Oakdale Youth Football and Cheer Program By-Laws

ARTICLE I

Name of Organization

I. This organization shall be known as Oakdale Youth Football and Cheer Program (OYFC), a nonprofit organization, dedicated to serving the youth of Oakdale.
II. The name “Oakdale Youth Football and Cheer Program” shall be the sole property of this organization and shall not be used without the prior approval of the Executive Board.
III. This organization shall be non-profit, non-commercial, and non-partisan. This organization shall be open to any adult and/or child without regard to race, religion, color, or creed.

ARTICLE II

Organization Objectives

I. The objective of OYFC is to provide a football and cheerleading program at a minimum cost to the participants and their families, as well as the implementation of the ideals of Good Sportsmanship, Honesty, Courage, Loyalty, and Respect for one's self and others.
II. OYFC will provide, to the best of its ability, a safe and well-organized program with experienced coaches.
III. To achieve this objective, OYFC will provide a supervised program under the Rules and Regulations as set forth in these By-laws and the current edition of the rulebook (herein referred to as "Rulebook"). In accordance with Section 501-(c) (3) of the Federal Internal Revenue Code, Youth Football shall operate exclusively as a non-profit educational organization providing a supervised program of competitive Football and Cheerleading.

ARTICLE III

Membership of the Organization

I. The body of the OYFC is made up of an Executive Board and a General Board, whose members are the parents of active players and cheerleaders and other persons interested in the furtherance of the OYFC program.
II. The Executive Board will consist of a President, Past President, Secretary, Treasurer, VP of Football, VP of Cheer and League Representative. Executive Board positions are a 2-year term. The General Board will consist of Football Equipment Manager (and if needed an assistant), Field Manager, Concessions Director(s), Volunteer Coordinator, Merchandise Director, Spirit Coordinator, and Stampede Gameday Security.

III. Head Coach of each Football and Cheer team / squad. General Board positions are a 1-year term.

IV. General Election shall be held in January of each year to elect the members of the Executive and General Board to take office in February. All Board Members with expiring terms will be elected in January.

V. The newly elected Board Members will meet with the active Board Members during the General Board meeting in January.

VI. A Board Member must serve for one (1) year in a board position or serve as an active member for (1) year, or hold position of assistant coach, actively attending board meetings for (1) year, directly prior to the election before he/she is eligible to run for any Executive Board position. In the event the President is unable to finish the term and no other officer in succession accepts the position, the position may be filled by any current board member regardless of tenure with the board.

ARTICLE IV

Purpose of the Executive Board

I. The purpose of the Executive Board shall be:
   A. To perpetuate the organization.
   B. To control the organization.
   C. To set organizational policy.
   D. To take care of all matters dealing with the organization.
   E. To set, direct and control all monetary policy.
   F. To have the authority necessary to carry out all duties, whether or not specifically numerated within the By-laws, for the organization to function.

ARTICLE V

Voting

I. A quorum will be required for all votes taken during elections, By-law changes and expenditure approvals.

II. A quorum will be defined as (50%+1) fifty percent plus one of the current members of the board.

III. All Executive Board members, General Board members and Head Coaches will be given the right to one vote at all OYFC General Board Meetings. All motions passed by the entire board shall not be considered in effect until ratified by the Executive Board.

IV. In the event of a tie, the President's vote will count as two, thus breaking the tie.

V. If an Executive Board Member, General Board member or Head Coach, may be absent during a vote, he/she may request to vote by proxy. The request must be in writing, signed by the Board Member and received by an Executive Board Member prior to the start of the meeting to which the vote will be taken.

VI. No Board Member will have more than one vote for any vote taken, even if that member holds more than one voting position, except for Article V, Part IV.

VII. All motions and matters approved by a majority vote of the Executive Board shall be considered ratified and all board members will support the position of the Executive Board, so long as they are not in violation of the Central California Junior Football League (Cen- Cal) Rules, Regulations, Contract, By-laws, Etc.

VIII. Voting Members in Good Standing of the OYFC will be afforded voting rights during the January elections. See Article VI; section IV for description of a "Voting Member" in good standing.

ARTICLE VI

Active Members

I. **Participant Member:** A Participant Member is defined as a current parent or guardian of a football player or cheerleader participating in the program.

II. **General Board Member Eligibility:** An individual who has been a Participant Member in the past, or a current Participant Member, or an individual who is sincerely interested in active participation to affect the objectives of OYFC. All members MUST be in good standing with OYFC to participate.

III. **Executive Board Eligibility:** An individual who has been on the OYFC board in the preceding year and has completed his/her full term will be considered eligible to be nominated for an Executive Board position. Note: If no board member is available to occupy an Executive Board position, a Participant member may be considered for the position if that person is a Member in Good standing.

