

# South Lyon Panthers, Inc. Bylaws

**Approved by the Panthers Board of Directors, May, 2019  
updated October, 2019**

South Lyon Panthers, Inc. is a 501(c)(3) nonprofit corporation, organized under the laws of the State of Michigan, and shall remain nonprofit forever.

#### **Article 1: Title**

The name by which this corporation shall be known is South Lyon Panthers, Inc. throughout this document and the organization may also be referred to as the Panthers Organization.

#### **Article 2: Office**

The principle office will be located at the residence of the President and/or Secretary. The registered office (agent) may be located with any long-term participating family that is designated as such by the President or a postal box maintained at the South Lyon post office.

#### **Article 3: Purpose**

- 1) To promote citizenship, sportsmanship, fellowship and physical development among the youth in the South Lyon Community.
- 2) The Panthers Organization is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code.
- 3) This is accomplished through sporting events that include organized football teams and Cheer/Pom teams developed for youth eligible to participate in the Livingston County Area Junior Football League (LCAJFL) and the Livingston County Area Cheer Commissioners (LCACC), both also referred to as the League throughout this document, or any similar league, which may be formed. This includes all related Cheer competitions and camps.
- 4) Participant eligibility and placement will be in accordance with the LCAJFL and LCACC, or the rules of the league, in which the Panthers Organization chooses to participate, and MHSAA rules and regulations.
- 5) To purchase and own athletic equipment and facilities necessary to the sponsorship of these sports; including the purchase and ownership of real estate to be used as athletic fields, gymnasiums, or structures to store property of the Panthers Organization.
- 6) To provide equal competitive standards with emphasis on the safeguards of the physical and emotional health and welfare of each participant involved.

#### **Article 4: Membership**

- 1) General membership will consist of; parents or legal guardians of participants in the program, for the current season and in good standing, Board Members, Auxiliary Board Members, and Head Coaches.
- 2) By electing a Board of Directors, the members delegate the responsibility of the operation of the Organization to the Board of Directors. The Board of Directors elects Head Coaches to membership, if not already members.

- 3) In order to be a member in good standing, all dues must be paid in full (unless sponsored), all equipment must be returned at the end of the season, and all volunteer obligations are satisfied, as stated in Article 25, for the current season (as of December 1 of that season). In addition, any person who is seated as a Committee member (per Article 11, even if they do not currently have a child participant) will be entitled to participate as a member in “good standing”.
- 4) The secretary will compile and maintain a roster of members, with addresses, in good standing prior to the Board of Directors Annual Membership meeting.
- 5) No member shall in any manner, individually or collectively, be liable for any act or omission of this organization, nor for any loss, damage or injury of whatsoever kind or nature suffered by, or occurring to, and other member or to any other person, concern, or body.

#### **Article 5: Annual Meeting of Members**

- 1) The Annual Membership meeting of members will be held during the month of December, place will be within the South Lyon community as the Board of Directors may direct.
- 2) One purpose of said meeting will be the election of the Board of Directors for the next calendar year.
- 3) Notice of said meeting will be given 15 days prior to the defined meeting date. The notice may be accomplished through information published on the official website, email to the general membership, or posted on a medium designated for Panthers Organization communication at the discretion of the Board of Directors.
- 4) A quorum necessary for the conducting of business will be a simple majority of those members present at the meeting.
- 5) The order of business at the Annual Membership meeting will be as follows: a) Call to order, b) Proof of Notice, c) Call to public d) Reports e) Old Business f) New Business g) Election of the Board of Directors h) Adjournment
- 6) The minutes, any amendments, revisions, etc. of the annual meeting or any special membership meetings, will be available to the membership through the Secretary after approval at the next meeting of the Board of Directors.

#### **Article 6: Special Meetings of the General Membership**

- 1) A special meeting of members may be called any time by the President, a majority of the Board of Directors, or upon a written petition of at least 25% of the members in good standing. All Board of Director members, and General Members must be given one week’s notice that said meeting is going to take place. This may be accomplished through information published on the website, through email to the general membership, or posted on a medium designated for Panthers Organization communication at the discretion of the Board of Directors.
- 2) Should it be deemed necessary by the Board of Directors to call a special meeting of the General Membership without one week written notice, that notice will be waived in writing by a simple majority of the General Membership prior to the call to order of said meeting.

- 3) The location of the meeting will be determined by the President and will be within the South Lyon area and large enough to accommodate all members in attendance.
- 4) These meetings will follow the same procedures & protocol as a General Membership board meeting.

#### **Article 7: Election of Board of Directors**

- 1) The Board of Directors will be elected by the General Membership at the Annual Membership meeting of the General Membership in the month of December.
- 2) At a meeting of the Board of Directors, at least 30 days prior to the annual General Membership meeting, the Board of Directors will accept nominations on and from General Members in good standing and who meet all requirements set forth in these bylaws to serve as the next Board of Directors.
- 3) The slate of nominees to the Board of Directors will be posted on the website or through email at least 2 weeks prior to the Annual Membership meeting of members.
- 4) The Secretary will record the names of all nominees to the Board of Directors.
- 5) When the General Members sign in, they will receive a ballot once it is verified that they are a Member in good standing with the Panthers Organization. This process will be used as a cross-reference, to ensure an accurate recording of member-to-vote count.
- 6) The President will conduct the election of the new Board of Directors by ballot. The President will appoint 3 members (who are not running for office, nor related to any candidate) to count the ballots and inform the President of the results of the election. The President, in turn, will announce the results to the General Membership after the ballots have been counted.
- 7) Members in good standing may submit proxy votes, but they must be submitted in-person and in writing to the Secretary prior to the start of the annual meeting. Email or other electronic votes will not be accepted as proxy, nor will votes be accepted if submitted on someone's behalf.
- 8) In case the casting of an equal number of votes leaves undetermined one or more roles on the Board of Directors; the determination of who shall serve will be made by a majority vote of the Board of Directors not currently running for office.
- 9) Transition Meeting: The final responsibility of the exiting Board of Directors will be to have all board members present for a transition meeting. This meeting will be conducted at the first meeting of the new year or before. At this meeting, ALL Panthers Organization property, equipment, information and records, passwords, keys, social media accounts, intellectual property, logos, contracts, vendor contacts, documents, etc. will be turned over to the newly elected board President.

#### **Article 8: Board of Directors (Roles & Responsibilities)**

- 1) A Board of Directors composed of elected officers will manage the business, property and all affairs of this corporation.
- 2) The Board of Directors will be elected at the annual meeting of members for a term of two years, or in the event a Board of Director resigns, until their successors have been elected and qualified. The two-year term period of Directors will be aligned so that no more than seven Directors are up for election in any single year.

