



**Dearborn Heights Raiders  
Junior Football Club**

**By-Laws  
As Amended 2018**

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1. TITLE:

The name by which this association shall be known is the Dearborn Heights Raiders Junior Football League Inc., hereafter referred to as the "Raiders Unit League".

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 with the Downriver Junior Football League rules.
- B. The specific objectives of the Raiders unit 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 Raiders Unit to create an

atmosphere conducive to the development of mind and character based upon the principals 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 which are necessary or required to promote the purpose as stated above and not feasible to be performed by the members as individuals.
6. The football players and cheerleaders will be insured under the Downriver Junior Football League. League insurance shall be secondary to any individuals primary insurance coverage.
7. In case where a participant has no primary medical insurance, League insurance becomes primary medical insurance less deductible.

**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 Down River Junior Football League rules, shall be eligible for participation of the Raiders Unit.
- B.** Any youth who participates within Raiders Unit, shall not be permitted to participate on a similar team, during the course of the season.
- C.** Game and practice participation will be as outlined by the Downriver Junior Football League rules.
- D.** Any member of the Raiders Unit 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 Board of Directors.
- E.** Any youth who is a participant in the Raiders Unit and who moves out of the Raiders Unit boundaries may continue to participate in the Raiders Unit as long as he or she meets the requirements set Fourth by the Downriver Junior Football League.
- F.** Any member who begins the season with the Raiders Unit cannot be waived to any other team in the Downriver Junior Football League.

Extenuating circumstances subject to board approval.

G. Board members children exempt from any roster limitations.

**5. ANNUAL MEMBERSHIP MEETING:**

The Raiders Unit annual meeting of members shall be held each year prior to the end of the season, at a place and time determined by the Board of Directors.

**6. NOTICE OF ANNUAL MEMBERSHIP MEETING:**

Members shall be notified of the annual meeting ten (10) days in advance of the actual meeting date set by the Board of Directors.

**7. DELAYED ANNUAL MEMBERSHIP MEETING:**

If the annual meeting of members is not held on the date designated, such meeting may be called as a special meeting and the same proceeding shall be held as an annual meeting, providing however, the notice of the annual meeting shall be the same as herein required for the annual meeting.

**8. MEMBERSHIP ELEGIBILITY**

A. Boundaries for members of the Raiders Unit shall be all of the

City of Dearborn Heights *including any areas recognized in the DJFL rule book.*

B. Any parent or legal guardian of a child or children duly registered as a participant in the Raiders Unit residing within the boundaries

mentioned in 8. A. shall be a qualified member and shall have the right to vote as long as the member remain in good standing only as long as the child or children are active and eligible participants in the Raiders Unit.

Any other interested adult may become a member after one full season of league participation in good standing. The member will have the right to vote. Member will be eligible to run for a board position .

Under extenuating circumstances the latter rule may be waived upon approval of the Board of Directors. (start of season to general elections is equal to a full season)

Good standing is defined as any individual that remained active with the organization , paid dues and had no disciplinary action taken by the DJFL or the Raiders Unit within a calender year .

- C. Associate member status shall be granted to those parents/ guardians of players residing outside of the boundaries of the City of Dearborn Heights. Associate members shall have full voting privileges at all membership meetings, serve on special committees, and be elected or appointed to the Board of Directors as long as they are in good standing status.
- D. Any coach including asst coaches or volunteer with a coaching contract ( such as weight master ) active in the Raiders Unit shall also be a qualified voting member of the Raiders Unit, as long as he/she remains active for one full season with the Raider Unit in Good Standing . (start of season to general elections is equal to a full season)

E. All parents and guardians of children participating in the Raider unit must abide by the code of conduct for their children to participate. Code of conduct will be made available at registration and is the parents responsibility to review and implement it.

F. The Raider Board shall have the right to accept or deny, in its sole discretion, the membership of a player, parent, legal guardian, coach, board member, or volunteer. The board shall also have the right, in its sole discretion, to terminate the membership status of any current member during any time of the year and for the remainder of the year.

