

Huron Junior Chiefs Football & Cheer League By Laws
Amended November 10, 2025

Name: Huron Junior Chiefs

Purpose: The overall objective of this organization is to promote an ongoing youth football and cheer program in Huron Township, and to inspire in its participants the ideals of sportsmanship, scholarship, and physical fitness, regardless of race, color, religion, gender, or creed.

The welfare and continuity of this organization rest with those who accept the challenges and responsibilities placed upon them for services to others in the overall youth football and cheer program.

If, for any reason, the Board decided to move the league out of Huron Township, they must first have a unanimous Board approval of all Board members, not just a quorum. They must also have written approval from the Huron School District Athletic Director and the Superintendent of Schools.

Article I. Board of Directors

- A. A General Election shall be held in November of each year to elect the Board of Directors to take office for the coming year.
- B. Any qualified person who intends to run for a Board position must inform the current President and Vice President(s) to be considered via HJC email. A majority vote will be used to confirm board positions.
- C. In order to be considered for a board position on the November ballot, the Board must be notified of any candidate 3 days prior to the election via HJC email. Any candidates brought forward after the three day period can be considered only for open positions in a special election at the preceding board meeting.

Article II. Purpose of the Board of Directors

- A. To control the organization
- B. To set organizational policy
- C. To take care of all matters dealing with the organization
- D. To set, direct, and control all monetary policy
- E. To have the authority necessary to carry out all duties, whether or not specifically enumerated within the by-laws, for the organization to function.

Article III. Election and Term of the Board of Directors

- A. The Board of Directors shall be comprised of not more than twenty-two (22) persons elected by members during the current year at the annual Election Meeting to be held in November. Recognizing the extensive time required to serve in these positions, these members' registration fees will be waived. In place of paying a registration fee, each

member must provide a \$200.00 board commitment check, per child enrolled in the program, post-dated to October 31 of the current year. These checks will only be cashed if a board member leaves the board and does not fulfill their year commitment. See Board Member Schedule.

- B. All elected Board members are required to pass a background check using I-Chat prior to December. The Executive Board will determine eligibility of the Board member. If a Board member fails the background check, a special election will be held to fill the position. Failure includes, but is not limited to, sexual crime, fraud, larceny, or violent crimes.
- C. The Board of Directors term of office shall be for one (1) year, beginning in January and ending in November, with December being a training month for their replacement.
- D. The Board of Directors is expected to serve full terms and to attend meetings and organizational functions based on the schedule that is agreed upon before conditioning begins. If a Board member fails to comply with these conditions, the Board of Directors may remove such member following a majority Board vote.
- E. A Director must serve for one full season, January-November, before he/she is eligible to run for President. In the event the President is unable to finish the term and no other officer in succession accepts the position, the position may be filled by any current board member regardless of tenure with the Board.

Article IV. Organization and Authority of the Board of Directors

- A. The Executive Board shall consist of the President, Vice President of Cheerleading, and Vice President of Football.
- B. The remaining Board of Directors will consist of the Secretary, Treasurer, four (4) Concessions Coordinators, Merchandise Coordinator, Registration Coordinator, Volunteer Coordinator, Media, Fundraising & Sponsorship Coordinator, three (3) Cheerleading Representatives (Flag/Mini, JV, & Varsity) three (3) Football Representatives (Flag, JV, & Varsity) and (2) Trustees (one representing Football and one representing Cheer).
- C. Board members may serve in more than one of the forgoing elected positions, but will have only one vote when conducting Organizational business.
- D. The President will chair all Board meetings. The President shall set the agenda for all business to be discussed. The President will maintain orderly procedure.
- E. The President shall have no vote on a motion unless such a vote is required to break a tie.
- F. During an election, the President is allowed to vote; if there is a tie, their vote is taken out.
- G. The President shall serve as the Organization Representative if League Rules so mandate.
- H. The Representatives will make the final determination of player assignments to individual teams when multiple opportunities exist for participation in a single age group, e.g. Flag, JV and Varsity.