IV. **Member in Good Standing:** A member in Good Standing is defined as, a member who has met all required obligations to "OYFC" during the season, including but not limited to completion of General or Executive Board terms, financial obligations, proper and legal paperwork/documentation, family volunteer hour requirements, return of all equipment in acceptable shape from prior seasons. To be a voting member in good standing you must have attended five General Board meetings in a calendar year. All Participating Members and their families are expected to remain in continued Good Standing throughout their participation period in the Oakdale Youth Football and Cheer Program.

V. If any Executive or General Board Member is absent from three consecutive board meetings, that member will be considered a **NON-ACTIVE** member. The Executive Board will have 30 days to review the situation and determine whether this Board member

will be reinstated or removed from the Board. This will apply to all Governing Board Members.

VI. No member of the Executive Board, General Board or Head Coaching Staff will be allowed to remain in office if they are not an **ACTIVE** member of the organization unless excused by a majority (50%+1) vote of the current Executive Board.

VII. If an Executive or General Member is unable to meet the required board meetings to maintain their active status, due to unforeseen circumstances; the member may request a leave of absence. The request must be in writing and approved by a majority vote of the executive board. All members on leave of absence will be considered inactive and will have no voting rights until their leave has ended.

VIII. All board members and coaches will be subject to a background check; to be conducted by an OYFC Board approved agency only.

ARTICLE VII
Duties of Office

I. **President:** As Chief Executive Officer of OYFC, he/she will preside over all Executive Board meetings.

A. Upon Board approval, the President will have full power to appoint a Chairperson to a committee or committees as required.

B. In the event of any head coach resigning or being dismissed by the Board, the President may make a temporary appointment(s) to the vacant position(s) with Executive Board approval. If a Board member resigns or is dismissed by the Executive Board, the President may make a temporary appointment (s) to the vacant position(s) with Executive Board approval. The appointment will be for the remainder of the current season.

C. The President may appoint all non-elected positions, as he or she deems necessary for the benefit of the organization and its goals.

D. It will be the responsibility of the President to set the date, time, and location of all Board meetings. Notification of Board meetings may be delegated in any way the President deems best to assure that the largest numbers of OYFC members are reached.

E. The President will serve as the League Representative and will nominate an alternate League Representative from the Executive or General Boards, voted in by majority vote

1. Attend all MVFL league meetings.
2. Promptly communicate updates and information from the MVFL league to the OYFC members.
3. Accurately represents the whole OYFC organization to the MVFL.

F. Coordinate coaches and players clinics.
G. Direct the Football Equipment Manager

II. **Past President:** The Past President helps to promote continuity between past and present boards.
A. Work with the President on events as needed.
B. Past President position can be held by any Past President and does not have to be the most recent President.

III. **Secretary:**
A. Shall keep minutes of all Board meetings. Minutes shall show the time and place of the meeting, whether regular or special, names of Board Members present and the proceedings that follow.
B. Secure all the organization's facilities for the season.
C. Maintain current and updated rules and By-laws.
D. Notify all Board Members of the Date, Time, and Location of all scheduled Board meetings.
E. Be responsible for all written correspondence to all Board Members.
F. Monitor and forward incoming mail and email.
G. Maintain Organization history and records.
H. Conduct league and business correspondence, coordinate production of game day programs when necessary.
I. Coordinate the dissemination of information to membership (parents).
J. Coordinate and upkeep all League/Team Books and Rosters, ensuring all proper paperwork for coaches and players, including registration forms, emergency forms, birth certificate, physicals, liability forms, etc. is collected.
K. Perform such other duties as may be prescribed by the Board.

IV. **Treasurer:** Chief Financial Officer of the organization. The Treasurer shall keep and maintain adequate and correct accounts of the properties and business transactions of the organization.
A. Prepare annual financial statement.
B. Prepare monthly financial statements.
C. Prepare annual budget with the Executive Board.
D. Establish accounts receivable and accounts payable procedures and inform the Board of the accounting method utilized.
E. Maintain bank account with authorized signatures.
F. Process accounts payable.
G. Process accounts receivable.
H. Prepare and file all necessary financial reports.
I. Secure CPA and assist in preparing tax returns
J. Taxes due July 15th of the calendar year.

V. **Vice President of Football:** Responsible for the activities of all football coaches, to assure a safe and quality football program.
   A. Solicit for new coaches.
   B. Be responsible for coaches' compliance with OYFC and league rules.
   C. Be responsible for ensuring all Football Coaches hold certifications for CPR/1st Aide, mandated reporter, concussion, heat illness and USA Football. Responsible for compliance with league required trainings that can change year to year.
   D. Be responsible for coordinating coaching staff at all levels so that they use the same offenses/defenses with consistent terminology.
   E. Direct all coaches including head coaches and assistants.
   F. Have a consistent presence at all practices and games.
   G. Administer the rules of conduct for the league, as well as handle all complaints and will enforce all rules of the organization.
   H. Work with President for ALL special events such as awards, banquet, photo day, homecoming, etc.
   I. Responsible for appointing a weigh master to maintain books and weigh players in.

