

GRAND LEDGE AREA YOUTH FOOTBALL- INC.

BY LAWS

ARTICLE I. NAME

The name of this organization shall be the GRAND LEDGE AREA YOUTH FOOTBALL, INC. (hereinafter referred to as (GLAYF) which is organized and operated as a Michigan non-profit corporation in accordance to all applicable law, local, state and national. It is administered and operated solely by its members as herein specified.

ARTICLE II. ADDRESS AND OFFICE

The registered address of GLAYF shall be Box 409, Grand Ledge, Michigan 48837. Recognizing that Michigan corporation law requires a registered office, the secretary, upon assuming office, shall register the address to be used during their tenure in office. However, the actual place or operations and general office of GLAYF may be at such other place(s) as may be determined by the Board of Directors, as defined herein (Board).

ARTICLE III. RESIDENT AGENT

The Resident Agent of GLAYF will be the duly elected secretary.

ARTICLE IV. PURPOSES

Grand Ledge Area Youth Football shall operate as a non-profit organization for the purpose of providing a football, cheerleading and pom pon program for the youth of the Grand Ledge, Michigan, School District Area. Its purpose shall be to:

- A. To provide a program for 4th through 8th grade amateur athletes with an age limit of 15 before September 1st of the current year, to learn the basics of football, cheerleading and pom pon in an organized and structured setting.
- B. Derive and maintain a viable, functional, and continuing organization based on sound management practices to ensure solvency and decision making as expected from a trust situation with GLAYF serving as trustee for the athletes and community.
- C. To promote the game of football so it may be enjoyed by as many young athletes as possible.
- D. To encourage all those who desire and are able to

participate.

- E. To provide a service for the betterment of the community.
- F. To promote the development of the athlete as a total person, including but not limited to academics, sportsmanship, self-discipline, self-reliance and teamwork.

ARTICLE V. ORGANIZATION

Section 1. Non-Profit

Grand Ledge Area Youth Football, Inc is organized as a non-profit corporation under the laws of the State of Michigan.

Section 2. Exempt Organization

Grand Ledge Area Youth Football is organized to operate as an exempt organization under the provisions of Section 501(c)(7) of the Internal Revenue Code of 1986, as amended, and the officers are directed to maintain such records as may be required to maintain such status.

Section 3. Governing Body

The affairs of GLAYF shall be managed by a Board of Directors, duly elected at the annual meeting of the membership to take place the second Wednesday of December of each year.

Section 4. Use of Funds

All funds or properties of GLAYF of any nature, whatsoever, shall be used and distributed exclusively for carrying out the purposes of the organization.

Section 5. Dissolution

In the event of dissolution of the organization, all assets shall be used for purposes like those of this organization and shall be distributed as directed by the Board of Directors. Under no circumstances shall funds or properties be distributed to or for the benefit of any officer or member(s).

The assets shall be distributed, as stated above, only after all legal obligations have been satisfied.

ARTICLE VI. MEMBERSHIP

Inasmuch as GLAYF exists only for the benefit of the athlete who participates in the game, membership shall be extended to those who express a clear interest in the game and GLAYF. Because GLAYF is a joint endeavor by all the membership to provide opportunities for the youth of the area to enjoy and participate in the game of football, membership confers an equal share of ownership in GLAYF.

Section 1. Ownership

Upon meeting the necessary prerequisites for membership in GLAYF and being in good standing, a member assumes an equal share of ownership in GLAYF, the share being determined by a numerator of one (1) and a denominator of the total membership at any given time, hence giving a fraction to determine a share of the whole.

Section 2. Regular Membership

- A.** All of the athlete's legal guardian(s), once the yearly football or cheer registration fees, as established by the Board of Directors, are paid in full, a prerequisite for participation of the athlete in GLAYF activities and for membership privileges. Membership must be renewed each year, beginning upon the payment of registration fees for the current year and expiring upon the following calendar year's first registration date.
- B.** All interested individuals who are age 18 and older, reside in the operational area of GLAYF, and who have paid the yearly membership fee. Membership must be renewed each year, beginning upon the payment of the membership fee for the current year and expiring upon the following calendar year's first registration date.
- C.** In certain circumstances that may occur from time to time, full membership may be obtained and all privileges enjoyed without payment of the established membership fee, provided this is acted upon and approved by a simple majority of the Board of Directors at a regular business meeting. Except that if the member serves on the Board of Directors, such fee cannot be waived.