- 3) Appointments will be made by the existing Board of Directors to fill vacancies in the Board of Directors. Said appointees will remain a Director(s).
- 4) The Board of Directors will hold voting rights at all Board of Director Meetings. When a potential conflict of interest may exist concerning that Board Member or that Board Member's spouse, that Board Member will be prohibited from voting on that specific issue, and will not be allowed to participate in or attend the discussion on that issue. Failure to disclose a personal relationship or potential conflict of interest is grounds for dismissal from the Board of Directors.
- 5) Any Board of Director wishing to hold an office for more than two years may run again only after being elected to the Board at the Annual Membership meeting just prior to the new term.
- 6) The Board of Directors will be comprised of the following positions: a) President b) Vice-President of Football c) Vice-President of Cheer/Pom d) Secretary e) Treasurer f) Head Commissioner of Football g) Head Commissioner of Cheer/Pom h) Registration Manager i) Equipment Manager of Football j) Equipment Manager of Cheer/Pom k) Community Events Manager l) Volunteer Manager m) Concessions Manager.
- 7) The Board of Directors will have the power to appoint such other officers or agents as the Board of Directors deems necessary for the proper transaction business of the Panthers Organization. Any officer or agent so appointed will also be removed by a majority vote of the Board of Directors when the function of their task is deemed completed by the Board of Directors.
- 8) Any Board of Director absent from two regularly scheduled meetings of the Board of Directors without having notified the President will automatically be removed as a Director upon approval by the remaining Board of Directors at a regular meeting. This action must be the last item of business at such a meeting.
- 9) A Director may have him/herself removed from the Board by submitting his/her resignation in writing to the President.
- 10) A Director may be removed from their position on the Board of Directors upon a statement of "just cause" and a majority vote of the members of the Board of Directors when it is deemed to be in the best interests of the Organization or when it is deemed by the Board of Directors that the Director is incapable of performing his/her duties. ("just cause" is as defined within the context of behavior per both the League and Panthers Codes of Conduct).
- 11) Directors are held accountable to the LCAJFL, or the rules of the league, in which the Panthers Organization chooses to participate, and Panthers Organization Code of Conduct, Bylaws, and Rules and Regulations.
- 12) All Board Members agree to and are required to submit to an annual background check along with any additional training deemed necessary by the Board of Directors.

#### **Article 9: Meetings of the Board of Directors**

- 1) The Board of Directors will meet on a monthly basis (the Board of Directors will determine this). The date, time and place of these meetings will be posted on the website. The Board of Directors will meet at least once a month during the calendar year, or as often as the Board of Directors deem necessary, provided the General Membership is provided notice of said meetings as set forth in these Bylaws.

- 2) The presence in person of a majority of the Board of Directors will be necessary to constitute a quorum for the transaction of business at any meeting of the Board of Directors, whether regular or special meeting. The affirmative vote of a majority of the Board of Directors present will be required to carry any motion or resolution except as provided below.
- 3) A copy of the minutes of each meeting of the Board of Directors will be available through the Secretary for inspection by any Board of Director.

#### **Article 10: Special Meetings of the Board of Directors**

- 1) A special meeting of the Board of Directors may be called by the President or at least 3 Directors upon notice posted on the Panthers website, through email to the general membership, or posted on a medium designated for Panthers communication at the discretion of the Board of Directors, stating the time, place and purpose of said special meeting, which notice will be given at least one week prior to the date set for the meeting, unless said notice is waived by the method set forth in Article 6, Section 2 of these Bylaws.
- 2) At times, circumstances may dictate that the Board of Directors addresses an issue immediately (i.e.: the matter can not be held-over for review until the next / normal monthly Board of Directors meeting).

#### **Article 11: Committee Meetings**

- 1) The Board of Directors may establish committee(s) to deal with various issues that pertain to the Panthers Organization.
  - a) Bylaws committee
  - b) Website committee
  - c) Any other committee that the Board of Directors deem necessary.
- 2) Committee(s) will meet on their own time at least once a month and report to the Board of Directors on their status at the monthly Board of Directors meetings.
- 3) The Board of Directors may disband the committee(s) once its obligation has been fulfilled or are no longer required.
- 4) Members of the committee(s) may consist of Board of Directors members, Auxiliary Board Members, Coaches, Unit Directors and/or General Membership.
- 5) These committees do not establish policy. They make recommendations or suggestions to the Board of Directors. They have no policy-making authority.

#### **Article 12: Duties of the Officers of the Board of Directors**

- 1) The duties of the President will be as follows:
  - a) A requirement of 2 years of active participation on the panther board of directors.
  - b) If no one meeting the criteria above accepts nomination, any member with 1 year of active participation on the panther board, has also held an aux position (i.e. Coach, UD, or Aux board position, and in good standing may be nominated for this position
  - c) Perform overall management, that is, legal, financial and operations of the South Lyon Panthers, Inc. Specific functions to include... Chair and conduct all regular

- and special meetings of the Board. Prepare all regular and special meeting agendas. Oversee yearly internal audits of the financial records of the Panthers Organization.
- d) Act as final arbitrator for issues/problems in the case where the Board of Directors is deadlocked.
  - e) Final authority during all practice sessions and game days for general problem/issue resolution that may be required in response to issues/problems raised by Coaches, Unit Directors, Board Members, parents and/or players.
  - f) Conduct all necessary negotiations (with Board of Directors' approval) with the South Lyon School System or governing parties on matters of facility availability, condition or repair, and general equipment or facility additions or improvements.
  - g) Conduct all necessary negotiations with medical staff and referees.
  - h) The President must receive approval of the Board of Directors prior to arranging for negotiations of any kind to take place.
- 2) The duties of the Vice-President of Football will be as follows:
- a) A requirement of 2 years of football coaching and/or head football commissioner and 2 years of active participation in the Panthers Organization or another football organization.
  - b) If no one meeting the criteria above accepts nomination, any member with 2 years of active participation on the panther board and/or held and aux position as a football coach or football color commissioner) and in good standing may be nominated for this position
  - c) Perform overall logistical operations of the South Lyon Panthers Inc. (i.e. coaches clinics, coaching issues that may arise, working with the High School football coaching staff).
  - d) Serve as a point of contact after the Head Commissioner of Football in response to issues/problems raised by Coaches, Unit Directors, Board Members, parents and/or players.
  - e) Assume the duties of the President in the event that the President is unable or unavailable to perform the Presidential duties.
- 3) The duties of the Vice-President of Cheer/Pom will be as follows:
- a) A requirement of 1 year of participation on the panther board and 2 years as a Cheer/Pom Unit Director, Cheer/Pom Coach, or Cheer/Pom Commissioner in the Panthers Organization.
  - b) If no one meeting the criteria above accepts nomination, any member with 1 year of active participation as a cheer ud or cheer coach and in good standing may be nominated for this position
  - c) Provide on-field management during all Cheer/Pom practice sessions for general problem/issue resolution that may be necessary in response to issues/problems raised by Coaches, Unit Directors, Board Members, parents or participants.
  - d) Serve as a point of contact after the Head Cheer/Pom Commissioner in response to issues/problems raised by Coaches, Unit Directors, Board Members, parents and/or participants.
  - e) Assist in assignment of squads; select Coaches and Unit Directors and Color Commissioners.
- 4) The duties of the Secretary will be as follows:

- a) Member with 2 years of active participation and in good standing may be nominated for this position
  - b) To record general Panthers Organization information, including, but not limited to, rosters (after completion by Registration Manager), minutes and bylaws
  - c) Prepare and distribute, by approved means, notices for special events as determined by the Board of Directors.
  - d) Take any Board of Director meeting notes and provide these notes to the President for his/her Board of Directors compilation and final approval.
  - e) Consolidate the President and Secretary's notes into official meeting minutes.
  - f) Record meeting minutes after finalization and approval.
  - g) Prepare and e-mail Board of Directors meeting notices.
  - h) Prepare publications for the Panthers Organization through the Head Commissioner of Football.
  - i) Provide meeting minutes to the Board Members at the next regularly scheduled Board of Directors meeting for approval.
  - j) Retain copies of the South Lyon Panthers history including but not limited to amendments to bylaws and meeting minutes. This information will be passed on to the elected Secretary at the January transition meeting/Board of Directors meeting.
- 5) The duties of the Treasurer will be as follows:
- a) Should have Executive or Auxiliary Board and financial experience.
  - b) If no one meeting the criteria above accepts nomination, any member with 2 years of active participation and in good standing may be nominated for this position
  - c) Perform overall functions of disbursement and collection of South Lyon Panthers Inc. funds and maintain accurate and up-to-date financial ledger and South Lyon Panthers, Inc. bank account(s) book(s).
  - d) Secure necessary liability insurance to the Panthers Organization and Board of Directors.
  - e) Deposit league funds and record all deposits to the appropriate ledger accounts.
  - f) Disburse funds upon the President or Board of Director's approval and record the said disbursements to the appropriate ledger accounts.
  - g) Update ledger and bank account cash balance on a weekly basis and provide Board Members with such information upon request.
  - h) Balance the South Lyon Panthers, Inc. bank account(s) on a monthly basis and provide statements for all bank accounts to the Board of Directors on a monthly basis.
  - i) Oversee and conduct game day financial wrap up with the assistant treasurer (by color) for concessions, 50/50, gate, spirit wear, and any special fundraiser receipts and or bills.
  - j) Select the preparation of required federal and state tax requirements and forms and file any and all Federal, State, and local tax requirements by the applicable filing deadline.
  - k) Review annual tax filing documents with the Board of Directors at a regularly scheduled Board meeting prior to filing and at least one month prior to the applicable filing deadline.

