

CHARLOTTE JUNIOR ORIOLES, Inc By-Laws

Approved August 2024

ARTICLE I. NAME

Section 1. The name of the organization shall be Hereafter, referred to as Charlotte Junior Orioles, Inc.

Section 2. Use of any version of the program name or logo requires a signed pre-approval from the board.

ARTICLE II. OBJECT/MISSION

Section 1. The object and mission of the organization is as follows: To establish and provide programs designed to teach basic fundamentals of football and sportsmanship to the youth of the community.

Section 2. Members of the organization agree to adhere to all host organization missions within this construct. These include but are not limited to the Charlotte Varsity football program, the Mid-Michigan Pony Football League and The Middle School Capital Area Activities Conference.

ARTICLE III. MEMBERS AND TERMS OF OFFICE OF BOARD OF DIRECTORS

Section 1. The membership of the Board of Directors shall be limited to ten (10) members.

Section 2. If a Board member misses two (2) meetings, without an appropriate excuse, his/her place on the Board will be declared vacant and the position will be filled at the next election held in December.

Section 3. Term of office of the Board of Directors is two (2) years, January through December.

Section 4. In the event a member position becomes vacant during his/her term of office, the CJO Board reserves the right to fill the vacancy with a qualified candidate at any time based on need. A qualified candidate is any person over the age of 18 with a child actively involved in Charlotte Junior Orioles and/or any person over the age of 18 who has attended one or more Charlotte Junior Orioles Board Meetings in the past 12 months and/or nominated by a board member.

Section 5. If a Board member resigned from his/her seat, one may be reconsidered to join by the executive board.

Section 6. A board member may be removed during their term due to mis-conduct or failing to meet the minimum requirements to be on the board upon the discretion of the executive board.

ARTICLE IV. OFFICERS

Section 1. The officers of this organization shall be a President, a Vice-President, a Secretary and a Treasurer. These officers shall perform the duties prescribed by these By-Laws.

Section 2. At the regular meeting held in November of each year, candidates will be nominated for the offices to be filled. Nominations will be accepted up until the beginning of the regularly scheduled December meeting.

Section 3. At the regular meeting in December, the officers of the Board of Directors shall be elected by ballots by the current board members.

Section 4. The term of office for an officer is 1 year.

Section 5. No member shall hold more than one office at a time on the Board of Directors.

Section 6. An officer may hold a commissioner's position. The elected position should not be abandoned during the term elected.

Section 7. Nominations for trustee seats will be presented at the regular meeting held in November of each year and can be accepted up until the beginning of the regularly scheduled December meeting.

Section 8. Anyone wanting to join the board must put in interest to hold a trustee seat at the regular meeting held in November of each year and can be accepted up until the beginning of the regularly scheduled December meeting.

Section 9. Officers resigning from positions shall provide all account access and login information, items belonging to the organization and any other important information related to their duties to the new officer or President before concluding their term.

ARTICLE V. DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of this organization.

Section 2. If applicable, the President shall appoint such divisions established by this organization.

Section 3. In the event of the absence of the President, the Vice-President shall perform the duties of the office.

Section 4. If the office of the President becomes vacant, the Vice-President will automatically become the President for the remainder of the term. The office of Vice- President shall be vacant until the next election.

Section 5. The Secretary shall perform the usual duties of his/her office and such other duties as the organization may direct. This includes the following:

- a. The Secretary shall attend all meetings of the organization and keep the minutes of such meetings.
- b. The Secretary shall have the minutes of the previous meeting to all members within one week of the meeting. The Secretary will have the agenda to all members at least forty eight (48) hours prior to the meeting.

Section 6. The Treasurer shall perform the usual duties of his/her office and shall perform such other duties as the organization may request. This includes the following:

- a. The Treasurer will be responsible for maintaining the master files regarding the bank

statement for the Charlotte Junior Orioles

b. If applicable, the treasurer will be responsible for the internal review of each division's monthly reports and will advise the CJO board if there are any questions regarding the reports.

c. The Treasurer shall keep accounting records showing financial transactions of the organization. He/She shall make a financial report at the monthly meeting of the organization. The Treasurer shall deliver the financial records to the Certified Public Accountant that the Board of Directors has selected to file taxes.

d. All checks must be signed either by the President and Treasurer. General fund checks are to be signed by the President and Treasurer.

e. The Treasurer is responsible for any Internal Revenue Service reporting necessary to keep the Federal Tax Identification number and the 501c3 current.

f. All Charlotte Junior Oriole funds will be made out to Charlotte Junior Orioles and deposited into Charlotte Junior Orioles accounts. Charlotte Junior Oriole funds are never to be deposited into personal accounts.

g. President and Treasurer shall obtain Board approval for any expenditure greater than \$250 that had not been previously authorized (examples: previously authorized: concession, uniform purchases, equipment replacement. Not previously authorized: copier, refrigerator). Approval may be obtained during a board meeting or electronically – a quorum is required.