Section 3. Honorary Membership

- A.** Honorary membership may be conferred at any time by the Board of Directors to those person/organizations that the Board shall deem deserving of recognition for their interests in GLAYF.

- B. Honorary membership may be obtained by any organization, group, corporation or corporate body who donates an established yearly fee.
- C. The expiration of a membership pursuant to this section shall be at the direction of the Board.

Section 4. Voting Privileges

- A. All regular members will assume all voting privileges once the criteria for membership is met.
- B. In any and all instances where an athlete has more than one (1) legal guardian, they shall enjoy only one (1) vote on any given issue to be divided between any and all the legal guardians in a manner they shall determine. Given no agreement can be reached on division of the vote in question, the Board shall take it upon itself to divide the vote in question by creating a fraction, the numerator to be one (1) and the denominator to be the total number of legal guardians in question and assigning that fraction of the vote to each legal guardian able to cast a vote.
- C. Any legal guardian(s) who has more than one athlete participating in GLAYF and who has paid the necessary membership fees will enjoy the number of votes directly correlating to the number of athletes so involved. At no time will the number of votes be determined by the total amount of money paid. It is intended that voting privileges always be determined by the number of athletes involved in GLAYF rather than by any monetary criteria.
- D. Honorary membership has a voting privilege of one (1).
- E. All members of the Board of Directors must maintain full membership as previously outlined *under* regular membership at all times or forfeit their position on the Board. Waiver of fees shall never be invoked for members of the Board of Directors.
- F. The record date for determination of members entitled to vote at a membership meeting shall be 48 hours before said meeting time.
- G. After sign up each year, the secretary shall make a complete list of members entitled to vote at a Members Meeting until the next signup. The list shall be prima facie evidence as to who are the members entitled to vote at the meeting.

If the requirements of this paragraph have not been complied with, on demand by a member in person, who in good faith challenges the existence of sufficient votes to carry any action at the meeting, the meeting shall be

adjourned until the requirements are complied with. Failure to comply with the requirements of this paragraph does not affect the validity of an action taken at the meeting before the making of such a demand.

Section 5. Expulsion

- A.** Any member may be expelled from GLAYF for conduct unbecoming to GLAYF.
- B.** The following process will be followed in proceeding with a possible expulsion:
 - 1.** Any complaint for expulsion shall be submitted in writing to the Board of Directors for consideration. Cause for further action shall require a simple majority vote of those attending.
 - 2.** Following satisfaction of step 1, the Board shall advise the accused member by registered mail within 72 hours of the nature of said action, the grounds upon which the action is based, and the names and addresses of those filing the action.
 - 3.** Following satisfaction of step 2, a hearing date shall be set within 30 days calendar days to be held before an open meeting of the membership to hear the accusations of those filing and the response of the accused. At this time the President shall set guidelines as to how the hearing should proceed. Following its completion, a roll call vote shall be taken, a clear majority (51% or greater) of those Board members present being necessary for expulsion.
 - 4.** Should completion of step 3 lead to expulsion, the member(s) so expelled may ask for a vote of all members present and are eligible to vote for a veto of the Board's action. No further evidence or testimony shall be allowed but an immediate vote taken. A vote of two-thirds (2/3) or greater of those members present and qualified to vote shall successfully veto the actions of step 3 and the member(s) shall be reinstated immediately with full privileges.

ARTICLE VII. MEETINGS

Section 1. Annual Meeting

- A.** The Annual Meeting of the members shall be held the second Wednesday of December of each year. The time and location shall be determined by the Board of Directors.