- l) Oversee the competitive bidding process, which will require at least 2 independent quotes from vendors for purchases over \$1,000.00 per item or services over \$1,000 and/or requiring a contract for service greater than one year as stated in Article 13.
  - m) Provide overall management and supervision of all South Lyon Panthers Inc. revenue-generating activities.
  - n) Provide ongoing results of any and all revenue-generating activities to the President and Board of Directors.
- 6) The duties of the Head Commissioner of Football will be as follows:
- a) A requirement of 2-year active participation as a color commissioner or football coach in the Panthers Organization.
  - b) Act as a liaison and regularly attend the scheduled meetings of the Livingston County Area Junior Football League, representing the South Lyon Panthers, Inc. Board of Directors.
  - c) The Head Commissioner will hold no color, but act as a representative of all colors in the Panthers Organization.
  - d) The Commissioner (or a designee) will also be present at all contest(s) of the organization and will represent the rules and intentions of the Panthers Organization in any conflict that might arise.
  - e) Hold the final authority of decisions on the game field in any matter not regulated by the paid officials present.
  - f) Serve as a point of contact after the Color Commissioners and Head Coaches in response to issues/problems raised by Coaches, Unit Directors, Board Members, parents and/or players.
  - g) Oversee Color Commissioners and provide them with LCAJFL information.
- 7) The duties of the Head Commissioner of Cheer/Pom will be as follows:
- a) A requirement of 2-year active participation as a cheer Ud or Coach in the Panthers Organization.
  - b) Act as a liaison and regularly attend the scheduled meetings of the Livingston County Area of Cheer Commissioners, representing the South Lyon Panthers, Inc. Board of Directors when present.
  - c) The head commissioner will hold no color but act as a representative of all colors in the organization.
  - d) Serve as a point of contact after the commissioners and head coaches in response to issues/problems raised by Coaches, Unit Directors, Board Members, parents and/or players.
  - e) The head commissioner will be required to be present at designated practices and contest(s) of this organization and will represent the Panthers Organization in any conflicts that may arise in regards to the Cheer/Pom participants.
  - f) Oversee other commissioners and provide them with league information.
- 8) The duties of the Registration Manager will be as follows:
- a) A requirement of 2-year active participation in the Panthers Organization, one of these years as a Board Member.
  - b) If no one meeting the criteria above accepts nomination, any member with 2 years of active participation and in good standing may be nominated for this position

- c) Prepare and send registration information to returning veteran participants, and if there is an existing waiting list, to those persons.
  - d) Maintain a waiting list of prospective Football and Cheer/Pom candidates.
  - e) Set-up, prepare and run the veteran and open registrations for Football and Cheer/Pom.
  - f) Prepare initial Football and Cheer/Pom rosters at least 2 weeks prior to the start of practice.
  - g) Provide initial team rosters to Coaches, Unit Directors and Commissioners.
  - h) Prepare and maintain player “team books” including...
    - i) Team rosters, which are to include mailing address and telephone numbers of each participant.
    - ii) Birth certificate copies.
    - iii) Physical exam copies.
    - iv) Report Card copies.
    - v) Include emails for each family as provided by parents.
    - vi) Distribute one copy to each Unit Director prior to the start of the first practice of the season.
  - i) Communize registration forms for siblings and families to stay on same color teams.
- 9) The duties of the Equipment Manager of football will be as follows:
- a) A requirement of 2-year active participation in the Panthers Organization.
  - b) Handout and fit football equipment to registered participants of the Panthers Organization.
  - c) Collect and store all football equipment after the season
  - d) Handout Coach’s equipment bags for the season and collect equipment bags at the end of the season. Maintain the existing field equipment.
  - e) Order the football equipment as required and per requirements defined in Article 13.
  - f) Compile a list at the end of the season comprised of those that have not returned their equipment.
- 10) The duties of the equipment manager of Cheer/Pom will be as follows:
- a) A requirement of 2-year active participation in the Panthers Organization.
  - b) Handout and fit Cheer/Pom equipment to registered participants of the Panthers Organization.
  - c) Collect and store all Cheer/Pom equipment after the season.
  - d) Order Cheer/Pom equipment as required and per requirements defined in Article 13.
  - e) Compile a list at the end of the season comprised of those that have not returned their equipment.
- 11) The duties of the Community Events Manager will be as follows:
- a) Provide overall management and supervision of all South Lyon Panthers Inc. activities. These activities will include but not limited to:
    - i) The Panthers Fundraising Event
    - ii) Participation in high school activities and events.
    - iii) Participation in community events to promote the Panthers Organization.

- b) Recommend activities that will draw the Panthers Members from all colors together for fun and recreation that will develop sound relationships and camaraderie within the Panthers Organization.
  - c) Present recommendations to the Board of Directors in advance of any activities to include any costs associated with the event.
  - d) Provide results of any activities to the President and Board of Directors.
  - e) Should fundraising need to be reinstated, this position will be responsible for fundraising activities as approved by the Board of Directors.
- 12) The duties of the Volunteer Manager will be as follows:
- a) Overall function is to coordinate and assign volunteer personnel to various South Lyon Panthers, Inc. work groups.
  - b) Prepare and maintain volunteer sign up sheets that specify the tasks required for volunteer assistance.
  - c) Once registration is complete, compile a master volunteer work sign-up list and assign individual volunteers to specific tasks, ensuring that all participants' families volunteer.
  - d) On an ongoing basis, ensure that work assignments meet requirements.
  - e) Adjust assignments when necessary.
  - f) Serve as a point of contact to assist in resolving volunteer related problems, needs, etc.
  - g) If an outside organization is used for the event, make sure that all positions are covered and that the terms of the contract are fulfilled prior to payment.
  - h) Compile a list at the end of the season of those that have not completed their volunteer requirements.
- 13) The duties of the Concessions Manager will be as follows:
- a) Must have at least one-year experience as an auxiliary concessions manager.
  - b) If no one meeting the criteria above accepts nomination, any member with 2 years of active participation and in good standing may be nominated for this position
  - c) Establishing contacts will all related retailers. Renew memberships to local warehouse clubs if necessary.
  - d) Establish contact with the Athletic Director and or assistant Athletic Director at the high school(s).
  - e) Make all purchases for items consumed and used with direct affiliation to concessions as defined in Article 13.
  - f) Oversee all set-ups and cleanup related to game days, while working with the auxiliary concessions manager(s) for the appropriate color team(s).
  - g) Maintain contact with volunteer coordinator on game days
  - h) Report to Treasurer on purchases made and monies collected on game days.
  - i) Make sure storage area remains free of food and is kept in an orderly fashion
  - j) Responsible for issues related to the high school concession area/room/storage.
  - k) Obtain any permits and/or licenses from the County Health Department and coordinate any required inspections.

### **Article 13: Remuneration**

- 1) No Director, Officer, or Member will receive remuneration, monetary or otherwise, for services rendered to the Panthers Organization.

