

BRANDON JUNIOR BLACKHAWKS



2017 OFFICIAL BY-LAWS



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Article I - NAME

The official name of this corporation shall be the Brandon Junior Blackhawks.

Article II - PURPOSE OF CORPORATION

This corporation is organized to educate and instruct juvenile boys and girls without regard to their race, gender, creed, color or religion, in certain sports and athletic endeavors in order that they may increase their capabilities as individuals, improve their physical, mental and moral well-being and develop a sense of fair play and good sportsmanship to the end that there may be a lessening of juvenile problems and delinquency within the area of Oakland, Genesee, Macomb and Lapeer Counties. The corporation shall provide for competent equipment to protect the physical health and welfare of the boys and girls involved, and it shall provide an equal, competitive standard which emphasizes participation rather than winning so that the emotional health and welfare of the boys and girls involved may be practiced.

Article III - MEMBERSHIP

All parents and guardians of students who participate in an athletic program sponsored by this Corporation shall be deemed a member.

Article IV - BOARD OF DIRECTORS

A Board of Directors is composed of eighteen (18) or fewer persons, who shall be members of the Corporation, shall manage the business, property, and affairs of the Corporation. The head coach of each squad shall be one of the members of the Board of Directors. The total number of coaches on the Board of Directors may not be more than one half of all directors. If the situation exists that more than one person from any immediate family has a seat on the board of directors, that immediate family will be granted (1) total vote in any voting situation.

4.1 Term of Directors

The Board of Directors shall have staggered term limits. Executive Committee Directors shall serve a three (3) year term. All other Directors with the exception of head coaches shall serve a (2) year term. See addendum "A" for term effective dates and renewal dates. The open Directors positions shall be elected each year at the annual meeting. Executive Committee Directors positions that have expired shall be filled when at all possible from the seated board before seeking an at-large candidate.

4.2 Authority to Dismiss

The Board of Directors shall have the authority to discharge, at any time with a 2/3rd majority vote, any board member whose behavior is deemed to be in violation of any policies established by the Board of Directors or in conflict with the goals and purpose of this Corporation.

4.3 Power to Appoint Agent and Hire Employees.

The Board of Directors shall have the power to hire and appoint such agents and/or employees, as the Board may deem necessary to carry out the business of the Corporation.

4.4 Removal of Agents and Employees.

Any agent or employee of the Corporation may be removed or terminated by the Board of Directors whenever in the judgment of the Board the business interests of the Corporation.

4.5 Committees.

The Board of Directors shall have the power to create by resolution such committees as are necessary for the efficient operation of the Corporation and to appoint members thereof.

4.6 Compensation.

No Board member shall be compensated for services rendered to the Corporation. Any compensation to the Corporations agents and employees shall be determined by resolutions of the Board of Directors.

4.7 Vacant Positions.

In the event that a Board position becomes vacant during the course of the year, the Board has the power to vote and fill the vacant position(s) it deems necessary. If the position vacated is an Executive Committee Director the Board must first attempt to fill the position from within the Board. Any member filling a vacated Board of Directors shall assume the term of the position being vacated.

There will be a minimum of a 30 day period from the initial meeting that a resignation is accepted, to the point of time that a new Board member can be voted on by the Board. Nominations can be accepted anytime within the 30-day period.

Article V - Executive Committee

The President, Vice President, General Managers, Secretary, and Treasurer shall constitute the Executive Committee.

5.1 Duties of the Executive Committee.

The Executive Committee shall meet as necessary to conduct the business of the Corporation as authorized by the Board of Directors. The Executive Committee shall convene on matters considered by the President to be of an emergency nature on at least a twenty-four (24) hours' notice. A quorum of the Executive Committee shall be four (4) members in attendance at a properly notified meeting.

Article VI - Board

6.1 President.

The President shall be the chief executive officer of the Corporation. He/she shall be subject to the control of the Board of Directors, have general and active management of the business of the Corporation, with such general powers and duties of supervision and management as are usually vested in the office of President of corporation. He/she shall see that all orders and resolutions of the Board of Directors are carried into effect, and shall have such other powers and duties that may be assigned to him/her by the Board of Directors.

6.2 Vice President.

The Vice President shall perform the duties and exercise the powers of the President during the absence or disability of the President and shall have such other duties as directed by the Board. Due to the vacancy by the President, The Vice President assumes all responsibilities of the President and the Board shall vote a new Vice President on.

6.3 Secretary.

The secretary shall attend all meetings of the members, the Board of Directors, and the Executive Committees. The Secretary shall preserve the books of the Corporation and shall make true minutes of the proceedings of all such meetings.

The Secretary shall give all notices required by statute, by-law, or resolution. The Secretary shall perform such other duties as may be delegated by the Board. In the event that the Secretary cannot attend a meeting, the board may appoint an interim Secretary to assume the Secretary's duties for the meeting.