- B. Notice of the Annual Meeting shall be made public by email blast or by some other method of mass notification not less than 30 calendar days prior to the date of said meeting.
- C. The order of business at the Annual Meeting shall be:
 - 1. Call to order.
 - 2. Reading of minutes of last annual meeting.
 - 3. Reading of current treasurer's report.
 - 4. Executive reports.
 - 5. Reports of standing committees.
 - 6. Reports of special committees.
 - 7. Report of nominating committee.
 - 8. Nominations from floor.
 - 9. Election of Board of Directors.
 - 10. Other business.
 - 11. Adjournment.
- C. The qualified voters present at the meeting shall constitute a quorum for the transaction of business

Section 2. Regular Membership Meetings.

- A. Regular Membership Meetings shall be held at least once every three (3) months at a regular time, day and place as shall be designated by the Board of Directors.
- B. Regular Membership Meetings shall not require the publication of any special sort.
- C. Voting members present shall constitute a quorum for transaction of business.
- D. If the meeting is altered as to the established usual time, date, and/or place, the new time, date and/or place shall be made public by email blast or by some other method of mass notification not less than seven (7) calendar days preceding the meeting.
- E. The order of business shall be as follows:
 - 1. Call to order.
 - 2. Minutes of previous meeting.

3. Treasurer's report.
4. Executive reports.
5. Report of standing committees.
6. Report of special committees.
7. Old business.
8. New business.
9. Adjournment.

Section 3. Regular Board of Directors' Meetings

- A. Regular Board meetings shall be held at least once every three (3) months at the time, date and place as shall be established by Board action. Such meetings shall normally, but not necessarily, be held in conjunction with the regular meetings of the membership.
- B. Regular Board meetings shall not require a special notification unless the time, date and/or place shall be varied from the established schedule. In that count, the change shall be made public by email blast or by some other method of mass notification not less than (7) calendar days preceding the meeting.
- C. A quorum for conducting business shall require a majority of those elected and serving the Board.
- D. All actions taken by the Board will require a majority vote of the quorum at the Board Meeting to be binding.
- E. The order of business for the Board of Directors' Meeting shall be as follows:
 1. Call to order.
 2. Roll call of the Board.
 3. Minutes of the previous meeting.
 4. Treasurer's report.
 5. Executive reports.
 6. Report of standing committees.
 7. Report of special committees.
 8. Old business.

9. New business.

10. Adjournment.

F. Regular Membership Meetings may be held simultaneously with Regular Board of Directors' Meetings.

Section 4. Special Board of Directors' Meetings

A. Special meetings of the Board may be called at the request of the President or upon the written request of any two (2) Board members at any time as long as all applicable rules are followed.

B. Each member of the Board of Directors shall receive written notice by registered mail not less than seven (7) calendar days prior to the scheduled meeting.

C. The notice shall designate time, place, date and purpose of the meeting.

D. Business shall be limited at that meeting to only what is specified in the notification.

Section 5. Parliamentary Rules

"Roberts Rules of Order" shall be followed for parliamentary guidance during annual meetings, regular membership meetings and regular or special Board meetings. The President of the Board or his or her designee shall serve as parliamentarian at each meeting.

ARTICLE VIII. BOARD OF DIRECTORS

Section 1. Purpose, Composition and Terms

The affairs of GLAYF shall be managed by a Board of Directors which shall consist of nine (9) individuals elected from the membership of GLAYF.

Section 2.

Election of the Board of Directors shall take place at the annual meeting of members. Each member shall have only one vote for each Board position.

Section 3.

A member shall be elected to a Directorship for a three (3) year term with three (3) positions being

filled yearly on a rotating basis. Any Director may stand for re-election.

Section 4. Duties of the Board

- A. To elect from this body the officers of GLAYF.
- B. To manage the affairs of GLAYF.
- C. To determine playing rules and regulations.
- D. To study and report to the annual meeting of members proposals for revision on Amendment of By-Laws.
- E. To appoint Special Committees as deemed necessary.

Section 5. Special Meetings of the Board of Directors

Special Meetings may be called at the request of the President or upon the written request of any two (2) Board Members at any time as long as the following is met:

- A. Written notice by registered mail not less than (7) seven days prior to the time set for such meeting.
- B. The notice shall designate time, place, date and purpose of the meeting.
- C. Business shall be limited at that meeting to only what is specified in the notification.
- D. Business may be conducted (vote taken) only if held jointly with a membership meeting.