- 2) Registration fees will be reduced by 50% for all participants of current Board of Directors who have met expectations of their Board job description. Should the Director's attendance and/or performance decline after registration, as determined by the Board of Directors, or resign from their position, they will be required to pay the full amount for their participant's fees, by Board of Directors majority vote.
- 3) Registration fees can be reduced by a specified amount when voted by majority of the board members for aux positions as the board see fits.
- 4) Board of Directors, Head Coaches including five additional staff members (Assistant Coaches and Unit Directors), Auxiliary Board Members, Color Commissioners, and Game Day Coordinators are also exempt from volunteer requirements above their role specific responsibilities. The Board of Directors may exempt other volunteers based on their contribution to the Panthers Organization by a majority vote when deemed in the best interest of the Panthers Organization.
- 5) Any Director or Officer soliciting goods in excess of \$1,000 per item or services over \$1,000 and/or requiring a contract for service greater than one year, must solicit a minimum of 2 bids that will be then submitted as sealed bids, only to be opened in front of the Board of Directors. The requirement of 2 bids may be waived annually for a specified item or service by the Board of Directors with a majority vote if determined to be in the best interest of the Panthers Organization.
- 6) If any Board Member(s) has a personal relationship with the bidding company, that Board Member(s) must abstain from the discussion and voting process of the bid.

#### **Article 14: Execution of Instrument**

- 1) All checks, drafts, money orders to pay will be signed by the Treasurer, the President, or one of 2 designees approved by the Board of Directors. Such signatures will become effective at the time of their election as a Board of Director in this Organization.
- 2) All purchases should be billed directly to the Panthers Organization. Any reimbursements for goods and services given directly to an individual should be on a limited and an exception basis and when other means of payment are not reasonable. All such reimbursements must be noted in the meeting minutes during the next meeting of the Board of Directors.
- 3) Dissolution of the Organization: 501(c)(3)-1(b)(4): If in the event the South Lyon Panthers Organization decides to stop operating for what ever reason the organization will follow the dissolution clause. Upon the dissolution of the organization, assets shall be distributed for the one or more exempt purposes within the meaning of Section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. These requirements shall be monitored, enforced and strictly overseen by the Panthers Board of Directors.

### **Article 15: Fiscal Year**

The fiscal year of the Panthers will commence on January 1 and end on December 31 of each year.

### **Article 16: Amendment of Bylaws**

- 1) These bylaws may be amended by the affirmative vote of majority of the Board of Directors at any regular or special meeting of the Board of Directors, provided that notice of said meeting would include a specification of proposed amendment, addition or repeal in a suitable form.
- 2) Procedure on how to change the bylaws
  - a) Committee of members in good standing will be appointed to review the bylaws.
  - b) The Committee will make suggestions for changes.
  - c) Voted on and approved by a majority of the Board of Directors before implementation.

### **Article 17: Code of Conduct**

**Parents/Spectators Code of Conduct Livingston County Area Junior Football League: See Appendix D: The LCAJFL Code of Conduct, Update 8/19/13**

One of the goals of the Livingston County Area Junior Football League (LCAJFL) is to provide a safe, fun learning environment for the youth of our community. We strive to create an opportunity for kids to work together as a team toward common goals. We emphasize sportsmanship, teamwork and respect for authority figures (League Officials, Coaches and Game Officials), players and other spectators.

**See Appendix B: South Lyon Panthers Coach, Unit Director, and Volunteer Code of Conduct**

**See Appendix C: South Lyon Panthers Parent/Guardian and Participant Code of Conduct**

As a part of the LCAJFL, the Panthers Organization will abide by & enforce all LCAJFL Codes of Conduct. In addition to those standards, the Panthers Organization will also apply the following Codes of Conduct to every Member, Director, and Participant of the South Lyon Panthers Organization (Appendixes B and C):

The Panthers Organization has the right to impose one or more of the following sanctions toward any parent(s), legal guardian(s) or any individual(s), including Board Members, Participants, Coaches, Spectators, or Volunteers, who become verbally abusive or physically violent.

- 1) At any Panthers related event, practice or competition, anyone who 1) verbally abuses; 2) attempts to intimidate; 3) is flagrantly rude; 4) cannot control their language or actions or in any way exhibits behavior that is deemed detrimental or endangering towards an official, coach or Panthers volunteer will be asked to leave the event. They will receive a written warning regarding their actions.

- 2) A second such offense will cause that person to be banned from Panthers related events for the remainder of that season, and participants may be removed from the team for the remainder of the season. The decision to remove the participant will be made following an investigation by the Board of Directors. Any removal will be done without refund.
- 3) Anyone who physically assaults an Official, Coach, Volunteer, Panthers Participant or any individual attending any Panthers related event will be suspended and banned from ALL PANTHERS RELATED EVENTS for the remainder of the season and must request re-instatement from the Board of Directors to be a Member of the Panthers Organization. If a parent or legal guardian makes the assault, the participant may be included in this ban. This will be decided after the Board of Directors makes an investigation. The participant(s) may not participate with another LCAJFL team during the suspension period. After the suspension period, they may apply for re-instatement into the Panthers Organization. Anyone who commits a second offense will be removed from the Panthers Organization PERMANENTLY, as well as the rest of his or her family. This will be a Panthers Family Lifetime, meaning no one from the family can or will be able to participate in South Lyon Panthers, Inc. at any time in the future. \*\* The term physical assault includes, but is not limited to: hitting, slapping, pushing, spitting, kicking or striking in any way with any part of the body or any physical implement.
- 4) Participants will demonstrate sportsmanship, ethical conduct, and fair play.
- 5) A Guardian and/or Participant is required to notify their Head Coach or Unit Director if the Participant becomes subject to any South Lyon Community School District disciplinary actions and/or suspended from attending classes or school activities prior to attending any Panthers Organization activities. Once notified, Head Coaches and Unit Directors must report all instances to the Panthers President and Vice-President (Football or Cheer) in writing and not permit the Participant to attend any Panthers Organization activities until determined eligible by the Panthers President. If a Participant is subject to disciplinary action by the South Lyon Community School District and/or suspended from attending classes or school activities, the participant will be ineligible for participation in all Panthers Organization activities during the disciplinary and/or suspension period.

#### **Article 18: Team Color Placement**

- 1) Team color placement will be done according to current LCAJFL and LCACC rules and bylaws, or the rules of the league in which the Panthers Organization chooses to participate.
- 2) Once a Participant is placed on a certain color team, the participant will always remain that color. "Once a color always a color". A participant that returns after an absence will be placed back onto the participant's original color. If there is no room on that color team, the participant will go onto a waitlist for that color.
- 3) A sibling (and only a sibling) of a participant will be placed on the same color as the participant only if the participant is still in the Panthers Organization at the time the sibling registers for the Panthers organization, otherwise the sibling will be placed on a color team in accordance with the blind draft procedure set forth in Article 19.

- 4) In the event that there is a lack of participants involving the Cheer/Pom squads, color placement will supersede as stated.
- 5) The only exception relating to football placement is when a participant is moving up to the next level team, and their color does not host a team at such level, (i.e. participant moving from JV to Varsity). They are then placed into a preferred pool at the blind draft, maintaining their veteran status.
- 6) Any other circumstance must be submitted in writing to the Board of Directors to authorize the Head Commissioner to seek approval from the League.