## 9. ORDER OF BUSINESS AT ANNUAL MEETING

After all those in attendance have signed in , the order of business at the annual meeting shall be conducted per "Robert Rules Of Order", as follows:

- A. Call to order
- B. Roll call of current board of directors.
- C. Reading of minutes, from prior directors meeting.
- D. Reports: President, Treasurer, etc.
- E. Transaction of other business.
- F. Election of new Directors, as follows.
  - 1. The president may vary the order of business of the annual meeting at his /her discretion.
  - 2. The President, at the annual meeting, shall appoint up to three (3) RAIDERS unit members to help conduct the elections of new directors , on the day of the annual meeting.

3) Voting eligibility shall be limited to qualified members of the raider unit as stated in section 8 a), b), c), D). For avoidance of doubt, qualified members shall include active members, associate members, volunteer members, coaches, assistant coaches, and any eligible non-paid volunteer , in good standing.

Each family is only entitled to one (1) vote regardless of the number of youth in the family participating in the Raider Unit, or the number of parents, legal guardians, or other interested adults who are active members or associate members. For the purposes of these bylaws , a family shall be defined as “the basic social unit comprised of a couple and their dependent children”.

4) One (1) ballot will be distributed to each family , as described in section 9 (F) (3) above . The last name of each family will be checked against the most recent player roster and the meeting sign in sheet to ensure voting by eligible families only. The board shall also cross reference with the master roster the name of each qualified member which is not a parent or a youth participating in the Raider unit.

ONLY ADULTS 18 YEARS OR OLDER MAY VOTE.

5) Nominations for new Directors will come from any qualified member present at the annual meeting. Nominations will be of qualified members in good standing. Only after the nomination is seconded and accepted by the member, will his/her name be placed on the ballot.

6) Voting will be done after nominations have been closed from the floor.. The vote will be of



secret ballot. Eligible members as defines in section 8 may vote

a) Eligible members may vote for the number of directors positions to be filled.

b) Eligible qualified members must vote for a minimum of four candidates per ballot .

c) if the ballot has less than four votes, the ballot will be considered void.

d) the votes will be counted by those selected by the president in plain sight

7) after all votes have been counted and the results have been announced by the President, with no objections to the vote count, the ballots will be destroyed.

G. Adjournment of the Annual Meeting.

#### **10. ORGANIZATION MEETING OF THE BOARD OF DIRECTORS:**

- A. Within reasonable time of the annual membership meeting, the Board of Directors as constituted upon final adjournment of such annual meeting, shall convene at a time and place determined by them, for the purpose of election of the Executive Board for the upcoming year.
- B. The Executive Board will consist of a President, Vice-President, Secretary, and a Treasurer.
- C. The election for the Executive Board will be limited to the Board of Directors as constituted upon final adjournment of the annual meeting. Executive Board Members must reside within the city of Dearborn Heights. ***No more than one Executive Board Member may reside outside the recognized boundaries of the Dearborn Heights Raiders Football Organization.***

## 11. NUMBER AND TERM OF DIRECTORS:

- B.** The business, property, and affairs of the Raiders Units shall be managed by a Board of Directors composed of a maximum of ten (10) people who are elected members of this unit. The directors shall be comprised of no more than three (3) non-Dearborn Heights residents. . ***Under extenuating circumstances the latter rule may be waived upon approval of the Board of Directors.*** The Directors shall be elected at the annual meeting of the membership, and shall hold office for a term of two (2) years. A minimum of five (5) Board terms shall expire each year,
- A.** The minimum number of Directors shall be six (6). Any vacancy after the fourth game shall remain vacant until the annual membership meeting, unless deemed necessary to be filled by the Board of Directors.

## 12. REMOVAL OF OFFICERS, DIRECTORS, AND AGENTS:

Any Officer, Director, Agent, or Coach may be removed by a majority vote of the current Board of Directors, whenever the best interest of the Raiders Unit will be served thereby. For the protection of the Directors this vote may be by a secret ballot.

## 13. VACANCIES:

- A.** Vacancies on the Board of Directors may be filled by appointment by the majority vote of the remaining Directors. **Each director may seek out a nominee and present to the president for interview. The president will present to the board a list of all nominees to the board for a vote** .Each person so appointed shall remain a Director until the end of the calendar year. The remainder of that term will be filled at the annual membership meeting by vote of the membership as per 9.F.5.
- B.** Upon resignation or removal of any Executive Board Member, the Board shall hold a special meeting as soon as possible to fill the vacancy.

