

T AFL Youth Sports



Article I – NAME, PURPOSE, INTENT

Section 1- Name

Incorporated under the laws of the State of Michigan, we shall be known as the T AFL Youth Sports, AKA Thumb Area Football and Cheerleading League and for further reference in this constitution will be referred to as T AFL, a non-profit organization.

Section 2- Purpose

The purpose of the organization shall be to provide and promote, through properly qualified guidance and supervision, a clean and wholesome youth football and cheerleading program in the Greater Thumb Area of Michigan. We offer this opportunity to youth at specific grades before they can be involved in the various middle school programs. Our aim is not to compete with school programs, but complement them. The Corporation is organized for charitable and educational advancement purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 3- Intent

It is our intent to teach the basic skills of football and cheerleading; to teach proper conduct and sportsmanship; and ultimately, to positively affect the development of our children.

Article II- MEMBERSHIP

Section 1- Membership

Voting membership shall consist of the board of directors. No community shall have more than three (3) members on the Board of Directors at a given time.

Section 2- Eligibility

All children that live in the Greater Thumb area (defined in Article VI- Section 2) from pre-K through 7th grade status for that year are eligible to participate in the T AFL. In addition, any persons interested in T AFL are eligible to actively participate in the promotion of its purpose.

Section 3- Expulsion

Expulsion of a region, team, coach, officer, or an individual from T AFL shall be by approved action of the board of directors. Such region, team, coach, or individual can request and shall be given a hearing before the board of directors upon written request made within fourteen (14) days of the action appealed. Upon receipt of said written request, the board of directors shall schedule a hearing at a mutually agreeable time within thirty (30) days.

Article III – GOVERNANCE

Section 1 – Authority

The governance and interpretation of this constitution and this organization shall be vested in the board of directors. The directors are the policy-making body and may exercise all the powers and authority granted to the Corporation by law. All decisions and/or rulings by this body are final.

Section 2 – By-Laws

All by-laws (this constitution) governing the league shall require adoption by the board of directors. Subsequently, this constitution shall be reviewed each year by all directors and approved at a meeting to be held prior to the first regularly scheduled games. This constitution shall be prepared and presented by members of the board of directors.

Section 3 – Board of Directors

The board of directors' purpose is to govern the league and promote its "purpose" by guiding the league in the direction that will best benefit member areas and the participating players. All board of directors shall represent TAFL in a forthright, responsible manner.

Section 4- Number, Selection, and Tenure

The board of directors consists of the offices of President, Vice-President, Secretary, Treasurer, and may consist of Director of Marketing, Director of Cheerleading Operations, Director of Football Operations, Director of Officials and such other Directors as the board of directors may designate. If any positions are not filled refer to Article IV, Section 1.4. New directors must be approved by the board at a board of directors meeting by a two-thirds majority vote. The term of service for each director shall be two (2) years. Directors can have additional terms, if elected by a two-thirds majority approval by the current board of directors. Resignations of a director are effective upon receipt of written notice by the Secretary of the Corporation.

Section 5 – Meetings, Notice and Quorum

The board of directors shall meet at least quarterly or 4 times per year, or as required to meet the needs and issues of the league, at an agreed upon time and place. An official board meeting requires that each board member have written notice at least one week in advance. For purposes of these by-laws, a quorum is defined as at least two-thirds of the membership of the board of directors in order to conduct the business of the Corporation. A meeting may be held without a quorum present, but no action may be taken.

Section 6 – Order of Business

All regular meetings shall be conducted from a prepared agenda, which must include, at a minimum, provisions for:

1. Call to order
2. Roll call
3. Approval of minutes of the preceding meeting
4. Correspondence
5. Director, Committee and Community reports
6. Unfinished business
7. New business

8. Adjournment. Note: No additions to the prepared agenda may be considered without the unanimous consent of the board members present.