#### **Article 19: Football Team Placement**

- 1) Players will be selected by blind draw at a draft event after the regular registration period has ended and in accordance with LCAJFL rules and regulations, or the rules and regulations of the league in which the Panthers Organization has chosen to participate in. Representatives from the Panthers Board of Directors and the League, as required, will be present at this time. Preference to team placement will be given to previous year's players (veteran players), and to the children of Board Members and Head Coaches.
- 2) They are held accountable to the LCAJFL, or other organization the Panthers Organization has chosen to participate in, and South Lyon Panthers Codes of Conduct, bylaws, and rules and regulations.
- 3) Players must return all equipment clean and on time to return with veteran status the following year.
- 4) Football teams will have a limit of 24 players.
  - a) Teams may have more than 24 players due to returning players from a team and players moving up to that team because of age and/or grade.
  - b) Only exceptions are by a vote of the Board of Directors or a change in League rules that affect team placement.
- 5) If there are no available roster spots, players are placed on the wait list the draft event per League rules.
  - a) Registration Manager will hold the list and notify the players of their status on the wait list.
  - b) If wait list players are placed on a team in another league, then they are removed from our wait list.
  - c) They will be given the opportunity to play for Panthers the following year if a spot opens up.
  - d) The Board of Directors may offer a late registration period if there are additional roster spots available after the draft event. A late registration fee may be applied to cover any additional costs to the Panthers Organization during late registration.
  - e) The Board of Directors as to will establish a date when no more players will be placed for the current season.

#### **Article 20: Auxiliary Board.**

These positions are non-voting Board positions and cannot vote as a Board of Director.

- 1) Positions and descriptions.
  - a) Color Football Commissioners (may be split equally between 2 people per color)

- i) Description: This Auxiliary Board position is to oversee all football operations for all teams associated with a color.
- ii) Responsibilities:
  - (1) Off Field
    - (a) Attend Board of Directors meetings during the months of the football season.
    - (b) Get to know and keep in touch with all Head Coaches and Unit Directors for all teams of your color.
    - (c) Coordinate all football related activities for your color and serve as a liaison to the Board of Directors for football related activities for your color
  - (2) Game Day
    - (a) Both Away and Home Games
      - (i) Must be present for all games of your color.
      - (ii) Need to meet the referees and opposing Commissioner before the start of each game. Let them know you are the Head Color Commissioner.
      - (iii) During the game you need to oversee the entire game and take care of any issues or problems that may occur on or off the field in the absence of the Head Commissioner.
      - (iv) Must be present at all weigh-ins.
        - 1. Weigh-ins should occur approximately ½ hour before game time. Players can be re-weighed at halftime. Anyone over the weight limit cannot play and must remove their shoulder pads.
      - (v) Ensure video camera and coaches headsets are set up and working.
        - 1. Secure video camera and headsets after the game.
      - (vi) If you are the first game of the day it is very important to start the game on time. It takes about 15 minutes to get in all of the pregame announcements, etc.
      - (vii) Turn in scores for all games and the names of the referees to the Head Football Commissioner within 24 hours of the last game that day.
      - (viii) The Color Commissioner will not be present in the designated “coaches box” on the sideline unless required to resolve an issue and cannot provide any coaching during games.
    - (b) Home Games additional activities
      - (i) If you are the first game of the day you will have to open the field. It takes a little over an hour to open the field (that means you need to be at the field at least two hours before game time). The field needs to be open to the public 1 1/2 hour before game time.
        - 1. Unlock gates, press box, restrooms, concessions, and equipment rooms
        - 2. Make sure PA works
        - 3. Put up the American flag
        - 4. Set up all yard/down markers, goal post pads, end-zone pylons, and scale

5. Immediately prior to the start of the game, you need to make sure the scoreboard/time clock person knows how to run the clock. Make sure he/she knows when to start and stop the clock.
    - (ii) It is your responsibility to oversee the running of the clock.
    - (iii) Commissioner should be on site.
    - (iv) If you are the last game of the day you must close down the field.
      1. Make sure field, press box, and stands are clean of all debris.
      2. Put away yard/down markers, goal post pads, pylons, scale, flag, etc.
      3. Make sure everything is turned off and locked up.
  - b) Cheer/Pom Commissioners (one per color)
    - i) Description: This Auxiliary Board position is to oversee all Cheer/Pom operations for all teams associated with a color.
    - ii) Responsibilities:
      - (1) Off Field
        - (a) Attend Board of Directors meetings during the months of the Cheer/Pom season.
        - (b) Get to know and keep in touch with all Cheer/Pom Coaches and Unit Directors for all teams of your color
        - (c) Make sure all of your teams have everything they need for practices and games.
        - (d) Coordinate all Cheer/Pom related activities for your color and serve as a liaison to the Board for Cheer/Pom related activities for your color
  - c) Assistant Treasurers (one per color)
    - i) Must attend all home games for your respective color for all three levels.
    - ii) Responsible for the collection of money from concessions, gate and 50/50
    - iii) Remove excess money from gate/concessions and record monies in an envelope with a second individual also counting the money and signing the envelope.
    - iv) All proceeds, receipts, and change must be turned into the Treasurer following the conclusion of the games.
    - v) Morning games need to arrive at the field 1 hour 1/2 minutes before the first game begins to ensure gate is open and running.
  - d) Assistant Concession Managers (may be split equally between 2 people per color)
    - i) Assist in concession set-up on Friday evening and/or Saturday morning.
    - ii) Coordinate game day concessions for your respective color for all three levels.
    - iii) Assist with clean up and closing of concession area if your respective color is the final game of the day.
  - e) Assistant Volunteer Manager (may be split equally between 2 people per color)
    - i) Assist in coordinating volunteer responsibilities for your color
    - ii) Manage volunteer sign up for your color on game day
    - iii) Track volunteer participation and report completion of volunteering responsibilities to the Volunteer manager following the game
- 2) Attend meetings: Board of Directors meetings during the months of the football season.

- 3) The Board of Directors will vote on the nominations of Auxiliary Board Members prior to the beginning of each season.
  - a) Nominations for Auxiliary Board positions should be submitted to the Board of Directors no later than June 30 each season.
  - b) Auxiliary Board positions will be confirmed by a majority vote of the Board of Directors no later than the August Board of Directors meeting.
- 4) They are held accountable to the LCAJFL, or other organization the Panthers Organization has chosen to participate in, and South Lyon Panthers Code of Conduct, bylaws, and rules and regulations.

#### **Article 21: Football Team Volunteers**

- 1) Head Coach
- a) Description:
  - i) This person is primarily responsible for creating an environment that is conducive to teaching the fundamentals of football.
  - ii) To include, but not limited to, the defined skills, sportsmanship, and citizenship which align with the Panthers Organization's objectives & Code of Conduct.
  - iii) Specific tasks include:
    - (1) Responsible for selecting Assistant Coaches and team Unit Directors and providing the names and appropriate information of these persons to the Board of Directors.
    - (2) Developing, organizing practice schedules, game plans, and game day rotations.
    - (3) Promote participation of all Participants and adhere to all policies regarding playtime.
    - (4) Responsible for the conduct and behavior of the staff and players immediately before, during, and after practices and games.
    - (5) Ensure they and all team staff members have completed background checks and all applicable required training prior to any team activities.
    - (6) Accountable for the team equipment (bag, items) are in place at each game and practice.
    - (7) Establishing clear channels of communication between the staff, players, parents, Unit Director, and the Board of Directors through the color football commissioner.
    - (8) Responsible for contacting players within two weeks of recite of final roster.
    - (9) Verify the accuracy of player information, i.e. jersey size, emergency contact, jersey numbers, etc., as dictated by the Head Football Commissioner, Registration Manager, and/or Football Equipment Manager. In the event of any inaccuracy, notify the Registration Manager and Football Equipment Manager immediately.
- b) They are held accountable to the League and South Lyon Panthers Code of Conduct, bylaws, and rules and regulations.
- c) A file will be kept on all Coaches for their Panthers Organization lifetime.