- C. Any Executive Member of the Board may resign or be removed from the Executive Board, with the discretion of the board remain as an active Director on the Board.

**11. COMPENSATION:**

No Director, Officer, Agent, Coach, or member shall receive remuneration, compensation, or monetary reward for services rendered in the Raiders Unit.

**12. MEETING OF THE BOARD OF DIRECTORS:**

- A. The meeting of the Board of Directors of the Raiders Units shall be held in the City of Dearborn Heights, or at a place and time specified by the current Board of Directors. The Board of Directors general meetings will be open to the public. It is the responsibility of the parents or members to request in writing the time and date of each scheduled board meeting. Special meeting may be closed at the discretion of the board.
- B. Regular meetings of the Board of Directors shall be held monthly, except for the months of August through November, when the Directors shall meet bi-weekly, as determined by the Directors, unless canceled by the president or a majority of the Directors.
- C. No meeting may be held without a quorum of the Board of Directors. A quorum of Directors shall be one more than half of the current active members of the Board of Directors.
- D. Meetings shall be conducted per “Robert Rules of Order”.
- E. Board members can miss two (2) unexcused or four (4) excused meetings within a year. To be excused the member must call the President or Secretary prior to scheduled meeting and present them with reason. If they miss the amount of scheduled meetings, they will be removed from the Board of Directors.
- F. In extenuating circumstances, determined by the majority of the Directors, the above 15E may be waived.

**13. SPECIAL MEETING OF THE BOARD OF DIRECTORS:**

A special meeting of the Board of Directors may be called by the President at any time. Further, the President must, upon request by any three (3) directors, call a special meeting of the Board of Directors; providing that a minimum of 24 hours notice is given to each Board member.

**14. VOTE REQUIRED FOR CORPORATE ACTION:**

- A. AT ANY MEETING OF THE Board of Directors, the affirmative vote of a majority of those present shall be required to carry any motion or resolution.
- B. One (1) vote per Board member

**15. SPECIAL MEETING OF THE EXECUTIVE BOARD:**

- A. A special meeting of the Executive Board may be called by the President, at any time without notice, for emergency action deemed necessary for the purpose of the continuing need to keep the Raiders Unit within compliance of these By-Laws or any Downriver Junior Football League rule.
- B. Any action to be taken must be approved by a 3/4 vote of the Executive Board, with all Executive Board members receiving one vote. This vote may be done over the phone.
- C. Any action taken in such meeting shall be disclosed in full during Presidents report at the next meeting of the Board of Directors.

**OFFICERS**

**16. PRESIDENT:**

- A. The President shall be the chief executive officer of the Raiders Unit. He shall preside at all meetings of the Directors and the members. The President will be an ex-officio member of all standing committees. He shall also have the power to designate to other Board members, appoint committees, for jobs needed in order for the Raiders Unit to succeed.
- B. The President will inform all coaching candidates that their appointment is tentative until approved by the majority vote of the Board of Directors.

- C. The President shall have the authority to temporarily suspend any Officer or Coach in case of an emergency, pending a hearing by the Board of Directors within 48 hours.
- D. The President shall have the authority to approve expenditures up to five-Hundred (***\$500.00***) Dollars with an itemized receipt within thirty (30) days after purchase, to be turned into the Treasurer.
- E. The President shall be responsible for determining that the Raiders Unit is properly insured.

**17. VICE-PRESIDENT:**

The Vice-President is an Executive Board position, and in the absence of the President shall perform all his duties.

**18. SECRETARY:**

- A. The Secretary shall attend all meetings and shall preserve in the books of the Raiders Unit, true minutes (typed and filed by the next Board of Directors meeting and copies made available to all Board members) of the proceedings of all meetings and shall prepare official answers for all inquiries or correspondence as directed by the Directors or the President.
- B. The Secretary shall perform such other duties as may be deemed necessary by the Board of Directors. The Secretary shall keep a complete list of all members of the Raiders Unit, their addresses, email, and telephone numbers. A voice activated tape recorder may be furnished for this purpose and shall remain the property of the Raiders Unit.