- I. The Vice President of Cheerleading and Vice President of Football will be responsible for recommending the number of teams per division. They will also be responsible for recommending who coaches. The Executive Board has final say on who coaches by voting.
- J. If professional assistance or expertise is required, the Board may vote to appoint such advisors to serve without a fee. If for a fee, the Board of Directors must pass a resolution authorizing such payment. Such appointees shall have no voting authority by virtue of their appointment.
- K. The Treasurer has the authority to make purchases with the Boards' approval. The Treasurer and President will both be on the Bank account and the Treasurer will have the only credit card. One signature will be required for checks up to \$250.00. Two signatures will be required for checks exceeding \$250.00.
- L. The President will work with the Vice President to monitor and communicate any league rule changes to those positions that are impacted by these changes.
- M. The President & Vice Presidents will act as the liaison towards the School Administration and the Athletic Director.
- N. The Board may terminate elected or appointed members for just cause and make new appointments as required, completing vacated positions. Example, violation of code of conduct.
- O. The Board shall meet twelve (12) times per year beginning in December following its election. The Secretary will post on Band App, Facebook, and website the schedule that is approved. Time and location of meetings may be changed on a 24-hour notice given by either the Secretary or President via text message.
- P. Any non-scheduled meeting may be called by a majority vote of Board members. The Secretary or President will post on Band App, 24-hours prior to such a meeting to all Board members.
- Q. The Board of Directors cannot conduct business without a quorum, which is defined as a majority of its duly elected members.
- R. A majority vote of those members present at a duly constituted meeting is required to adopt any measure unless specified herein.
- S. Board members are eligible to vote on any issue brought before the Board unless the issue directly affects that individual's role within the organization or adversely involves that board member's child. Members of the Board may abstain from any vote. No measure may be adopted which conflicts with any affiliated League ruling.
- T. The Board shall have the authority necessary to carry its stated purpose and responsibilities.
- U. Amendments to these By Laws may be made by a $\frac{2}{3}$ -majority vote of the Board and put into effect immediately.
- V. A detailed inventory list from Cheer, Football, and all League items should be kept on file on Google Drive. No one is allowed to take anything from the red shed without first checking with the VP of Cheer or the VP of Football. You must sign out any and all items out on the inventory sheets/checkout sheets.

Article V. Operation & Management by the Board/Board Appointees

- A. The Board collectively oversees the operational areas necessary to year-round functioning of the organization. Board members in charge of operational areas, either elective or appointive, retain primary accountability for the management and detailed implementation of their assigned responsibilities.

- B. If for any reason the league dissolves, the balance of any money and property received by the league, after payment of all debts and obligations of the league, must be used, distributed, or transferred exclusively to an organization(s) with a substantially similar purpose to those for which this league is organized. The Executive Board members will choose the exact organization(s) for such distribution with it most likely being Huron School District of New Boston, Michigan.

- C. Duties and responsibilities of the Board member are as follows:
All Board members are responsible for and expected to:
Assist with onsite registration, cheer fittings, equipment/uniform hand-out and turn-in (football and cheer). They are expected to help during practice days at the "Shed" to be available for parents with questions or equipment/uniform adjustments; assist with the daily operation or game day activities, and coverage of open volunteer spots; High school cheerleaders to assist with judging the Kicks, Flips, and Splits competition.

- 1. **President:** as defined in Article IV, D-M.
- 2. **Vice Presidents of Football and Cheerleading:**
 - a. Discharge the duties of the President in the event of the President's absence or inability to complete his/her term of office.
 - b. Assist the President in discharging the duties of his/her office.
 - c. Serve as alternative League Representative.
 - d. Work with the President to monitor and communicate any conference rule changes to those positions that are impacted by these changes.
 - e. Coordinate any revisions or amendments to the Bylaws with the President.
 - f. Maintain current and updated rules and Bylaws with the President.
 - g. Apprise the Board of any conflict of rulings, legal or otherwise.
 - h. Maintains game day equipment such as scoreboard, field markers, etc.
 - i. Serve as liaison between Board and specific committees as needed throughout the year (i.e., Requests for Fee Waivers/Financial Assistance, Scholar Athlete Program, Fundraising, Special Events, etc.).
 - j. Oversees one whole division to keep continuity within the league.
 - k. Both Vice Presidents will be responsible to make sure that all of the coaches within their sport are abiding by the rules of the league. They will maintain individual team rosters for each team in their sport. They will also work with other

Board members to make sure that all paperwork, registration fees, and volunteer checks are on file, before any equipment/uniforms are assigned.