ARTICLE VI. EXECUTIVE BOARD

Section 1. The Executive Board will consist of the President, Vice-President, Secretary, Treasurer and two (2) Trustees.

Section 2. The President of the Executive Board and the President of the Board of Directors is one in the same.

Section 3. Executive Board meeting will be held on an as-needed basis to discuss legal, disciplinary and other issues of sensitive nature. The President of the Executive Board can call an Executive Board meeting and/or at least two members of the Executive Board can call an Executive Board meeting. The President of the Executive Board will notify the Executive Board members of the time, place and reason for this meeting.

Section 4. All members of the Executive Board who are present at the meeting shall have one (1) vote, except the Executive Board President who votes only to break a tie.

ARTICLE VII. MEETINGS

Section 1. Regular meetings of the organization shall be held on the 1st Monday in the first week of each month. If the meeting cannot occur during the first week of the month, due to scheduling conflicts (e.g. holidays or member schedules), then the meeting shall be held as close to the first week as possible. The meeting will be held at a time and place designated by the President. Once a meeting is adjourned, another meeting cannot be held that month unless the rules for Special Meetings are followed.

Section 2. Quorum. A majority of persons constituting said organization should constitute a quorum for

the transaction of business at any annual, regular or special meeting. (Example of a quorum – (An organization with twelve (12) board members, seven (7) members must be present for a quorum). No business shall be transacted unless there is at least a majority of the full membership present.

Section 3. Roberts Rules of Order, Newly Revised shall govern all cases that are not inconsistent with the standing rules and orders of this organization.

ARTICLE VIII. VOTING

Section 1. The concurrence of the majority of the organization present shall be sufficient for the passage of any measure.

Section 2. All Board members have one (1) vote, except the President who votes only to break a tie.

Section 3. The Board will decide at the meeting if a secret ballot, a voice, a hand or an electronic vote is acceptable. This will be done with a hand vote.

Section 4. Members must be present to vote; no proxy voting will be permitted.

Section 5. When dealing with time sensitive issues email or text voting is permissible.

ARTICLE IX. MINUTES AND AGENDA

Section 1. A copy of the agenda must be emailed with the previous meeting minutes no later than forty-eight (48) hours prior to the next scheduled meeting.

Section 2. All information to be placed on the agenda must be received by the Secretary of the organization no later than seventy-two (72) hours prior to the regular meeting. However, the Board of Directors may waive this requirement at its meeting upon the affirmative vote of the majority.

ARTICLE X. BY-LAWS

Section 1. Any proposed amendment to these By-Laws must be presented at any regular meeting and must be emailed with the agenda and minutes for that meeting. Adoption or rejection of the amendment(s) must be made by a quorum of the elected membership of the Board of Directors at the next regularly scheduled meeting.

Section 2. The proposed amendments must be presented at two (2) consecutive meetings before being voted upon.

ARTICLE XI. – TERMINATION OF CHARLOTTE JUNIOR ORIOLES

Section 1. Any assets remaining in the organization will be distributed to the entity or organization taking over the football program for Charlotte. Under the rare circumstance that there is no football continuity program, remaining funds will be distributed to another sport program related to the school or community.

ARTICLE XII – GENERAL FUND

Section 1. The General Fund will be funded by a participation fee included in the registration fee for each football player per season.

Section 2. The treasurer will provide a list of all transactions for the past year in the general fund at the first board meeting following elections.

Article XIII - DUTIES OF COMMISSIONER

Section 1. The organization shall support the sport of football. Any addition of sports will be decided and voted on by the Board of Directors.

Section 2. An elected commissioner will handle administration of football operations and responsibilities as laid out by the board of directors.

Section 3. Commissioners are elected for one year. Nominations and voting for the commissioner will be in January of each year and can be accepted up until the beginning of the regularly scheduled January meeting.

ARTICLE XIV. – LETTERHEAD

Section 1. The official letterhead of the Charlotte Junior Orioles shall read as follows: “To establish and provide programs designed to teach basic fundamentals of football and sportsmanship to the youth of the community.”

Section 2. All official correspondence must be conducted on official letterhead and used only by the Board of Directors and/or Commissioners unless given written permission by the Board of Directors.

ARTICLE XV – BACKGROUND CHECKS

Section 1. All coaches and members of the Board of Directors must submit to a background check. Anyone refusing to undergo the check will be barred from coaching a CJO sport or participating on the CJO Board. Background checks will be performed by “ICHAT” Internet Criminal History Access tool through the Michigan state police, which is consistent with Charlotte Public Schools.

Section 2. Any person whose background check indicates any type of crime involving children, or has been convicted of a felony or a pending felony charge will be barred from coaching a CJO sport or participating on the CJO Board.