Section 7 – Voting

All decisions or rulings requiring a vote shall be considered approved with a two-thirds vote of the directors in attendance (except as otherwise noted in these by-laws). At all meetings, except for the election or dismissal of directors, all votes shall be by voice or show of hand. For election or dismissal of directors, ballots shall be provided and there shall not appear any place on the ballot that might tend to indicate the person who cast the ballot. At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of directors. At all votes by ballot, the President shall appoint a committee of two (2) who shall act as “Inspectors of Election” and who shall certify the results in the minutes of that meeting. Board members must vote “yes” or “no.” A board member may only abstain—and must abstain—where a financial conflict of interest exists on the question presented involving the board member or the board member’s spouse.

Section 8 – Committees

The board of directors may, by resolution adopted by a majority of the directors in office, establish committees of the board composed of at least two (2) persons, which may include non-board members. The board may make such provisions for appointment of the chair of committees; establish procedures to govern their activities, and delegate authority as may be necessary or desirable for the efficient management of the business activities of the Corporation. Each committee needs to appoint a chair to lead and to keep minutes of the meeting.

Section 9 – Nominating Committee

There shall be a nominating committee, composed of the President and at least two (2) other members of the board of directors. Each member of the committee shall have one (1) vote and decision shall be made by the majority.

Section 10 – Dismissal of a Board Member

A vacancy in office shall occur where a board member accrues two (2) unexcused absences to any board meetings in a calendar year. The board of directors shall replace a board member whose office becomes vacant as set forth in Article III, Section 4. The board member so appointed shall fulfill the unexpired term of the member whose office became vacant. In order for an absence to be considered excused, the member must give written notification to the Secretary and President. A majority of the Board Members present must accept the absence.

A notification by the Secretary, with a copy of the meeting minutes, will be sent to all board members who missed a meeting. In addition, any report concerning unsportsmanlike, irresponsible, unethical or illegal conduct including willful violation of TAFL rules, will be looked at in a serious manner by the President (or Vice-President if the President is the one in question or is not available). If any director commits or has committed a felony, he/she will be removed from the board (refer to background check policy for further details). The President and Vice-President, together, can temporarily relieve a director from their position until the issue is settled or corrected. An interim can be designated if necessary.

Section 11 – Due Process

Following the report of the misconduct of a board member, if any two (2) members of the board feel it is warranted that further action is needed, the President will convene a special meeting within thirty (30) days where both sides of the issue will be heard. The board of directors (less the director in question) will discuss the issue in depth. If a corrective action is not agreed upon, a secret vote on dismissing the director will be taken, tallied by the “Inspectors of Election”, with the director in question being informed of the results by the President. An interim may be designated to cover the director dismissed.

Section 12 - Amendments

These Bylaws may be amended or revised with previous notice and a two-thirds vote of the board of directors. Due to the serious nature and possible ramifications of amending this constitution, it is advised to have ample discussion, seek past board members input, and consider the help of other qualified professionals or legal assistance. The board will have separate policies outside of the Bylaws.

Section 13 – Directors at Games

The Community Director of the home team shall be present as the field director or appoint a community board member in their absence at each game. At games, the designated field director (Home Team Community Director unless otherwise designated and approved by the Board of Directors) shall have the authority, within his/her best judgment, to act upon or make decisions over any situation or interpretation that may arise, within the confines of this constitution and in the best interest of the TAFL Community Director can delegate this responsibility to another board member in their absence.

Section 14 - Coach Meetings and Clinics

All directors of the board will attend the mandatory scheduled coaches’ meetings. The Director of Cheer and Director of football Operations will convey the rules and expectations. TAFL may designate a board member at each.

Section 15 – Officials at Games

TAFL board has assigned MHSAA certified officials at the games.

Section 16 – Compensation of Directors

The Corporation may pay compensation to its directors for services rendered to the corporation by vote of the board of directors.

Section 17 – Dissolution of TAFL

Upon the dissolution of TAFL, assets shall be distributed to creditors first and the remainder will be distributed for one or more exempt purposes within the meaning of section 501(c)3 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. The President and Treasurer are responsible for all dissolution activities reporting all activities to the Secretary for documentation.

