

# Center Grove Bantam Football League, Inc.

## CODE OF BY-LAWS

### Article I – Name

1. The name of this corporation shall be Center Grove Bantam Football League Incorporated, (“CGBFL”) or the League. For purpose of these By-Laws, the corporation will be referred to herein as League. The use of this name, likeness or logo without the express permission of the CGBFL Board of Directors is strictly prohibited. The league operates as a Not-for-Profit Corporation described in Section 501 (c) (3) of the Internal Revenue Service Code.

The post office address of the League is Post Office Box 353, Bargersville, IN 46106 and the physical location of the League is 5185 West County Road 144, Bargersville, IN 46106.

### Article II – Vision

To be the premier youth athletic league throughout Central Indiana, and to provide an exceptional developmental experience for families in the Center Grove community.

### Article III - General Purpose

1. The purpose of the CGBFL shall be:
  - To develop and maintain a properly supervised football league for boys and girls from kindergarten through sixth grades including:
    - i. Flag football League for grades Kindergarten and 1<sup>st</sup> grade
    - ii. Intramural tackle for grades 2-6.
    - iii. Recreational cheerleading for grades Kindergarten through 6<sup>th</sup> grade.
  - Promote improved community relations by demonstrating an interest in the youth of our area.
  - Encourage physical and mental growth through healthy competition.
  - Emphasize good citizenship and scholastic achievement.
  - Nurture good sportsmanship and fair play.

### Article IV – Membership

1. Qualification for Fall League Participation
  - Age – any child is eligible to be a participant if in kindergarten through sixth grade and five (5) years old by June 1<sup>st</sup> and not thirteen (13) years of age prior to June 1<sup>st</sup>. Birth certificates are required as proof of age.
  - Liability – the parents or legal guardians of any child participating in the League must execute a Parent Consent and Release designed by the League before any participation.
  - Injuries – any child who suffers an injury as a result of participating in League activities during the season, and that requires medical treatment, must have a written release from a licensed healthcare provider before returning to

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participation in League activities.

### 2. Membership Fees

- All participants shall pay a registration fee. The registration fee must be paid prior to participation in the program. In cases of financial hardship, a family can apply for a scholarship for help paying registration. Such cases will require individuals to present evidence of financial hardship. These cases will be reviewed and approved by the President, Vice President, and Treasurer of the League.
- Rental equipment is available from the League. Rental equipment will be disseminated to participants during scheduled equipment distribution days at the League's complex. Any participants using their own shoulder pads and/or helmets must have their equipment approved by the League during the scheduled equipment distribution days.
- Registration and equipment rental fees shall be established annually by the Board of Directors.

### 3. Cheerleaders

- Any child age 5 through the 6<sup>th</sup> grade is eligible to be a cheerleader. The selection process, costs and participation will be determined by the Director of Cheerleading, to be approved by the President, Vice President, and Treasurer.

## Article V – Directors

### 1. The Board of Directors

- It is the responsibility of the Board of Directors to govern the functions of the League. The governing body of the League shall consist of a minimum of eighteen (18) persons and shall be known as the Board of Directors. The board may adjust the number of board members (more or less) as deemed necessary with the growth or decline of enrollment in the League.

### 2. The Officers of the Board will consist of a President, Vice-President, Treasurer, Director of Player Personnel, Director of Coaches, and Director of Operations who will be members of the Board. The board, by a majority vote, may appoint at-large (non-voting) members in consulting roles on an as needed basis. Any officer position may remain unfilled at the discretion of the President.

- President – shall preside at all official meetings held by the League and act as a chairperson of the Board of Directors. Additionally, the President shall have the authority to create committees and shall supervise the work of all officers.
- Vice President – shall perform all duties of the President in the absence of the President.
- Treasurer – shall supervise and maintain all monies of the League and is responsible to keep a record of all the League's income and expenditures.
- Director of Operations - shall be responsible for operations and maintenance of the buildings and surrounding areas. Oversee all facility improvements and maintains the capital budget.

