose actions are disruptive to the JR. Rails, shall be subject to disciplinary measures, as deemed necessary by the Executive Board.
- B. Such disciplinary measures may include a warning, consultation with parents or guardian, or suspension from participation for all/part of one (1) practice/game.
- C. A player/cheerleader or member may only be permanently suspended from the program, with the approval of the Executive Board. Said player/cheerleader or member having the right to appear before the Executive Board, must be accompanied by his/her parent/guardian (if a minor), to appeal any decision of the Executive Board.

14. Contracts, Conveyances, Etc.:

The Executive Board shall have the power to designate officers and agents to have the authority to execute any instrument on behalf of the JR. Rails to ensure the continuance of the Lincoln Park All American Football Leaguers (JR. Rails).

15. Amendments:

The general membership shall have the power to establish or amend the by-laws by affirmative vote of two thirds of the general membership present at any regular meeting, providing such by-laws or amendments have been submitted to the secretary in writing at the previous monthly meeting.

16. Contingency Reserve:

- A. Each annual budget shall contain a provision for a contingency reserve until such time as it shall reach \$2500.00, after which it shall be maintained at that level. The amount so set aside shall be retained in a separate, interest bearing bank depository account and shall be shown separately on the financial statements of the corporation.**
- B. Loans may be made from this Contingency Reserve to profit making projects for a period not to exceed ninety days. Such loans shall be repaid from the first receipts of the money making project in addition to meeting the provision of A.**
- C. Money may be withdrawn from the Contingency Reserve Fund only upon recommendations of the majority of the Executive Board concurred in the three fourths vote of the Executive Board. Total withdrawals shall not exceed \$1500.00 at any one time during the fiscal year.**
- D. Interest or other income from the Contingency Reserve Fund shall be accrued and become a part of the Contingency Reserve Fund.**
- E. All monies exceeding \$1500.00 shall be available to a building committee without the ninety day limit.**
 - 1. A building committee shall be appointed by the President and be approved by at least three quarters vote of the full Executive Board.**
 - 2. The committee with consist of three commissioners as follows:
1 – 3 year commissioner
1 – 2 year commissioner
1 – 1 year commissioner**
 - 3. A definite set of policy shall be established by the Executive Board prior to the appointment of the commissioners.**

17. Asset Provision:

Real and personal property will revert to the benefit of the local government if the organization dissolves or to another organization which has the same Internal Revenue Service exempt status as our corporation.

18. By-Laws:

These by-laws shall supersede all previous by-laws. By-laws as amended at the general membership meeting.