Section 6. Standing Committees

- A. The Board of Directors will have the following committees to aid in its duty of conducting the affairs of the GLAYF.
 - 1. Rules Committee.
 - 2. Grounds Committee.
 - 3. Equipment Committee.
 - 4. Concessions Committee.
 - 5. Draft Committee.
 - 6. Coaches Selection Committee.
 - 7. Spirit and Cheer Committee.

8. Publicity Committee.
9. League Representative Committee
- B. The President shall appoint one member from the Board or General membership to serve as chairman of each standing committee.
- C. The membership of each committee shall be drawn from GLAYF total membership and at no time shall the majority of a committee be drawn from the Board of Directors itself.
- D. **Rules Committee**
 1. Three (3) members.
 2. Assistant and advise the Board in establishing the games.
 3. Hear all protests.
 4. Establishment of contracts with officials of the game.
 5. Scheduling of all games.
 6. Other duties as may be delegated.
- E. **Grounds Committee**
 1. Three (3) members.
 2. Responsibility for capital assets of GLAYF.
 3. Other duties as may be delegated.
- F. **Equipment Committee**
 1. Three (3) members.
 2. Responsible for expendable assets of GLAYF.
 3. Responsible for the orderly letting out and collection of equipment.
 4. Other duties as may be delegated.
- G. **Concessions Committee**
 1. Three (3) members.
 2. All concerns of a financial nature.
 3. Common yearly "fund-raisers" such as concessions,

sales, pictures, etc.

4. Assist and advise the Board of Directors in the establishment of GLAYF fees, salaries, etc.
5. Other duties as may be delegated.

H. Draft Committee

1. Three (3) members.
2. Division of the athletes to the various teams.
3. Assist and advise the Board of Directors in the establishment of criteria for participation in GLAYF activities.
4. Other duties as may be delegated.

I. Coaches Selection Committee

1. Three (3) members.
2. Recruitment of coaches, committee members, etc.
3. Suggested slate of candidates for the three (3) Board of Director positions to be filled each year at the Annual Meeting.
4. Other duties as may be delegated.

J. Spirit and Cheer Committee

1. Three (3) members.
2. All matters pertaining to fielding cheerleading and Pom Pon squads for each football team.
3. Other duties as may be delegated.

K. Publicity Committee

1. Three (3) members.
2. Liaison between comet tracks and board.
3. Assist and advise the Board with publicity for GLAYF.
4. Other duties as may be delegated.

L. League Representative Committee

1. Two (2) members.
 2. Liaison and league voting representative.
 3. Other duties as may be delegated.
- M. All standing committees shall serve strictly in an advisory capacity with the responsibility to report all findings back to the Board and Regular Membership at appropriate times. Any recommendations made by the committees must be approved by the Board of Directors.
- N. The President of the Board of Directors shall assume the responsibility for delegating matters for consideration to the various committees.

Section 7. Special Committees

- A. From time to time the Board may deem it necessary to establish special committees to address particular problems that for various reasons may not fit well into existing standing committees.
- B. A member of the Board of Directors shall serve as chairman of the committee.
- C. The committee shall contain an odd number of members drawn from GLAYF membership.
- D. The committee shall be given a specific charge.
- E. The committee shall be given a definite period of time for its existence and officially disbanded thereafter.

Section 8. Resignation

- A. Any member of the Board of Directors may resign at any time upon written notice delivered to the President or Secretary of GLAYF. The resignation shall become effective when approved by a vote of the Board of Directors.
- B. Any vacancy so created shall be filled at the next regular meeting of the membership.
1. The nominating committee shall secure a list of nominees.
 2. Election shall be by the membership present.

Section 9. Expulsion

- A. Any officer, Director, employee, or committee member may be expelled or temporarily suspended from the Board whether for cause or otherwise.
- B. The Director shall be notified of such pending action by the Secretary of GLAYF (President, if Secretary in question) by registered mail not less than 30 calendar days preceding the meeting at which action is to be considered.
- C. Testimony shall be heard from all members who so desire to speak at a meeting of the membership. See Article VI Sec. 5, B, 3.)
- D. A vote of 2/3 of those Directors present and able to vote will constitute expulsion of said Director, employee or committee member from the Board.