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- Director of Coaches – shall be responsible for all coaching applications, ensuring background checks and certifications are completed, and will supervise all training of coaches.
  - Director of Player Personnel - shall be responsible for ensuring that all players in the League meet the requirements of participation as defined in the Rules of Play.
3. A comprehensive list of responsibilities for all Board Members can be found in CGBFL Roles and Responsibilities.
  4. Resignation
    - Any Board member wishing to vacate their position may do so by submitting in writing their resignation to the President.
  5. Attendance
    - Any board member who cannot attend a scheduled board meeting shall notify the presiding officer of their absence. The board may remove any members who have missed three (3) uncommunicated/unexcused board meetings by majority vote of the board. After two (2) missed meetings that are deemed unexcused the member will lose voting rights for the year. At least two-thirds of the board must be present to conduct business and therefore vote on any issue.
  6. Vacancies
    - Any Directorship vacated by resignation or otherwise, will be filled by appointment with a majority vote by the remaining Board of Directors. Said appointed director shall have all the privileges of an elected director.
  7. Junior Trojans (JRT)
    - CGBFL is a member of the Indiana Elementary Football Association, hereafter known as the I.E.F.A.
    - CGBFL will sponsor a travel team(s) to participate with other I.E.F.A. member travel team(s) in scrimmage games, regular season games and post season tournament games. The travel team(s) sponsored by CGBFL that participate in the I.E.F.A. functions will be governed by the Rules of Play and Code of By-Laws of the I.E.F.A. The League's travel team(s) will be selected by the board approved coaching staff prior to intramural league draft. Players must attend scheduled tryouts. Exceptions must be approved in advance by the JRT head coach. No more than twenty-eight (28) players will be selected without prior approval of the Board of Directors.
    - The JRT head coaching position must be approved by the Board of Directors.
    - Providing the JRT coaching position is vacant, a committee will be appointed to review applicants and to provide recommendations to the entire board. Serving on this committee shall be the President, Vice President, Director of Player Personnel, Varsity High School Football Coach, and anyone else appointed by the League President to support the selection committee. The JRT coach shall be selected no later than the March meeting of the Board of Directors.
    - The JRT coach will be given a two (2) year term, unless the committee deems the coach's actions are inappropriate or in violation of the League's

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bylaws/rules, then the travel team coach may be recommended to be replaced after one season. All coaches of the Travel team will submit to a background check, as well as complete certifications.

- At the end of the two (2) year term of a coach, the President will provide their recommendation, as well as solicit that of the high school varsity football coach. The two recommendations will be presented to the board of directors for a vote to appoint one of the recommended candidates, retain the current coach, or begin a new search. This vote will occur no later than the March meeting of the Board of Directors and will be a vote whereby majority rules.
- In the event the JRT coach does not have a child on the team, that coach is eligible to receive a stipend to support their efforts leading the team.
- Any new JRT coaching positions must complete a background check and football certification.

### Article VI – Appointments

#### 1. Appointments

- Individuals who are interested in serving on the Board of Directors for the coming year should contact either the Board President or Vice President prior to the end of the year. Based on those indications of interest, the Board President and Vice President will appoint new board members for the coming year pursuant to a majority vote of the existing board of directors.

#### 2. Term of Office

- Duly appointed directors shall take office officially on January 1<sup>st</sup> and shall serve for a period of two (2) years.
- After serving their term, they may elect to retain their position with Board approval and a vote of retention on the election ballot.

### Article VII – Committees

1. Standing Committees – The Board of Directors shall designate committees to meet the needs of the League and can add or remove committees based on the requirements of the League. Committees will be composed of at least one Board Member and each Board Member is required to be an active participant on at least one committee. Standing committees of the League will be:

- By-Laws Committee
  - Responsible for maintaining and amending the By-Laws on an annual basis as approved by the Board through a majority vote during a scheduled Board meeting.
- Rules of Play Committee
  - Responsible for annually reviewing and recommending changes to the Rules of Play, which shall govern all games. Any changes to the Rules of Play must undergo board approval through a majority

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vote during a scheduled meeting of the Board.