**19. TREASURER:**

- A. The Treasurer shall have custody of all Raiders Unit funds and shall keep full and accurate accounts of all receipts and disbursements.
- B. He/she shall deposit all monies in the name of the Raiders Unit in such financial institution as designated for that purpose by the Board of Directors.

- C. He/she shall disburse funds of the Raiders Unit as authorized by the Board of Directors, taking proper documentation for such disbursements.
- D. Shall render to all Directors at the regular meetings of the Board and whenever requested by them, an account of his/her transactions as Treasurer and of the financial condition of the Raiders Unit.
- E. The Treasurer is to prepare a Year-End financial report for all Directors, and any active or associate member, at the request of the Board of Directors within 30 days.
- F. The Treasurer shall chair the budget committee.

**20. REGISTRAR:**

- A. The Registrar will be responsible for the registration of all football players and cheerleaders. The Registrar will maintain a check off list showing which football players and cheerleaders have presented physicians certificates, birth certificates, and who have paid their registration fees. The Registrar when turning funds over to the Treasurer will provide a detailed list of all participants.
- B. The Registrar shall maintain an eligibility list of all football players, showing unit, team name, age, weight, and jersey number. The Registrar shall be responsible for maintaining an eligibility list for cheerleaders, showing unit, team name, and age. The lists will be distributed to each Director prior to the first season game.
- C. Each team roster shall be considered closed by fourteen (14) days prior to the first scheduled playing date or at a date designated by the Downriver Junior Football League. Roster may be opened subject to board approval within limits of DJFL by laws.
- D. Registrar must attend all weigh-ins, unless represented by a weigh-master, authorized by the League Representative.

**21. EQUIPMENT DIRECTOR:**

- A. The Equipment Director shall be responsible for the distribution of uniforms/equipment, inventory, storage, and evaluation of all equipment

owned by the Raiders Unit. He/she shall advise the Board of Directors of equipment requiring repair or replacement on a continuing basis.

- B. The Equipment Director is responsible for a year-end inventory and a listing of equipment to the Board of Directors.
- C. All Board members will be responsible for setting up the field and equipment for all home games, dismantling, and storage of equipment.

**22. CHEERLEADING DIRECTOR:**

- A. The Cheer leading Director shall be responsible for the distribution of cheer leading uniforms, inventory, storage, and the evaluation of all uniforms and equipment owned by the Raiders Unit. She/he shall advise the Board of Directors of uniforms or equipment requiring repair or replacement on continuing basis.
- B. The Cheer leading Director is responsible for a year-end inventory and a listing of uniforms and equipment to the Board of Directors.
- C. The Cheer leading Director will be in charge of coaches for the three (3) cheer leading squads. She will keep a list of girls' names, addresses, phone numbers, and birth dates.

**23. PUBLIC RELATIONS CHAIRMAN:**

The Public Relations chairman is responsible for the dissemination of information about the Raiders Unit to all boundaries of the Dearborn Heights Raiders Jr. Football Club in any effort to recruit football players and cheerleaders in the Raiders Unit.

**24. COMMITTEE CHAIRMAN:**

Additional agents that may be appointed as Committee Chairman by the President include, but are not limited to, Program/Adshall be appointed for

## 25. Team parents

- A. will assist the Directors in collecting registration material and in any other clerical function.
- B. They will not have any responsibilities in coaching.

## 26. COACHING

A. The board of directors shall be responsible for acquiring candidates for the raiders unit coaching staff. They will canvas those individuals expressing a desire to coach jr. football or cheer leading. They will make recommendations as to the candidates experience, ability, and reputation.

B. The directors will insure that all candidates are advised of the purpose of the league, and that head coaches are a minimum of 21 years old. Each raider unit will have a max of 2 head coaches.

C. Head coaches may recruit their own assistant coaches.

D. All coaches must be approved by the board of directors, and must be subject to a criminal background check. All coaches must comply with the requirements set by the DJFL and the Raiders unit.

E. The head coach will keep a list of players names, address, phone numbers, and birth dates. They will also be responsible for taking daily attendance.