Article IV – DUTIES OF DIRECTORS

Because of the wide range of activities and responsibilities needed to run TAFL, these duties are listed as a guideline and must not be considered inclusive of all duties that a director must perform (duties listed are not prioritized).

Section 1- The President shall:

1. Oversee league direction, growth and operations.
2. Preside over all league meetings with at least one annual league meeting.
3. Assist the secretary, develop and approve meeting agendas.
4. Delegate authority for various tasks to directors.
5. Formulate special committees to study any problem area of concern to league members.
6. Establish yearly calendar of events in conjunction with directors.
7. Audit all year-end financial reports.
8. Maintain communications with the TAFL, school athletic directors, vendors, etc.
9. Oversee, communicate, and approve draft procedure for team selection for all communities.
10. Solicit parental involvement in league activities.
11. Ensure the necessary number of Officials is scheduled at the game. It is the leagues goal to have a minimum of 3 Officials at each game. This will happen unless approved by the field director at game time”
12. Handle parental inquiries and complaints, if escalation is necessary (cheer, football, VP) Attempt to resolve any problems or mediate any disputes at the request of the field director.
13. Recommend policy and by-law changes to the board.
14. Approve team roster with Community Directors.
15. Oversees or chair the coaches meeting and officials’ clinic. Contact all coaches prior to meetings.
16. Preside over the nomination committee.
17. Call and chair regular and special board meetings.
18. Assign directors to attend team meetings as official league representatives.

Section 2- The Vice-President Shall:

1. Attempt to resolve any problems or mediate any disputes at the request of the field director.
2. Oversee the progress of special committees to study any problem area of concern to league members.
3. Oversees game schedule or delegate in conjunction with the President and elected committees.
4. Serve in the capacity of the league President in the event of absence or resignation by the president.
5. Support and lead player membership activities; including but not limited to database management and membership management for the league.
6. Attend all league meetings.

Section 3- The Secretary shall:

1. Keep the minutes of all league meetings and distribute these minutes among the directors.
2. Keeps a file of all records pertaining to league business (meetings, advertisements, corporation papers, etc.) and all past records. Oversee all online registration.
3. Attend all league meetings

4. Responsible for leading the player membership activities including but not limited to; insurance policy recommendations, database management, and membership management for the league.
5. Conduct coaching, board member, and if needed volunteer background checks for the league.
 - a. Define system and process
 - b. Identify to the President and Community Directors any concerns
 - c. Report out to board.
6. Oversee and enforce all player membership expectations to the league.
7. Work with the President on all contract administration and approval.

Section 4- The Treasurer shall:

1. Work closely with an accountant to help maintain proper accounting and reporting of the league's financial operations. (As the treasurer position continually changes, using the same accountant will help keep accounting records more accurate, allow financial reporting to be consistent from year to year, and will make past financial data available.)
2. Oversees all league deposits (from registration, fund-raising, rebates, etc.).
3. Collect receipts for every expense.
4. Write checks.
5. Maintain banking and receipt supplies.
6. Oversee Purchase Order (P.O.) system with the President.
7. Give accountant all income and expense information.
8. Setup, reconcile and maintain bank and credit accounts.
9. Organize and file all financial records.
10. Be responsible for all federal, state and local financial reporting and applicable forms.
11. Present profit/loss and balance sheet reports at every board of directors meeting.
12. Make the directors aware of problems, discrepancies or mistakes (as soon as possible).
13. Review monthly budget/treasurer report to the nominated budget committee (President, Vice President, Treasurer, Secretary, Operations Directors), verify/initial the amounts of money being received, deposited, and money used for cash purchases.
14. Oversee all financial operations.
15. Attend all meetings of the league.