- Budget/Finance Committee
  - Responsible for ongoing evaluation of the League’s financial standing, as well as providing the league with an annual budget at the beginning of the year for approval by the Board. This committee will also be responsible for recommending expenditures on behalf of the league, provide monthly budget reports to the Board, and assist in the preparation of all tax and financial reports.
- Operations Committee
  - This committee is responsible for ensuring all practice areas, game fields, and buildings are in operable and safe conditions.
  - Committee is responsible for creating and maintaining capital budget.
- Capital Committee
  - Responsible for developing and maintaining a 5-year budget that prioritizes capital needs for the league. This committee is also responsible for developing and providing thorough proposals (cost estimates, vendor information, recommended timelines, etc.) informing the board of any identified capital need(s).
- Coaches Committee
  - This committee shall include the Director of Coaches and Director of Player Personnel as co-chairpersons. The committee shall be responsible for selecting coaches, as well as ensuring all coaches have completed the necessary credentialing (e.g., background checks and certifications).
- Tournament Committee
  - Responsible for planning and delivering the Pro Bowl Tournament and Keith Adams Memorial Trojan Classic
  - Shall be a Chairperson of a Pro Bowl Committee
  - Shall serve on Keith Adams Memorial Trojan Classic Committee
- Governing Action Committee
  - Responsible for ensuring all committee proposals, whether from standing or special committees, are governed by proper board approval.

## Article VIII – Meetings and Voting

1. Regular Meetings
  - The board shall hold a regular monthly business meeting. The time and place to be approved at each previous meeting.
2. Special Meetings
  - The President can call special business meetings. Only pre-designated items of business may be discussed at such meetings.
3. Procedures

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- A quorum, which consists of two-thirds of the total Board of Directors, must be present to conduct any business at all Board of Director meetings. Unless expressly stated elsewhere in the By- laws, the board may only act on a motion by a majority vote of the board membership.
4. E-mail votes
    - Email votes can apply when deemed necessary by the President. Email votes are only valid if two-thirds of the Board of Directors participates in the email vote, and the motion secures a majority vote.
  5. Fiduciary Vote
    - Any expenditure outside of the approved budget, in excess of \$5,000 must be voted on and approved by seventy-five percent of the Board.
  6. Annual Report
    - The President, Vice President, and Treasurer will submit the Annual Report to the Board in January of the following year that would be completed.

## Article IX– Post Season Play

1. Pro Bowl Teams
  - Post season Pro Bowl teams will be formed in each of the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade divisions. There may be more than one team in any grade division.
  - The total number of post season players will be a maximum of eighteen (18) per team. Board may approve exceptions to this limit in special circumstances.
  - The only sanctioned tournament for post season play is the Keith Adams Memorial Trojan Classic. The Board may approve additional tournaments eligible for participation.
  - The parents of all players selected will be responsible for all expenses related to playing on the team with the exception of a helmet and shoulder pads. Parents will provide all transportation to games.
  - The Board will approve a league calendar annually that will include an end date in which all football related activities will cease.
2. Coaches
  - Coaches will consist of one (1) Head Coach, up to three (3) Assistant Coaches, and one (1) Team Parent.
  - By the 4th week of the intramural season, coaches from each division must submit their interest in Coaching a Pro Bowl Team to the Director of Coaches. Approval of Pro Bowl Coaches will be determined by the President, Vice President, Director of Coaching, and Director of Player Personnel.
  - Head coaches and assistant coaches in the intramural league are allowed to nominate themselves to be considered for a Pro Bowl coaching position. If no Pro Bowl head coach applications are received in a specific grade division, then one will be appointed by the President, Vice President, Director of Coaching and Director of Player Personnel.
  - The President, Vice President, Director of Coaching and Director of Player

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Personnel will determine the head coaching position for each grade division. Head coaches will be selected and announced no later the 5<sup>th</sup> week of the intramural regular season. Once the head coach is determined, they will select the remainder of the coaching staff after the post season team has been selected and posted.