F. There will only be one coach per football squad as a board member unless otherwise permitted by Board of directors.

G. All head coaches will retain their position from year to year as long as

1. they are in good standing with the Raider unit and the DJFL.
2. only the board of directors may remove a head coach at any time of the year, in its sole discretion.



**27. FOOTBALL PLAYERS AND CHEERLEADERS:**

- A. Any player/cheerleader missing two (2) practices in a week cannot participate in the next game, unless approved by Head Coach or Cheer leading Director.
- B. Any participant, whose actions are disruptive to the Raiders Unit, shall be subject to disciplinary measures, as deemed necessary by the Board of Directors, Head Coach, or Acting Football or Cheer-leading Director. Any Head Coach, Acting Football or Cheer leading Director using any disciplinary measure must immediately contact an Executive Board Member.
- C. Such disciplinary measures may include a warning, consultation with Parents or Guardian, or suspension from participation for all/part of one (1) practice/game.
- D. A player may only be permanently be suspended from participation, with the approval from two-thirds of the Board of Directors. Said player having the right to appear before the Board of Directors, must be accompanied by his/her parent/guardian, to appeal any decision of the Board of Directors.
- E. Roster Size: Freshman-35 Junior Varsity-32 Varsity-32. Adjustment can be made under the discretion and approval of the board

**28. PARENTAL OR GUARDIAN COMPLAINTS:**

- A. The Board of Directors shall establish a committee to handle Parental or Guardian complaints, regarding compliance with the Downriver Junior Football League or any other offensive behavior.
- B. All complaints to be addressed by the committee must be in writing. A complaint must be addressed within 48 hours, and resolved within one (1) week. The resolution will be temporary until confirmed by two-thirds of the Board of Directors.
- C. Only after a resolution by the Committee is deemed unacceptable, may a complaint be forwarded to the Downriver Junior Football League Board of Directors.

**29. RECEIPTS AND DISTRIBUTIONS:**

- A. All checks, drafts, and orders for payment of money shall be signed in the name of the Raiders Unit, and shall be countersigned by any two (2) Board members holding title of President, Vice-President, Treasurer, or Secretary.
- B. Receipts will be given for all monies presented to the Raiders Unit Treasurer.
- C. The Fiscal Year of the Raiders Unit shall be from January 1<sup>st</sup> through December 31<sup>st</sup>.

**30. CONTRACTS, CONVEYANCES, ECT:**

The Board of Directors shall have the power to designate Officers and Agents to have the authority to excavate any instrument on behalf of this Raiders Unit to ensure the continuance of the Dearborn Heights Junior Football League, Inc.

**31. CORPORATION:**

- A. The articles of incorporation, any subject amendments hereto, and the annual reports filed October 1<sup>st</sup> of each year must be recorded with the State of Michigan Department of Commerce Corporation and Securities Bureau.
- B. If any changes to the BY-Laws affect the articles of incorporation it will be necessary to amend the article of incorporation to the above said place.

**32. AMENDMENTS OF BY-LAWS, HOW AFFECTED:**

- A. These By-Laws may be amended, altered, changed, added to, or repealed by the affirmation vote of the majority of the Board of Directors, at any regular or special meeting, provided that proper notice of such proposed changes is contained in the notice of the meeting. Proper notice being ten (10) days or a period of time that the Secretary takes to type and mail immediately after said meeting, so that a vote can be taken at the next scheduled regular meeting or special meeting.
- B. If any of the adopted By-Laws are in conflict with any requirements set forth by the Downriver Junior Football League, the City of Dearborn Heights, or the State of Michigan, those requirements set fourth will supersede the adopted By-Laws.

**33. DISSOLVING OF THE LEAGUE OR FRANCHISE:**

- A. In the event the Downriver Junior Football League dissolves, all funds, assets, and/or equipment will be turned over to Dearborn Heights Junior Football League. The Board of Directors shall be responsible to locate another Junior Football League, for the continuance of the Raiders Unit.
- B. In the event the Dearborn Heights Junior Football League, Inc. should dissolve or disband for whatever reason, it is hereby agreed that all funds, assets, and/or equipment will be turned over to the City of Dearborn Heights Recreation Department, for proper disbursement to a non-profit organization similar to ours.