ARTICLE IX. OFFICERS

Section 1. Organization

- A. Following election of the Board of Directors at the Annual Meeting, an Organizational Meeting shall be set for the meeting of the Directors to elect the officers for GLAYF from their body.
- B. The presiding President at the Annual Meeting shall appoint a member of the elected Board of Directors to serve as Acting President at the Organizational Meeting until the next President is elected.
- C. The Organizational Meeting may be held in conjunction with a regular Board Meeting, the latter to be held following completion of the former.
- D. Positions to be filled are: PRESIDENT, VICE-PRESIDENT, SECRETARY, and TREASURER.

Section 2. Terms of Office

All terms shall be for one (1) calendar year, from organizational meeting to organizational meeting, or if appointed or elected during the year, to the following organizational meeting.

Section 3. Re-election of Officers

An officer may be re-elected any number of times, but can only serve 2 consecutive terms in the same office.

ARTICLE X. EXECUTIVE COMMITTEE

Section 1. Composition

The Executive Committee shall consist of the President, Vice-President, Secretary and Treasurer. Persons serving on the Executive Committee shall be bondable.

Section 2. Function

- A. The Executive Committee shall have the power to act for the Board of Directors on matters which require immediate attention for the good of GLAYF and cannot wait for the next regular or special Board Meeting.
- B. A minimum of three (3) officers must vote on any action taken by the Executive Committee and it shall require a 2/3 vote of all officers attending to take action.
- C. The Executive Committee shall meet as often as may be necessary to perform its duties to allow the smooth running of the GLAYF.
- D. All actions taken by the Executive Committee shall be presented to the entire Board of Directors at the next scheduled regular Board Meeting for ratification.

ARTICLE XI. DUTIES OF THE OFFICERS

Section 1. President

- A. Act as chief executive officer for GLAYF.
- B. Preside at all meetings.
- C. Call special meetings.
- D. Decide any question requiring an answer and not covered by the By-Laws or Policies.
- E. To see that the By-Laws and Policies are carried out.
- F. To appoint the chairmanships of standing committees.
- G. To define the scope of special committees.
- H. To serve as an ex-officio member of all committees.
- I. To represent or appoint suitable representation at meetings with others outside GLAYF.
- J. To ensure the establishment of all policy necessary for

the smooth functioning of GLAYF.

- K. To ensure that an annual budget is completed.

Section 2. Vice-President

The Vice-president shall have such duties as shall be delegated by the President or assignment by the Board of Directors and shall perform all duties of the President in his absence or inability to act.

Section 3. Secretary

- A. Act as resident agent for the corporation.
- B. Record the minutes of the meetings.
- C. Shall compile an annual list of the membership.
- D. Handle all GLAYF correspondence.
- E. Prepare an Annual Report as to the affairs of GLAYF and present it at the Annual Meeting.
- F. Prepare and publish all necessary meeting notices.
- G. Register all members.
- H. Maintain records of attendance at all meetings conducted by the corporation.
- I. File all documents required by state or federal regulations, rules or law.
- J. Publish and maintain a book containing all GLAYF By-Laws and Policies.
- K. Such other duties as may be assigned by the President or Board.

Section 4. Treasurer

- A. The collection and disbursement of all GLAYF funds, fees, collections, revenues and the like.
- B. The keeping of financial records and the compilation of all reports necessary from those records.
- C. Provide a written report at each Regular and the Annual Meeting.
- D. Prepare an annual GLAYF budget.
- E. Prepare and file the necessary state and federal financial reports required.

- F. Cooperate in any required audits of financial records.
- G. To prepare policy for the collection, handling, depositing and disbursement of all GLAYF funds.
- H. Such other duties as may be assigned by the President or Board.