3. Secretary:

- a. Maintain current bylaws and rules for both football and cheerleading.
- b. Maintain accurate minutes of Board meetings (both monthly and special). The Board minutes are to be saved to HJC Google drive, typed up, and distributed, via Band App, to all Board members within five (5) days of the Board meeting from which those meetings were from. Approved meeting minutes will be posted to the website.
- c. Notify Board members of meetings via Band App and website.
- d. Keep mailbox key to monitor and forward incoming mail (P.O. Box) and email communications from the public.
- e. File field use and building permits and maintain all organizational contracts.
- f. Maintain record of procedures, contacts, suppliers, etc., for future reference.
- g. Maintain binders with updated game day rosters.
- h. Coordinates annual election process for Board of Directors.
- i. Acquire facility custodian.

4. Treasurer

- a. Prepare an annual financial statement and post to the Band App.
- b. Prepare monthly financial statements by the 15th of the following month and post to the Band App.
- c. Prepare an annual budget with the Board of Directors and post to the Band App.
- d. Establish accounts receivable and accounts payable procedures and inform the Board of the account method utilized.
- e. Maintain bank account with authorized signatures - Current bank account with Board approval bank of choice. In December, remove the previous Treasurer and previous President from the bank account and have the new Treasurer and President put on the bank account.
- f. Process accounts payable - Quickbooks monthly.
- g. Process accounts receivable - Quickbooks monthly.
- h. Prepare and file all necessary financial reports - Must File 501c3 annually.
- i. Share Quickbooks login information in the Treasurer file on the HJC Google Drive.
- j. Share Square Dashboard login information & must add new admin to this account before year of service is over.
- k. Share Square Email huronjrchiefssquare@gmail.com login in the Treasurer file on the HJC Google Drive.
- l. Secure board-approved CPA and assist in preparing the tax return by March of that year.
- m. Maintain record of procedures, contact, suppliers, etc., for future reference - information will be in the Treasurer file on the HJC Google Drive.

5. Volunteer Coordinator:

- a. Coordinates setup and cleanup of games.
- b. Set up a schedule for adults to volunteer at each event they should be needed.
- c. Maintain the sign-up sheet with parent name, along with the child that they are volunteering for. The Volunteer Coordinator is responsible for keeping the original sheets that are signed.
- d. Verify all time slots and positions are filled by volunteers - Google Doc.
- e. Maintains player sign-up sheets, physicals, and any additional documentation that is needed during registration.
- f. Set up a location for volunteers to sign up to verify their volunteer obligation.

6. Registration Coordinator:

- a. Organize and run registration day/process.
- b. Establishes a record keeping system for collection of fees and distribution of materials.
- c. Assists Secretary in maintaining certification binders with updated game day rosters.
- d. Works with the President and VPs to establish a process for granting participation, a scholarship, or discount.
- e. Monitors Sports Connect website with the President to ensure information is current and accurate.

7. Concessions Directors:

- a. Prepares an itemized budget for Board approval 30 days prior to the first event.
- b. Maintains inventory list of snack equipment and consumables with weekly report on Band App.
- c. Manages concessions operation on game day and events, working with Volunteer Coordinator.
- d. Makes all purchases for the concession stand with the help of the Treasurer, only with Board approval.
- e. Submits all itemized receipts and proceeds to the Treasurer within 3 days.
- f. Maintains record of procedures, contacts, suppliers, etc., for future reference.

8. Merchandise Coordinator:

- a. Orders merchandise during the spring months to make sure that they have enough merchandise on hand to sell once the season begins.
- b. Orders shirts for coaches by the end of the first week of conditioning.
- c. Maintains merchandise sold at games and other HJC activities as decided upon with the Board.
- d. Manages merchandise booth operation on game day and during any other events decided upon by the Board.
- e. Directs parent volunteers in merchandise set-up, operation, and clean-up.