6.4 Treasurer.

The Treasurer shall have custody of all corporate funds and securities and shall keep in books belonging to the Corporation full and accurate accounts of receipts and disbursements. The Treasurer shall deposit all monies; the Board may designate securities and other valuable effects in the name of the Corporation in such depository as for the purpose. The Treasurer shall disburse funds of the Corporation as may be ordered by the Board, taking proper vouchers for such disbursements. The Treasurer shall render to the President and Directors, at the regular meetings of the Board, and whenever requested by them, an account of all transactions as Treasurer and of the financial condition of the Corporation. The Treasurer shall present at each monthly meeting a copy of the most recent bank statement along with copies of all transactions (checks) for the board members to review and approve by way of signatures on the statements provided. The Treasurer shall be bonded for a minimum dollar amount of \$25,000.

6.5 General Managers

6.5.1 General Manager – Football Program

The General Manager of the football program shall organize the football program and submit, for Board approval, a program plan and budget. The General Manager shall direct all activities necessary for the program operation, within guidelines approved by the Board. The General Manager shall establish such positions as are required to operate and maintain the football program.

6.5.2 General Manager – Cheer Program

The General Manager of the cheerleading program shall organize the cheerleading program and submit, for Board approval, a program plan and budget. The General Manager shall direct all activities necessary for the program operation, within guidelines approved by the Board. The General Manager shall establish such positions as are required to operate and maintain the cheerleading program.

6.6 Volunteer Coordinator

The volunteer coordinator shall organize volunteers as necessary and submit to the Board of Directors a plan for identifying and filling the number of volunteer positions necessary to conduct practices, games, concessions, and any other Brandon Jr. Blackhawks Organization function. They shall be responsible for recruiting volunteers and insuring that they are aware of the responsibilities of the related positions, volunteers with contact number, and volunteer time slot for each game. The volunteer coordinator will work closely with the President, GM-Football, and concession supervisor to make sure all activities are run as smooth as possible.

6.7 Head Coaches

6.7.1 Football Head Coaches

There shall be (1) Head Coach for the Freshman, Junior Varsity and Varsity units. The Board of Directors shall select Head Coaches. In the interest of stability and continuity, Head Coach Positions shall automatically re-new year-to-year, unless incumbent Head Coach tenders resignation from Team (Freshman, JV, Varsity) or is discharged by the BJB Board of Directors (see section 6.9). All candidates desiring to apply for the position of Head Coach shall submit a letter of intent including a resume of past experience to the General Manager of the football program. This shall be submitted no later than February 1st of each year. The General Manager shall present a list of all candidates along with their letters of intent, resumes and evaluations (for returning coaches) at the February meeting of the Board of Directors for the Boards review. All Head Coach Candidates will be allowed to attend the February Board of Directors meeting to answer questions and state their qualifications. The General Manager shall again present a list of all candidates at the March meeting of the Board of Directors for the Boards discussion and final Head Coach selection. Final selection will be accomplished by ballot. Head Coach candidates will not be allowed to attend the March Board of Directors meeting. The Head Coaches will be notified of their selection on or before April 1st. The Head Coach shall not have more than (5) Assistant Coaches per unit. Assistant Coaches must be submitted to and approved by a majority of the Board no later than the May Board Meeting. Within 60 days of the end of the season Head Coaches will have an evaluation completed on their performance. The evaluation will be initiated by the General Manager and reviewed with the Head Coach. The General Manager will then present the evaluation to the Board of Directors for their review and approval. The Head Coaches will again have an opportunity to voice their opinion during the Board of Directors review and approval process.

6.7.2 Cheerleading Head Coaches

There shall be (1) Head Coach for the Freshman, Junior Varsity and Varsity units. The Board of Directors shall select Head Coaches. In the interest of stability and continuity, Head Coach Positions shall automatically re-new year-to-year, unless incumbent Head Coach tenders resignation from Team (Freshman, JV, Varsity) or is discharged by the BJB Board of Directors (see section 6.9). All candidates desiring to apply for the position of Head Coach shall submit a letter of intent including a resume of past experience to the General Manager of the Cheerleading program. This shall be submitted no later than February 1st of each year. The General Manager shall present a list of all candidates along with their letters of intent, resumes and evaluations (for returning coaches) at the February meeting of the Board of Directors for the Boards review. All Head Coach Candidates will be allowed to attend the February Board of Directors meeting to answer questions and state their qualifications. The General Manager shall again present a list of all candidates at the March meeting of the Board of Directors for the Boards discussion and final Head Coach Selection. Final selection will be accomplished by ballot. Head Coach Candidates will not be allowed to attend the March Board of Directors meeting. The Head Coaches will be notified of their selection on or before April 1st. The Head Coach shall not have more than (5) Assistant Coaches per unit. Assistant Coaches must be submitted to and approved by a majority of the Board no later than the May Board Meeting. Within 60 days of the end of the season Head Coaches will have an evaluation completed on their performance. The evaluation will be initiated by the General Manager and reviewed with the Head Coach. The General Manager will then present the evaluation to the Board of Directors for their review and approval. The Head Coaches will again have an opportunity to voice their opinion during the Board of Directors review and approval process.