- d) The Board of Directors selects Head Coaches after being nominated by a General Member and seconded by a Board of Director. Head Coaches shall be nominated and elected at a meeting, or meetings, designated by the Board of Directors, to be held no later than April of each year.
- e) There will be no more than 5 Assistants per staff including both Coaches and Unit Director(s).
- f) A Head Coach may request to remove a Coach or Unit Director from their staff by submitting a written request to the Vice-President of Football for approval. If the Vice-President of Football is the Head Coach making the request, the Head Football Commissioner will grant approval.
- g) Head Coaches are required to submit to a criminal background check and complete any required training.
- h) Head Coaches or a designee from their staff must attend the monthly Board of Directors meetings during the season.
- i) A File will be kept on each Assistant Coach for his or her Panthers “lifetime”.
  - 2) Assistant Coaches
    - a) To aid the Head Coach in the teaching and instruction of the Panthers players in the game of football.
    - b) They must agree to the same level of time commitment as the Head Coach to practices and game day participation.
    - c) Convey teachings/instruction/coaching practices that are consistent with what has been defined by the teams Head Coach, the Panthers Organization, and the League Code of Conduct.
    - d) Their specific focus area(s) (i.e.: offensive coordinator, etc) is assigned by the Head Coach.
    - e) They are held accountable to the League and South Lyon Panthers Code of Conduct, bylaws, and rules and regulations.
    - f) Coaches are required to submit to a background check and complete any required training.
    - g) A File will be kept on each Assistant Coach for his or her Panthers “lifetime”.
      - 3) Unit Director - Football
        - a) Liaison between Coaches and Parents, distribute information, answer questions, give direction, ensure volunteer positions are covered, and most importantly-take care of the needs of the children (i.e. injury, illness, overall well being, equipment needs).
        - b) Responsible for obtaining and maintaining all necessary documentation for each participant (i.e.: birth certificates, physical, etc) during the season and safekeeping of all personal information and documentation according to the Panthers Organization Privacy Policy.
        - c) Return all participant documentation to the Registration Manager at the end of the season.
        - d) During Practice: Take team attendance; communicate (to Coaches) any concerns or issues related to them by Parents. Be available on the field “sidelines” at all times. Will maintain accessibility with the Board of Directors, via the two-way radio system. If inclement weather occurs, coordinate any change with the practice as procedure defines and directed by the Board President.

- e) During games, the UD will ensure that the rosters are given to the announcers and opposing coaches, count player plays, watch for injuries and help take care of injured players on the sideline.
  - f) They are held accountable to the League and South Lyon Panthers Code of Conduct, bylaws, and rules and regulations.
  - g) A file will be kept for the Panthers “lifetime”.
  - h) Assist in organizing the end of the year banquet, assist during team pictures, and distribute information for fund raisers/upcoming events.
  - i) Each will be required to submit to a criminal background check and complete any required training.
- 4) Auxiliary Coach
- a) In addition to the Head and Assistant Coaches, a Head Coach may also enlist the help of parents who aids in the coaching of the team at practices. Each team is limited to two auxiliary coaches for the season.
  - b) They are generally not permitted on the sideline on game days unless requested by the Head Coach and in accordance with League rules regarding the maximum number of team staff members permitted on the sideline during games.
  - c) They are exempt from volunteering responsibilities.
  - d) They are held accountable to the League and South Lyon Panthers Code of Conduct, bylaws, and rules and regulations.
  - e) Each will be required to submit to a criminal background check and complete any required training.
- 5) Discipline
- a) Can be probation, one-week removal, one season removal, or permanent removal.
    - b) The reasons for disciplining could be:
      - i) All Coaches and Unit Directors can be disciplined for failure to sign the 'Code of Conduct', submit to a background check, and complete required training prior to participation in team activities.
      - ii) All Coaches and Unit Directors can be disciplined for violating the Panthers Organization and League Code of Conduct, bylaws, and rules and regulations.
      - iii) Coaches can be disciplined for failure to promote "fair play".

## **Article 22: Cheer/Pom Team Volunteers**

- 1) Coaches
  - a) Description:
    - i) This person is primarily responsible for creating an environment that is conducive to teaching the fundamentals of Cheer/Pom.
    - ii) To include, but not limited to the defined skills, sportsmanship, and citizenship which align with the organizations objectives & Code of Conduct.
    - iii) Specific tasks include: Teaching the appropriate Cheer/Pom routines to be used at football games. Preparing the children for the invitational that takes place yearly.
  - b) They are held accountable to the League and South Lyon Panthers Code of Conduct, bylaws, and rules and regulations.
- 2) Unit Directors – Cheer/Pom
  - a) Description

- i) Act as a liaison between coaches and parents, distribute information, answer questions, give direction, ensure volunteer positions are covered, and most importantly-take care of the needs of the children (i.e. injury, illness, overall well being, equipment needs).
  - ii) Responsible for maintaining all necessary documentation per each participant (i.e.: birth certificates, emergency forms, etc.
  - iii) During Practice: Take team attendance; communicate (to coaches) any concerns or issues related to them by parents. Be available on the field “sidelines” at all times. Must maintain accessibility with the Board of Directors. If inclement weather occurs, coordinate any change with the practice as procedure defines and directed by the President.
  - iv) During games, the Unit Director will ensure that the rosters are given to the announcers and opposing coaches.
  - v) They are held accountable to the League and South Lyon Panthers Code of Conduct, bylaws, and rules and regulations.
- 3) Discipline
- a) Can be probation, one-week removal, one season removal, or permanent removal.
  - b) The reasons for disciplining could be:
    - i) All Coaches and Unit Directors can be disciplined for failure to sign the 'Code of Conduct', submit to a background check, and complete required training prior to participation in team activities.
    - ii) All Coaches and Unit Directors can be disciplined for violating the Panthers Organization and League Code of Conduct, bylaws, and rules and regulations.
    - iii) Cheer/Pom Coaches and Volunteers under the age of 18 by August 1, or the start of the season, if earlier, will not be subject to a background check.

**Article 23: Parent/Guardian Volunteer Obligations:**

- 1) South Lyon Panthers, Inc. is a volunteer run organization. Without volunteers, the Panthers would not function.
- 2) Volunteer spots will be defined by the Volunteer Manager and will be approved by the Board of Directors and are subject to change based on Board approval
- 3) All families are responsible for 4 volunteering slots or the same number of home games whichever is more. **(FOR THE 2024 FOOTBALL/CHEER SEASON. ALL FAMILIES ARE RESPONSIBLE FOR COMPLETING 5 VOLUNTEER SLOTS)**
- 4) Volunteering slots can only count as 2 per day (i.e. volunteering obligations can't be completed in one day).
- 5) All colors must use the same volunteering software as determined by the Volunteer Manager.
- 6) Each team must submit a list of all Coaches, UD's, Concession Managers, and other Auxiliary Board member position that are exempt from volunteering.
- 7) No volunteering positions may be added that are not already approved by the Board of Directors. Teams may have these positions for their own use, but these positions will not count for volunteering slots or exemptions.
- 8) If a family does not complete their volunteer requirements, then their child(s) will lose their veteran status for the next season.

- 9) If a family fails to return Football or Cheer/Pom equipment, their child(s) will lose their veteran status for the next season.
- 10) An Equipment/Volunteer Obligation deposit is required each season. All checks and/or cash deposit will be held in a safety deposit box at an established bank, determined by the Board of Directors, in South Lyon. Checks and cash deposits will be returned at the end of the season if all equipment is returned and volunteer obligations are completed.

#### **Article 24: Refund Policy**

- 1) Football Policy
  - a) An Administrative fee, as stated during registration, will be assessed for any participant that drops once the registration process is completed online.
  - b) A Restocking fee, as stated during registration, will be assessed for any player that drops once the football equipment order has been placed (typically in late April)
  - c) A Football jersey fee, as stated during registration, will be assessed for any player that drops once jerseys have been ordered. A Participant may pick up their jersey by contacting the Head Coach or Football Equipment Manager.
  - d) There will be no refund issued after the first practice for any participant that chooses to drop out of the Panthers program.
- 2) Cheer/Pom policy
  - a) An Administrative fee, as stated during registration, will be assessed for any participant that drops once the registration process is complete and prior to the first practice.
  - b) A Restocking fee, as stated during registration, will be assessed for any participant that drops once the equipment order has been placed (typically in late April)
  - c) There will be no refund issued after the first practice for any participant that chooses to drop out of the Panthers program.
- 3) Completion of registration is defined by submitting a registration order online at the Panthers Organization website.
- 4) Any fees associated with the Refund Policy will be described online at the Panthers website.