- f. Responsible for all shopping/ordering and inventorying of merchandise, presenting all itemized receipts to the Treasurer within 3 days. All cash payments require a receipt.
- g. A weekly Merchandise report shall be posted on the Band App.
- h. All merchandise to be secured in the red shed with the Merchandise Coordinator and President maintaining keys.
- i. Maintains record of procedures, contacts, suppliers, etc., for future reference.

9. Media, Fundraising & Sponsorship Coordinator

- a. Content creator for Social media postings, such as flyers & announcements (registration, equipment turn in, etc.).
- b. Responsible for creating specialized flyers for activities, events, and fundraisers.
- c. Coordination and training of volunteer clock runners, announcers for game days, and other announcer box activities, including scripting and explaining the control panel to play music and run the scoreboard during home games.
- d. Downloads and organizes the playlist for cheer halftime routines and intro music for football games.
- e. Required to be present for all home games or coordinate a substitute with other Board Members.
- f. Works closely with other board members to coordinate activities.
- g. Reaches out to & builds relationships with local businesses for potential sponsorships.
- h. Organizes and facilitates fundraising activities such as, but not limited to, the Schwartz Mum Fundraiser, Chili Cook Off, & Pink Out (or other special cause) Game.
- i. Establishes and oversees new options for fundraising and/or sponsorships and presents these to the Board for approval.
- j. Works closely with the Treasurer for successful transition of funds gained during fundraising activities and ensuring fundraising totals entered into Quickbooks is accurate.
- k. Works with the Executive Board & Treasurer to create fundraising goals for the season.

10. Division Representatives/Trustee:

- a. Attends all custom fitting dates/football fittings, to support each division.
- b. Verifies that all documents/paperwork is turned in (per their division) before uniforms or equipment is handed out.
- c. Maintains a master roster of players or cheerleaders of their division.
- d. Works with the Vice President to keep their divisions in order.
- e. Creates a team communications channel on the Board approved program communications application (i.e. Band, GameChanger, etc.) and acts as platform administrator through the course of the season.

Article VI. Codes of Conduct

Board Member Code of Conduct:

As a member of the Huron Jr. Chiefs Board of Directors, the Board plays a vital role in shaping the experience of our young athletes, their families, and the community. To ensure a positive and professional environment, all board members are expected to adhere to the following Code of Conduct:

1. Commitment to the Organization

- Support the mission, vision, and values of the Huron Jr. Chiefs.
- Act in the best interest of the organization, prioritizing the welfare of our athletes and families.
- Dedicate the time and effort necessary to fulfill your responsibilities effectively.

2. Professional Conduct

- Treat all board members, volunteers, athletes, families, and community members with respect and courtesy.
- Maintain a professional demeanor during all meetings, events, and interactions.
- Refrain from using offensive language, discriminatory behavior, or engaging in any form of harassment.

3. Accountability

- Attend scheduled meetings, fittings, game days, and banquet and actively participate in discussions and decision-making processes in a timely manner.
- Fulfill assigned roles and responsibilities.

4. Integrity and Transparency

- Conduct all activities with honesty, fairness, and transparency.
- Avoid conflicts of interest and disclose any potential conflicts to the board.
- Handle the organization's funds and resources responsibly, ensuring proper use and documentation.

5. Confidentiality

- Respect the confidentiality of sensitive information discussed during board meetings or shared by the organization.

6. Commitment to Youth Development

- Foster an inclusive and positive environment that prioritizes the safety, well-being, and development of all athletes.

- Promote sportsmanship, teamwork, and the values of fair play.

7. Compliance with Policies

- Adhere to the bylaws, policies, and procedures of the Huron Jr. Chiefs & Monroe County Jr. Football League.
- Comply with all applicable state & federal laws and regulations.

8. Conflict Resolution

- Address conflicts constructively and respectfully, seeking solutions that align with the organization's best interests.

9. Termination of Service

- Board members who fail to uphold this Code of Conduct may be subject to disciplinary action, including removal from the board, as outlined in the organization's bylaws.