- 6.8 Terms.
All coaching positions as for a term of one (1) year. Head Coach Positions automatically renew year-to-year (see section 6.9). Any person applying for the position of Head Coach will not have voting power in the election of their position.
- 6.9 Authority to Dismiss.
The Board of Directors shall have the authority to discharge, at any time, any coach whose behavior is deemed to be in violation of any policies established by the Board of Directors or is in conflict with the goals and purposes of this Corporation.
- 6.10 Age.
Each Head Coach shall be at least eighteen (18) years of age.

Article VII - PLAYER ELIGIBILITY

- 7.1 Football.
7.1.1 AGE/WEIGHT
Football players must qualify under all Northern Youth Football League and Brandon Junior Blackhawk rules.
- 7.2 Cheerleading.
7.2.1 AGE/WEIGHT
Cheerleaders must qualify under all Northern Youth Football League and Brandon Junior Blackhawk rules.

Article VIII - BOARD RESPONSABILITIES

- 8.1 Rules.
The Board shall promulgate such rules, as it deems necessary for the eligibility of player, scheduling of teams, uniformity of players and playing rules, requirements for membership and such related matters pertaining to the successful operation of the association. Rules must be consistent with the By-laws.
- 8.2 Regular Meeting of the Board.
Regular Meetings of the Board of Directors shall be held at such a time and place, as the Board of Directors shall from time to time determine by resolution of the Board of Directors. No notice of regular meetings of the board shall be required.
8.2.1 Attendance.
Attendance is required at all Regular Board Meetings. If a Board member misses two consecutive meetings without prior notification to the Secretary of other Board member, they shall be considered removed from the Board of Directors.
- 8.3 Special Meeting of the Board.
The President may call a special meeting of the Board of Directors, at any time by any means specifying the time, place, and purpose thereof to each Director, as the President, in his/her discretion, shall deem sufficient. Any action taken at any such meeting shall not be invalidated for want of notice is such notice shall be waived as hereinafter provided.

8.4 Waiver of Notice.

Notice of the time, place and purpose of any meeting of members, or of the Board of Directors, may be waived by telegram, telefax, or other writing, either before or after such a meeting has been held.

Article XI - QUORUM

9.1 Quorum of Members.

The members present, either physically or by proxies, at any regular or special meeting of the members, shall constitute a quorum.

9.2 Quorum of Directors.

A majority of the Directors shall constitute a quorum for any meeting of the directors.

Article XII - FISCAL YEAR

The Fiscal Year for this Corporation shall be from January 1st to December 31st.

Article XIII - EXECUTION OF INSTRUMENTS

11.1 Checks, etc.

All checks, drafts and order for payment of money shall be signed in the name of the Corporation and shall be counter-signed by such officers or agents as the Board of Directors shall from time to time designate for that purpose.

11.2 Contracts, Conveyances, etc.

When the execution of any contract, conveyance or other instrument has been authorized without specification of the executing officers, the President or Vice President, and the Secretary may execute the same in the name and on behalf of the Corporation. The Board of Directors shall have the power to designate the officer(s) and/or agent(s) who shall have the authority to execute any instrument on behalf of the Corporation.

Article XIV - DISTRIBUTION UPON DISSOLUTION

12.1 Dissolution of the Corporation.

In the event of the dissolution of the Corporation after the payment of all of the debts and satisfaction of all liabilities of the Corporation, all assets shall be transferred and conveyed to the All Sports Brandon Boosters.

Article XV - AMENDMENT OF BY-LAWS

13.1 Amendment of By-Laws.

These by-laws may be amended, altered, changed, added to, or repealed by the affirmative vote of the majority of the Board of Directors.

(See attached addendums)

ADDENDUM “A”

Effective dates and renewal dates for the Board of Directors

Executive Board	Effective Date	Board Member	Renewal Date
President	Jan. 2015	Greg Tolonen	Jan. 2018
Vice President	Jan. 2017	Jesse Lee	Jan. 2020
Treasurer	Jan. 2016	Erika Pardon	Jan. 2019
Secretary	Jan. 2017	Heidi Dubiel	Jan. 2020
GM-Football	Jan. 2016	Heidi Pawley	Jan. 2019
GM-Cheer	Jan. 2016	Julie Ryan	Jan. 2019
Director			
Director	Jan. 2017	Jessica Vert	Jan. 2019
Director	Jan. 2017	Charles Hawthorne	Jan. 2019
Director	Jan. 2017	Taunya Hawthorne	Jan. 2019
Director	Jan. 2017	Rob Aquilina	Jan. 2019
Director	Jan. 2017	Renee Schuett	Jan. 2019
Director (Volunteer Coordinator)	Jan. 2016	Lesley Welch	Jan. 2018
Director of Coaching Development & Philosophy	Jan. 2017	Brad Zube	Jan. 2018
Coaching			
Freshman Football	Jan. 2017		Jan. 2018
Jr. Varsity Football	Jan. 2017	Josh Norris	Jan. 2018
Mascot Cheer	Jan. 2017		Jan. 2018
Freshman Cheer	Jan. 2017		Jan. 2018
Jr. Varsity Cheer	Jan. 2017		Jan. 2018

(5) Board of Directors positions are held for Head Coaches (1 year renewable terms)

##End##