#### **Article 25: Complaint Process For Complaints Against Coaches/UD's/and any Board Member.**

- 1) All complaints must be in writing and directed through the defined “chain of command” as set forth in No. 2 in this section and Appendix K within forty-eight (48) hours of the event giving rise to the complaint (Note: if the complaint is about a person listed in the chain of command, skip that person and go to the next level)
- 2) A Problem arises...
  - a) Direct said complaint to the Unit Director then the Head Coach
  - b) If no resolution or there is still a problem, take the problem to the Commissioner of your color.

- c) If still unresolved, take the problem to the Head Commissioner of your respective sport (Cheer/Pom or Football) or Vice President.
  - d) Your final step is to bring the complaint to the Board of Directors.
- 3) Process of review with the Board of Directors.
- a) Contact the Secretary or President one-week prior to the meeting. This will allow for the Board of Directors to get all of the concerned parties at the meeting. The Secretary or an approved representative of the Board of Directors will contact all parties involved by email, person, or certified mail. If there are documents that need to be reviewed, they must be turned into the Secretary so that he/she can make copies for the board to read prior to the meeting. This also needs to be done one week prior to the meeting.
  - b) If a complaint is brought straight to the Board of Directors without notice and it does not involve physical or criminal action, that complaint may be tabled to the next meeting.
  - c) If a complaint is brought to the board involving a physical or criminal nature, a special meeting will be called within 3-5 days of the complaint being received and all parties involved will be required to attend. A party's absence from this meeting will be that person's admission of guilt. The party that is at fault will be suspended until the investigation, meeting, and decision of the Board of Directors has been conducted.
- 4) Decision of the Board of Directors
- a) After formal review of all available/relevant information, the Board of Directors will enact one or more of the following consequences.
    - (1) Verbal warning.
      - (a) This will be written down and put in their permanent file for their Panthers lifetime.
    - (2) Written warning.
      - (a) Will be put in writing and the person will sign the warning.
      - (b) Will go into the person's file for their Panthers lifetime.
    - (3) Probation
      - (a) If someone is placed on probation, they will be under the supervision of the Head Coach, and/or Head Commissioner of their sport.
      - (b) Someone can be placed on probation for one game, the season, the following season, or a length of time as deemed necessary by the Board of Directors.
      - (c) If another complaint is filed, the person will may be immediately suspended until the investigation and decision of the Board of Directors is reached.
      - (d) All reports and complaints will be kept in their file for the Panthers lifetime.
    - (4) Suspension
      - (a) Someone can be suspended for one game, the season, the following season, or a length of time as deemed necessary by the Board of Directors.
    - (5) Removal

- (a) If someone is removed from his/her position, they will be removed for the Panthers lifetime and their file will be kept by the organization.
- 5) Process for appeal of reversal to Board of Directors decision.
  - a) If someone is brought before the Board of Directors and they feel the complaint is unjust or untruthful, they can follow these steps.
    - (1) Document and submit his/her version of the incident in question directly to the Board of Directors.
    - (2) Attend the next Board of Directors meeting to present his/her position.
    - (3) Bring any witnesses to the incident to the meeting or have them write their version down and sign it.
  - b) Once a decision of the Board of Directors is made the person will have an opportunity to state his/her side once more. The board can choose to uphold the decision or to alter the decision depending on the incident.
    - (1) All parties will be notified of this decision in writing
    - (2) The parties will be given a time period in which they can contest the decision
    - (3) If no one contests the decision, then it will stand as written and become a part of the permanent file of the South Lyon Panthers, Inc.
- 6) Notification
  - a) All parties involved will be notified via email, certified mail, or in person by either the Secretary or President that a complaint has been filed and when the meeting is to be held.
    - (1) The Secretary or President will make every effort to make sure that the person does know of the situation.
    - (2) Another representative from the Board of Directors may be appointed to do the notification in the event that the Secretary and President will not be able to do it in a timely matter.
- 7) If party(s) involved feels justification is warranted, they may appeal to the LCAJFL or other organization the Panthers Organization has chosen to participate in.

**Article 26: Medical Services**

- 1) South Lyon Panthers, Inc. will contract for medical services for both home games and practices.
- 2) Requirements
  - a) Home game days there will be at least one person with the level of licensure EMT basic or higher licensure
  - b) Practices there will be 1 to 2 people per location with the following level of licensure MFR or higher.
- 3) Must maintain valid/current licensure and provide copies to Panthers Secretary. Must have current CPR card.
- 4) Must be valid/current license for the months that the Panthers are practicing or have games.

### **Article 27: Background Checks**

- 1) All Coaches (Head, Assistant, Auxiliary), Unit Directors, Board of Directors, Auxiliary Board Members, or other Volunteer roles, as determined by the Board of Directors, are required to give their permission and submit to a background check by the Panthers Organization. Information on how to submit to a background check will be provided by the Board of Directors.
- 2) Background checks will only be done for individuals that are at the age of 18 or older by August 1 or start of the season if earlier. A background check is not required for high school volunteer coaches enrolled in South Lyon Public Schools for the entirety of the season. If a volunteer high school coach is subject to disciplinary action by the South Lyon Community School District and/or suspended from attending classes or school activities, the volunteer high school coach will be ineligible for participation in all Panthers Organization activities during the disciplinary and/or suspension period.
- 3) Failure submit to a background check in a timely matter will be grounds for immediate removal.
- 4) The background checks will be coordinated and administered by a Background Check Committed consisting of no more than five Board Members and may include the President, Vice-President and Head Commissioner (Football and/or Cheer/Pom), and/or other Board Member determined necessary by the President.
- 5) A third party may be contracted to conduct the investigation.
- 6) The results of background checks will only be seen by the Background Check Committee who coordinate and administer the background checks and under strict confidentiality.
- 7) The Panthers Board of Directors will have the right to relieve anyone including but not limited to Coaches (Head, Assistant, Auxiliary), Board Members (Directors and Auxiliary), Unit Directors, Commissioners, and any Volunteer from their duties and possible removal from the Panthers Organization if the results of the background check reveal immoral criminal or sexual misconduct.
- 8) An Applicant may request an appeal of a decision made by the Background Check Committee at a regularly scheduled Board of Directors meeting. Requests for appeal must be made in writing to the President seven days prior to the scheduled meeting. The Board of Directors will hear all appeals and final determination will be a majority vote of the Board of Directors.

### **Article 28: Scrimmage of Another Community**

- 1) If you wish to schedule a practice and/or scrimmage with another community, the Head Coach must receive prior approval by the Vice President of Football.
- 2) Requests must be submitted via email or in written form to the Vice President of Football or Head Football Commissioner 48 hours prior to the event.
- 3) Requests must state:
  - a) The time, location, date, of the scrimmage
  - b) Opposing team, opposing team's Head Coach's name and contact information;
  - c) How the team will be transported to that location - if it is away
  - d) Verification that the Panthers participants will have certified medics on site at the event.
  - e) Specify and discrepancies in League game rules including age and weight limits.

- 4) The Head Coach must make the Football Commissioner of his color aware of the scrimmage prior to conducting the scrimmage - preferably 48 hours before.