Coach Code of Conduct:

As a member of the Huron Jr. Chiefs Coaching staff, coaches play a vital role in shaping the experience of our young athletes, their families, and the community. To ensure a positive and professional environment, all coaches are expected to adhere to the following Code of Conduct:

1. Commitment to Athletes

- Prioritize the physical, mental, and emotional well-being of all athletes above personal or team success.
- Create a supportive environment that fosters skill development, teamwork, and confidence.
- Ensure all athletes receive equal respect and opportunities to grow, regardless of skill level.

2. Professionalism and Sportsmanship

- Lead by example by demonstrating respect, integrity, and good sportsmanship at all times.
- Treat all athletes, parents, officials, opponents, board members, and fellow coaches with respect and courtesy, avoiding negative, abusive, or inappropriate language or behavior.

3. Communication

- Maintain clear, positive, and professional communication with athletes, parents, board members, and fellow coaches.
- Provide constructive feedback that encourages development and confidence.
- Address concerns or conflicts respectfully (see No. 9).

4. Safety and Well-Being

- Ensure the safety of all athletes during practices, games, and events by adhering to all safety protocols.
- Recognize signs of injury or fatigue and take appropriate steps to protect the health of athletes.
- Never engage in any form of physical, verbal, or emotional abuse toward athletes or others.

5. Inclusive Coaching

- Create an environment where all athletes feel valued and included while promoting respect for diversity and avoid discrimination based on race, gender, ability, or background.

6. Skill Development and Team Growth

- Focus on developing skills, teamwork, and sportsmanship.
- Provide opportunities for all athletes to learn and contribute to the team.

7. Compliance with Rules and Policies

- Adhere to league rules and follow all state and local regulations, including those related to mandatory reporting and safety.
- Attend all required coaches meetings.

8. Substance-Free Environment

- Being under the influence of drugs, alcohol, or tobacco during practices, games, or team events is not permitted.

9. Conflict Resolution

- Handle disagreements with athletes, parents, officials, or other coaches constructively and respectfully.
- Avoid confrontations during games or practices; escalate concerns through appropriate organizational channels (Division Rep, Division VP, President).

10. Disciplinary Action

- Understand that violations of this Code of Conduct may result in disciplinary action, including suspension or removal from coaching duties, as determined by the board.

Parents Code of Conduct:

As a parent of a Huron Jr. Chiefs athlete, you play a crucial role in supporting your child's development and contributing to a positive experience for all participants. To ensure a safe, respectful, and enjoyable environment, all parents are expected to adhere to the following Code of Conduct:

1. Support Your Child

- Encourage your child to have fun, do their best, and focus on personal growth.
- Emphasize the importance of teamwork, sportsmanship, and learning.

2. Respect Coaches and Officials

- Trust and respect the decisions of coaches and officials. Avoid undermining the authority of coaches or officials through criticism or confrontations.
- Direct concerns to coaches or board members respectfully and through appropriate channels (coach, division rep, division VP, President), avoiding public displays of frustration.

3. Set a Positive Example

- Demonstrate respect and good sportsmanship toward all athletes, coaches, officials, and other spectators.
- Refrain from using abusive, offensive, or disrespectful language or gestures while modeling calm and respectful behavior, especially in challenging situations.

4. Support the Team and Organization

- Respect the rules and policies of the Huron Jr. Chiefs and the Monroe County Jr. Football League.
- Volunteer when possible, to support team activities and the organization's mission.

5. Avoid Negative Behavior

- Do not engage in yelling, heckling, or negative comments toward athletes, coaches, officials, or other parents.
- Refrain from criticizing your child's performance or the performance of others.
- Avoid sideline coaching or giving instructions to athletes during games or practices.

6. Promote a Safe Environment

- Support efforts to ensure a safe, healthy, and inclusive environment for all athletes.
- Report any concerns about safety, misconduct, or inappropriate behavior to the appropriate coach or board member.
- Ensure your athlete has a caretaker present at all practices and games.

7. Adhere to Substance-Free Policies

- Being under the influence of drugs, alcohol, or tobacco during practices, games, or team events is not permitted.

8. Conflict Resolution

- Address concerns or conflicts calmly and respectfully through appropriate organizational channels and avoid public confrontations or gossip that could harm the organization or its members.

9. Commitment to the Program

- Ensure your child attends practices and games as required, communicating any absences to coaches in advance, and is practice/game ready with appropriate equipment/uniform.
- Fulfill any financial obligations and agreements with the organization in a timely manner.