ARTICLE XII. AMENDMENTS AND REVISIONS

Section 1. By-Laws

- A. Initiation of an amendment to the ByLaws may be by any of the following processes:
 - 1. Submission of a written proposal agreed and acted upon by 3/4 of the Board of Directors (those elected and serving).
 - 2. Submission of a proposal agreed and acted upon by the GLAYF membership, a simple majority of those voting being necessary.
- B. Acceptance of any proposed amendment to the By-Laws shall require a 3/4 vote of approval by the membership present and qualified to vote at, and only at, the Annual Meeting.

Section 2. Policies

All policy changes and additions may be presented at a regular Membership Meeting and acted favorably upon by a simple majority of the Board for preliminary approval. Not less than 30 calendar days later, the policy must be reconsidered at a regular Membership Meeting and will be accepted and incorporated into GLAYF By-Laws only with 2/3 Board approval.

ARTICLE XIII. YOUTH FOOTBALL DRAFT PROCEDURE

Section 1. General

The following procedures shall apply for selecting players from each grade level (unless otherwise noted, 4th/5th grade is one grade level so long as the league in which GLAYF participates combines 4th and 5th grade players) to play on a GLAYF football team each season (the "Draft"):

A Draft Coordinator will be identified by the Board for each season, for each grade level (if necessary). The Draft Coordinator will oversee the Draft and will be the

final arbiter of any disputes arising prior to or during the Draft and not otherwise settled among the Teams (as defined below).

The date, time and location of the Draft will be determined and announced by the Draft Coordinator. Prior to or at the start of the Draft for each grade level, each head coach or their designee (each, a "Team") will draw a random number from a pool of numbers ranging from 1 up to and including the number of teams participating for that grade level for that season. The number drawn will determine the Draft order for each Team within each grade level for that season.

It is intended that each Team will reserve a maximum of 3 players prior to the start of the Draft, by identifying the player(s) and their grade to the Draft Coordinator. The only players who may be reserved are the children of up to 3 participating coaches (biological, step or guardianship) for that Team.

During the Draft, each Team will select and identify one player from the pool of players available. Once a player is selected, that player is no longer available. So long as there are players available, each team must make a selection each round. A team may not pass its selection. Participating siblings (biological, step, same-household, or otherwise) in the same grade level of a selected player are considered to be selected simultaneously. During any round when this occurs, for whatever reason, that Team will forego its selection in the next applicable round, as more fully described below.

Parental requests to group additional family members, or to separate siblings, shall also be taken into consideration and may be approved by any member of the Board.

Section 2. Draft Process

Teams will follow a Serpentine Draft method, being assigned a team number corresponding to the number drawn (e.g., Assuming 5 teams in a grade level: For Round 1, Team 1 selects first, then Team 2, 3, 4 and 5. For Round 2, Team 5 selects first, then 4, 3, 2, and 1. For Round 3, Team 1 selects first, etc.) ("Serpentine Draft"), with the following additional parameters:

Round 1:

All Teams will make a player selection.

Rounds 2-4:

- A. Teams that do not have 3 reserved players at the start of the Draft will select in one or more of Rounds 2, 3 and 4. Once a Team has a total of 4 players, that Team will not make any additional player selections through and including Round 4.
- B. Combined 4th/5th grade Teams will select as follows:
1. Teams with 0 5th grade reserves will select in Rounds 2, 3, and 4.
 2. Teams with 1 5th grade reserve will not select in Round 2.
 3. Teams with 2 5th grade reserves will not select in Rounds 2 and 3.
 4. Teams with 3 5th grade reserves will not select in Rounds 2, 3 or 4.

Teams with 3 players (3 5th-grade players for the 4th/5th grade level) reserved prior to the start of the Draft do not participate in Rounds 2-4. Once a 4th/5th Team has 4 5th grade players, that Team will not make any additional player selections through and including Round 4.

Round 5 and all subsequent rounds:

All Teams participate and continue to select players following the Serpentine Draft order until there are no remaining players (Subject to the provisions below for the 4th grade draft).

Anytime a selected player has a sibling, the team selecting those siblings will forego the next applicable round in the Draft for the additional sibling. See Section 3, below, when a selected 5th grade player has a 4th grade sibling.