#### **Article 29: Communication Policy**

If a Coach or Unit Director is scheduling a team event outside of the normal practice, or scheduled games, (e.g. pizza parties, film reviews, etc.) the Board of Directors should be notified of the event. The Board of Directors needs to know about all activities involving Panthers Football and Cheer/Pom participants. All requests should be submitted in writing to the Head Football Commissioner twenty-four hours prior to the event. The Board of Directors doesn't need to approve them but they do need to know what all colors are up to and when. The Head Coach should also let the Football Commissioner of their color know about the event in advance. All team activities must adhere to the League rules and bylaws.

#### **Article 30: Football Jersey Names and Numbers**

The design of all game jerseys will be determined by the Football Equipment Manager and approved by Board of Directors each season. Only a player's name and number shall be placed on a practice jersey. Nicknames are not allowed. The only exception to this is if a player's name contains too many letters to fit on the jersey. In that case, the player's last name may be abbreviated.

#### **APPENDIX A:**

Documents are available at [www.southlyonpanthers.org](http://www.southlyonpanthers.org):

- 1) Panthers Weather Policy
- 2) Panthers Attendance Policy
- 3) Physical Form

#### **APPENDIX B:**

Codes of Conduct documents are available at [www.southlyonpanthers.org](http://www.southlyonpanthers.org)  
See Coach, Unit Director, and Volunteer Code of Conduct

#### **APPENDIX C:**

Codes of Conduct documents are available at [www.southlyonpanthers.org](http://www.southlyonpanthers.org)  
See Parent/Guardian and Participant Code of Conduct

#### **APPENDIX D**

Livingston County Area Junior Football League (LCAJFL) Rules and Parents/Spectators Code of Conduct are available at [www.lcajfl.com](http://www.lcajfl.com).

#### **APPENDIX E**

Livingston County Area Cheer Commissioners Rules and Parents/Spectators Code of Conduct are available upon request to the Panthers Vice-President of Cheer/Pom.

## APPENDIX F

Retired numbers and reason for retirement: 0, 00, 1, 11, 33, and 80.  
(80 - David Wybra, Former Gold football team member, deceased. retired 2007).

## APPENDIX G

Sports Engine Privacy Policy is available online at:  
[https://www.sportsengine.com/solutions/legal/privacy\\_policy/](https://www.sportsengine.com/solutions/legal/privacy_policy/)

## APPENDIX H

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## APPENDIX I

Codes of Conduct documents are available at [www.southlyonpanthers.org](http://www.southlyonpanthers.org)  
See South Lyon Panthers Social Media Policy

## APPENDIX J

### **Parent Photo Release Waiver:**

I acknowledge and give permission to the Panthers Organization to utilize photos of my child in the South Lyon Herald, South Lyon Panthers website or team websites and video's or DVD's created for use by the South Lyon Panthers or individual teams. I understand that my child's photo will never be sold or used in any manner other than that of the Panthers Organization.

## APPENDIX K

### **PROBLEM RESOLUTION**

It is inevitable that with an organization the size of the Panthers Organization, problems and issues are going to arise. When someone has a problem or issue it is always best for that person to speak directly to the person that is the cause of his or her angst. Most problems and issues can be resolved quickly by direct conversation between the two parties involved. When they cannot, then the following procedure should be followed. The basic chain of command for problem or issue reporting:

Parent → Unit Director → Head Coach → Football or Cheer/Pom Color  
Commissioner → Football or Cheer/Pom Head Commissioner → Vice President  
Football or Cheer/Pom → President

Notes:

A parent's first line of communication should always be the Unit Director.  
If the next person in the chain of command is the perceived problem, then that level can be skipped if the party raising the issue is not comfortable speaking directly to that person.

Examples:

If a parent has an issue with a Unit Director they could go directly to the Head Coach.

If a Unit Director has an issue with the Head Coach they could go directly to the Color Commissioner.

If a Color Commissioner has an issue with the Head Football Commissioner they could go directly to the Vice President football.

If a parent has an issue with both the Unit Director and the Coach they could go directly to the Color Commissioner. etc.

At any time, the chain can be broken if the problem is resolved.

Example:

A parent raises an issue about the Coach to the Unit Director. The Unit Director should bring the issue to the Coach. The Coach, Unit Director, and parent should then discuss the issue. If a resolution is met, the issue is considered closed and done. No one further up the chain needs to know about the issue.

### South Lyon Panthers Bylaw Revision Log

Date Approved	Article	Description
10/7/2019	Article 17: Code of Conduct	Require notification if an athlete is subject to school disciplinary action. Replaced current text with: 5) A Guardian and/or Participant is required to notify their Head Coach or Unit Director if the Participant becomes subject to any South Lyon Community School District disciplinary actions and/or suspended from attending classes or school activities prior to attending any Panthers Organization activities. Once notified, Head Coaches and Unit Directors must report all instances to the Panthers President and Vice-President (Football or Cheer) in writing and not permit the Participant to attend any Panthers Organization activities until determined eligible by the Panthers President. If a Participant is subject to disciplinary action by the South Lyon Community School District and/or suspended from attending classes or school activities, the participant will be ineligible for participation in all Panthers Organization activities during the disciplinary and/or suspension period.
10/7/2019	Article 21: Football Team Volunteers item 4 Auxiliary Coach	Specified the number of permitted auxiliary coaches per team to a limit of 2 auxiliary coaches per team as previously approved by vote on July 5, 2016. Added to item 4) a): Each team is limited to two auxiliary coaches for the season.
10/7/2019	Article 27: Background Checks item 2.	Clarified policy for volunteer high school coaches. Added to item 2) A background check is not required for high school volunteer coaches enrolled in South Lyon Public Schools for the entirety of the season. If a volunteer high school coach is subject to disciplinary action by the South Lyon Community School District and/or suspended from attending classes or school

		activities, the volunteer high school coach will be ineligible for participation in all Panthers Organization activities during the disciplinary and/or suspension period.
4/3/23	Article 7, Section 9: Transition Meeting	Change transition meeting to read: The meeting will be conducted at the first meeting of the new year or before.
4/3/23	Article 12, Section 1A- President Requirements	A Requirement of 2 terms on the board of directors
4/3/23	Article 12, Section 1B-	If no one meeting the requirements about accepts nomination, any member who has had 1 year of participation on panther board & held and aux position (i.e. Coach, Ud, or Aux board positions).
4/3/23	Article 12, Section 2a- Football Vice President Requirements	2 years of football coaching and/ or Head Football Commissioner
4/3/23	Article 12, Section 2B-	If no one meeting the criteria above accepts nomination, any member with 1 year of participation on panther board and head an aux position (i.e. Football coach or Football UD)
4/3/23	Article 12, Section 3A- Cheer Vice President Requirements	Add: need 1 year of participation on panther board
4/3/23	Article 12, Section 5A- Duties of Treasurer	Add: & financial experience
4/3/23	Article 12, Section 6A- Head Commissioner of Football	Add: as a color commissioner or football coach
4/3/23	Article 12, Section 7A- Cheer Commissioner	Add: as a cheer coach or Ud
4/3/23	Article 12, Section 11A- Community Events	Change: Golf Outing to Panthers Fundraising Event
4/3/23	Article 13, Section 1: Discount for Positions	Add: Registration fees can be reduced by a specified amount when voted by majority of the board members for aux positions as the board see fits.
4/3/23	Article 19, Section 4 & 4A: Limit number of players	Change from 28: to 24
4/3/23	Article 20 Section 1A: Color Football Commissioners	Change from one to May be split equally among 2 people per color.
4/3/23	Article 20, Section D: Assistant Concession Managers	Change from one to May be split equally among 2 people per color.
4/3/23	Article 20, Section E: Assistant Volunteer Manager	Change from one to May be split equally among 2 people per color.
4/3/23	Article 21, Section 4C: Auxiliary Coach	Read: They are exempt from volunteer requirements

3/4/23	Article 23, #3, Parent/Guardian Volunteer Obligations:	For the 2024 Season Only Updated to Volunteer Requirements.