- In grade divisions that have more than one team, the A team coach shall have priority regarding pre-selection of Pro Bowl team camps, player selections, and team color selection.
- All other requirements listed for the 3<sup>rd</sup>-6<sup>th</sup> grade divisions shall apply.

### 3. Submission of Players

- Each intramural league head coach will select and submit players as Pro Bowl candidates from the opposing team and their team to the Directors of Coaches and Player Personnel each of the first 7 games. Head coaches will submit up to 4 players total from the opposing team (2 line - 1 offense and 1 defense; 2 skill - 1 offense and 1 defense; coaches may submit the same player for both offense and defense if warranted). Head coaches will also submit 1 offensive and 1 defensive player from their own team each game. Coaches are not allowed to submit a nomination for their own children or those under their guardianship.
- The Pro Bowl team head coaches, Director of Coaches, Director of Player Personnel, Vice President, and President act as the 'selection committee' for Pro Bowl rosters. However, all intramural league head coaches, and other designated Board Members will review and support the development of the final list of submissions for consideration for each grade division. In addition, players may be added to the submission list at any time during the remainder of the intramural regular season at the request of their intramural team head coach or the Pro Bowl team head coach and agreed upon by the committee. For those players that are "playing up" a grade division in the intramural league and are submitted for Pro Bowl team consideration they must announce at the time their intention to be considered for either the grade division of their intramural team or the next lower grade division that they typically would have participated.

### 4. Selection of Players

- The player selection date will be on or about, but no sooner than, the end of the final week of the intramural regular season. The selection of players for each team will be determined by the following:
  - Pre-season evaluations.
  - Position taken in the most recent intramural league draft.
  - Number of seasons playing in the League
  - The personnel needs for the specific team and position requirements.
  - Season statistics (if available)
- The post season teams will be selected by the Pro Bowl team's head coach,

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Director of Coaching, Director of Player Personnel, Vice President, and President. All intramural league head coaches, and other designated Board Members may be considered in the selection decisions.

- Team selections will be posted on the CGBFL website.
- Pro Bowl head coaches are expected to evaluate all nominees in the intramural regular season. Evidence of an objective evaluation of said players should be kept by the Pro Bowl head coach and may be requested by the Board of Directors.
- If the head coach fails to objectively evaluate a player(s), the selection committee reserves the right to vote to include or exclude that player(s) on the specific Pro Bowl team. Majority vote carries.
- Players must play for the team for which they were selected. If a player does not want to play for the team for which they were selected, they reserve the right to forfeit their selection and abstain from participating. At that time, the Pro Bowl team selection committee will carry out the described process from above to evaluate and select a replacement player.



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### Article X– Amendments

#### 1. Process

- The Code of By-Laws and Rules of Play may be altered, repealed or amended, in whole or in part, and a new Code of By-Laws and Rules of Play may be adopted at any regular meeting of the Board of Directors or at a special meeting of the Board of Directors. These changes must be voted upon by every voting member of the Board and require seventy-five percent approving votes.
- Notice of any special meeting shall contain notice of such proposed changes.

### Article XI– Fiscal Year

#### 1. Defined

- The fiscal year of the League shall begin on the first day of January in each year and end on the last day of December of the same year.

### Article XII– Awards

1. JRT shall notify the Board of selected award winners in advance of award distribution.

#### 2. Hefley Award

- In recognition of our league founders, Doug and Loretta Hefley, the “HEFLEY AWARD” has been established as an annual sportsmanship award. By majority vote from his fellow teammates, the award is made to the 6<sup>th</sup> grade member of the JRTs who has consistently demonstrated outstanding sportsmanship and fair play.

#### 3. Hines Award

- The “HINES AWARD” has been established by the Hines family and named after Brian Hines who participated as a JRT in 1974 and embodied the lineman’s mentality. This award is given at the coach’s discretion, to the lineman who most embraces the spirit and mentality of the position.

### Article XIII - Board Approval

This document was amended in June 2024. The Board of Directors voted and approved these changes on June 11, 2024.