10. Disciplinary Action

- Understand that failure to adhere to this Code of Conduct may result in disciplinary action, including removal from events or, in severe cases, dismissal from the organization.

Social Media & Public Conduct Policy

To protect our athletes, coaches, and the integrity of the Huron Jr Chiefs Program, and to maintain a positive reputation within our community and across all media platforms.

Prohibited Online Behavior

- Posting, sharing, or commenting negatively about any athlete (your own or another's), coach, board member, official, or parent.
- Starting or participating in public discourse that discredits or causes division within the program or is detrimental to our reputation within the surrounding communities.
- Sharing confidential team matters, disciplinary decisions, or internal communications on social media or online forums.
- Using social media to harass, threaten, or demean another person connected to the program.

Consequences for Social Media Violations

Offense / Action

1st Offense: Written Warning and Mandatory Meeting with Board President to review policy.

2nd Offense: 2-Week Suspension from all team activities (including practices and games).

3rd Offense: Immediate Removal from Program and Minimum 1-Year Ban.

Note: Posts that violate this policy may also be documented and reported to school administration or law enforcement if deemed harassing, threatening, or defamatory.

Article VII. Formal Complaints

In an effort to help adequately investigate and resolve issues that arise within the Huron Jr. Chiefs Football and Cheerleading programs in a transparent and timely fashion, a formal complaint process will be used to address the following:

- Provide clear documentation of the complaint being submitted to the program board
- Provide clear documentation of the code violation related to the complaint
- Provide accountability for the board to follow up in a timely manner regarding the submitted complaint
- Provide documentation of when, where and with whom the complaint was addressed
- Allow for all parties involved in the complaint to work together on a documented resolution of the complaint and sign and date all documents.

When an individual has a complaint regarding the program, a Huron Jr. Chiefs Complaint Form will be filled out. Form link is posted to our website for easy access to the community.

[Huron Jr Chiefs Complaint Form](#)

Once a complaint is received it will be reviewed and determined if it violates the bylaws or codes of conduct for the organization. If it does not violate the program, it will be responded to appropriately. If it does violate the program, it will be escalated to the investigation stage.

Investigation:

If a complaint is escalated to the investigation phase it will be assigned to two board members associated with the program experiencing the issue. By assigning it to two board members, it allows for a check when investigating the situation. Those assigned to the complaint will contact the party under investigation and set up a time to discuss. The complaint will be printed out. If warranted, names of those complaining can be redacted. An investigation form will also be filled out and printed. The investigation form will be used to conduct a conversation with the party investigated and at the end of the meeting, all parties present will sign and date the form. Signed forms will be uploaded/placed in binder for the remainder of the season.

Sample Investigation form can be found [HERE](#)

Resolution:

Should the agreed upon resolution not be met within a timely manner, further escalation, including presenting the issue at a public board meeting, may be warranted.

Article VIII Refund Policy:

Once practice begins, there are only four days where the participant can receive a complete refund (minus the cost of insurance for that athlete, that has already been paid to the insurance company). This would be the Monday-Thursday of the first week.

Friday of the first week, through Wednesday of the second week, the participant can receive a 75% refund (minus the cost of insurance for that athlete, that has already been paid to the insurance company).

Thursday and Friday of the second week, the participant can receive a 50% refund (minus the cost of insurance for that athlete, that has already been paid to the insurance company).

There will be NO REFUNDS given after the Friday of the second week of practice.

Absences are not taken into account. If an athlete has missed the first week of practice, and then decided on the Thursday or the second week of practice that he/she would like to quit (even if it is only his/her second day) that participant will only be entitled to the 75% refund (minus the insurance costs). The Refund Policy goes from the start of the season, but not based on the athletes attendance. All the above will also be minus the cost of either the Custom Cheer uniform or Custom Jersey. Cost of these items will be determined when ordered by the league.

Article X Cheer Team Assignments:

After football drafts conclude, cheer teams will be assigned to football teams based on corresponding divisions. If multiple options exist, priority requests will be granted in this order:

1. Board member preference
2. Coach preference
3. Parent preference