Section 3. Additional Rules Specific to 4th/5th Grade Combined Teams

For the 4th/5th grade level (so long as those grades continue to be combined), 5th grade players will be selected first. When the last 5th grade player has been selected, the next Team in continuing Draft order will begin the 4th grade Draft by selecting the first 4th grade player (other than reserves or siblings already on a Team) continuing the Serpentine Draft until all 4th grade players have been selected. The selection order or the current round does not reset at the beginning of the 4th grade round. Some teams will be making their first selection of a 4th grade player in the current round, and some may make their first selection in the next round, depending upon where the 5th Grade Draft ends.

Each Team will select a 4th grade player upon their first opportunity, regardless of which round, once the selection of 4th grade players begins. Teams will then forego selection of 4th grade players for as many consecutive rounds as equal to the number of 4th grade players previously reserved prior to the Draft, selected during the Draft, or accompanying 5th grade siblings.

Agreed and accepted on the 14th day of March, 2012, pursuant to recommendation of a special committee formed at the December, 2011 Annual Meeting, all in the City of Grand Ledge, Michigan.

GRAND LEDGE AREA YOUTH FOOTBALL, INC.

POLICIES & PROCEDURES TO THE BY-LAWS

1. Grand Ledge Area Youth Football shall operate on a fiscal year which will be from January 1 to December 30 each year.
2. The President, Secretary and Treasurer shall be bonded in such amount and with such surety company as shall be approved each year by the Board of Directors.
3. Signatories for the purpose of conducting the financial matters of the corporation shall be the President, Secretary and Treasurer. If 2 (two) family members serve in any of these positions, the Vice-president will be appointed to this duty.
4. An annual audit shall be conducted of the financial and other corporate records prior to the annual meeting to ensure their accuracy, completeness and compliance with the By-laws and the Policy & Procedures.

This committee shall be appointed by the President at the November meeting and shall be composed of the Vice President and 2 (two) board members.

5. The annual membership fee shall be \$1.00 for regular membership and the fee for honorary membership shall be a minimum of \$10.00.

The membership fees collected shall be listed as a separate line item (Administrative Funds) in the treasurers' records and reports. These funds shall be directed toward the administration of the corporation.

6. The treasurer shall have checks prepared that require at least 2 (two) signatures. A check shall not be issued to pay an indebtedness without the required 2 (two) signatures. In addition, Withdrawal from the corporation savings accounts or other investment instruments shall require the approval of one other signatory with the Treasurer.
7. All business transactions shall be by check. Each check shall be supported by a valid receipt, invoice and or a request for payment. These transactions will be approved at each general membership meeting.
8. All cash and each check received by any member of the corporation shall be supported by a receipt made to the payor and signed by the member receiving the funds. The receipted funds shall be turned over to the Treasurer or President within 48 hours for deposit.

8. A receipt shall be executed between the parties at the time the funds are transferred. All receipts and deposit records will become a permanent part of the financial records which will be retained for 10 (ten) years.
9. An officer or member of the corporation shall not incur any obligations in any fiscal year which will effect an unbalanced budget or a deficit.

An officer, committee chairperson or member shall not encumber the corporation for any debt in excess of \$100.00 without first obtaining the authority to do so from the President, or Vice-president, or Treasurer. Such encumbrances if approved shall be reported to the membership at the next regular membership meeting.

Prior approval for expenditures within the budget may be made by the membership at a regular membership meeting.

10. The Secretary shall record the minutes of all meetings and shall deliver a copy, by regular mail, to the members of the board of directors at least 10 (ten) days prior to the next scheduled regular membership meeting.
11. During registration of the membership and participants in the football program, the Secretary shall ensure that sufficient staff and equipment are available to accept the registrations and fees.
12. Equipment issued or loaned to any member of the Corporation, other corporation, legal entity, student athlete, or other person shall be accounted for by on an approved form which shall be maintained by the Secretary.

Such issued or loaned equipment shall be maintained in a clean, safe and usable condition and shall not be altered, defaced or destroyed by the grantee and shall be returned to the Corporation on the date(s) specified.

Any equipment returned in violation of the above shall be returned to a clean, safe and usable condition or the grantee will be assessed the fair market value of said equipment by the Board of Directors.