Section 5- The Marketing Director (Fundraising/P.R.) shall:

1. Create and distribute advertisements for each community newspaper and/or television.
2. Create, copy, and distribute flyers for registration to each Community Director.
3. Create and prepare, for duplication, the programs to be sold at football games.
 - a. Work closely with the Secretary, Treasurer, and Community Directors to communicate with sponsors.
 - b. Work closely with community directors to collect all data needed from sponsors for programs and team clothing.
4. Oversee all league fundraisers.
 - a. If requested by the board plan and coordinate team and player photo session through the league.
 - b. If requested by the board, arrange for distribution of photo packages to community directors.
 - c. Set up and oversee all league fundraisers.
5. Attend all meetings of the league.

Section 6- Director of Football Operations shall:

1. Work with Communities to comply with season requirements in accordance to TAFL By-laws.
 - a. Official Community Board is established for all communities within TAFL
 - b. Support equipment needs for all communities.
 - c. Common by-laws for the communities
 - d. Support on boarding of new communities, with the support of other TAFL Board Members.
2. Work with the Community Directors for ongoing education and development for “Heads Up” Football.
 - a. Attending clinics
 - b. Obtaining Certifications
 - c. Training
 - d. Defining processes
3. Work with the Equipment & Uniform suppliers to obtain the best deals if Communities need the support.
4. Work with the communities for coaches meeting.
 - a. Review expectations
 - b. By-Law current and changes
 - c. Rules current and changes
 - d. Conduct compliance/ Violations Management
5. Report to the TAFL Board on all teams: team names, team colors, coach’s names, and a complete roster (including names, age and if they are a returning player).
6. Acquire regulated football field(s), facilities, services and suppliers, as needed, with BOD input and approval in order to prepare for competition (act as liaison for TAFL).
7. Distribute and collect all equipment from your community teams (work closely with equipment director for proper storage and inventory management of TAFL owned equipment).
8. Attend TAFL community events to ensure availability to community teams, parents and coaches.
9. Oversees all game schedules.
10. Manages all injuries TAFL for all communities. Work with the Community Directors on the injury status, return to play via Doctor approval
11. Attend all meetings of the league.
12. Collect and report all game results for host games to the Designee/Official in a timely fashion.

Section 8- The Director of Cheerleading Operations shall:

1. Oversee all league cheerleading operations.
2. Assist registration committee.
3. Oversee the ordering of equipment and uniforms for cheerleaders using P.O. system
4. Organize and run the cheer coaches’ meeting.
5. Chair the cheerleading rules committee.
6. Work with the Community Directors for ongoing education and development for Concussion training. Need to look at Cheer specific
 - a. Attending clinics
 - b. Obtaining Certifications
 - c. Training
 - d. Defining processes
7. Oversee and enforce all cheerleading rules and guidelines.

8. Manage Cheer Competition.
9. Attend all meetings of the league.
10. Manages all injuries TAFL for all communities. Work with the Community Directors on the injury status, return to play via Doctor approval
11. Oversee all league cheerleading operations.

Section 9- Officials Director: Draft

1. The point person for the league with league wide officials
2. Provide appropriate level of officials for game day.
3. Manage the behavior and expectations of league officials
3. Conduct weekly meetings with the officials during the season
 - a. TAFL Topics
 - b. Previous week's topics
 - c. Training (TAFL related Rules)
4. Track Officials (ratings?) activities and performance with the coaches
5. Track Coaches activities (rating?)
6. Key contributor to Coaches meetings
7. Attend all TAFL league meetings

Article V–INDEMNIFICATION

Section 1- Indemnification

Every member of the board of directors of the Corporation may be indemnified by the Corporation against all expenses and liabilities, including attorney fees reasonably incurred by such members of the board in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of his/her being or having been a member of the board of the Corporation, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties; provided, however, that in the event of a settlement, the indemnification herein shall apply only when the board of directors approves such settlement and reimbursement as being in the best interest of the Corporation. The foregoing right of indemnification shall be in addition and not exclusive of all other rights, which such member of the board is entitled.