VI. **Vice President of Cheer:** Direct the day-to-day of the youth cheerleading program and be responsible for the activities of all cheerleading coaches, to assure a safe and quality cheerleading program.
   A. Solicit for new coaches.
   B. Conduct liaison between the Board and the coaches regarding rules, philosophy, policy of the organization and dissemination of information.
   C. Be responsible for coaches' compliance with OYFC and league rules.
   D. Be responsible for ensuring all Cheer Coaches hold certifications for CPR/1st Aide, mandated reporter, concussion, heat illness and YCADA. Responsible for compliance with league required trainings that can change year to year.
   E. Coordinate the selection of uniforms each year, with the approval of the Executive Board.
   F. Coordinate annual cheer camp, location booking, timing, cost, uniform, volunteers, etc.
   G. Direct the Spirit Coordinator.

VII. **Football Equipment Manager:** Responsible for the issuing or causing to have issued all football equipment.
   A. Report directly to the President of Football.
   B. Submit equipment purchase recommendations by December 15th of each year to the Vice President of Football.

C. Prepare annual Inventory Report for the Vice President of Football. This report should include what equipment was available at the beginning of the season, what was purchased during the season, and what was turned in at the end of the season. It should also provide all missing equipment and the name of the child that it was assigned to. This report will be due to the Vice President of Football by December 15th.
D. Arrange an annual budget repair/replacement report as required (budget item).
E. Establish a written method of issuance and return of issues equipment.
F. Maintain master roster of all equipment issues and returned and keep current throughout season.
G. Due to the demands and requirements of the position, the Football Equipment Manager may have a minor role in coaching.

VIII. **Field Manager:** To assist with equipment.
A. Maintain field during practices and all home games.
B. Coordinate, set up and clean up of all home games.
C. Maintain equipment on the sidelines during and after each game.

IX. **Concessions Director:** Responsible for the organization of a snack bar staff for each home game or event and procurement of all necessary goods required for the snack bar.
A. Prepare annual itemized budget for Executive Board approval.
B. Maintain inventory list of snack shack equipment and consumables.
C. Set snack shack menu and prices with Executive Board approval.
D. Manage snack shack operation on game day and during practices/events.
E. Make all purchases for the snack shack (can delegate to committee if necessary).
F. Submit all receipts and proceeds to Treasurer immediately.
G. Maintain record of contacts, suppliers, etc. for future reference.
H. Due to the demands and requirements of the position, the Concessions Director may not be a football/cheer coach.

X. **Volunteer Coordinator:** Responsible for obtaining and recording volunteers. One coordinator for football and one for cheer if needed.
A. Create, maintain and uphold the program wide Volunteer Policy for each season, including deposit and opt-out requirements.
B. Organize parent participation sign-ups for all home game day jobs (gate, concessions, merch, chain gang, etc.).
C. Establish system to log all parent participation hours at all games and team events.
D. Coordinate all game day help.
E. Due to the demands and requirements of the position, the volunteer coordinator may have a minor role in coaching.

XI. **Merchandise Director:** Responsible for purchasing and selling Merchandise.

A. Prepare a list of suggested merchandise to Executive Board for approval for current season.
B. Maintain merchandise sold at home games and other OYFC activities as decided upon with the board.
C. Manage Merchandise booth operation on game day and during practices/events.
D. Direct parent volunteers in merchandise set-up, operation, and clean-up.
E. Responsible for all shopping/ordering and inventorying of merchandise, presenting all receipts to Treasurer immediately.
F. Maintain, collects receipts and submits proceeds of merchandise sales to Treasurer.
G. Due to the demands and requirements of the position, the Merchandise Director may have a minor role in coaching.

XII. **Spirit Coordinator:**

A. Report directly to the Vice President of Cheer.
B. In charge of planning the awards banquet.
C. Work closely with the VP of Cheer in coordinating team moms, coordinating volunteers, making game day signs, game day gifts, establishing rallies, assisting with fitting, coordinating picture day and other jobs deemed, as necessary.

XIII. **Fundraising Coordinator:**

A. In charge of Fundraising.
B. Develop annual corporate fundraising plan for Executive Board approval for fundraising.
C. Implement solicitation of major donations (cash and in-kind) from corporations with Executive Board approval for fundraising.
D. Work with Executive Board to develop annual “Wish List” of potential in- kind donations for fundraising.
E. Ensure that all donors are properly acknowledged and that all sponsors receive appropriate recognition and benefits (plaques, banners, ads, etc.) for fundraising.
F. Formulate participant fundraising programs with Executive Board approval.
G. Set schedule and locations for fundraising events with Executive Board approval.
H. Handle all matters relating to special fundraising programs.
I. Submit receipts and revenues for fundraising to the Treasurer immediately.
J. Maintain record of contacts, supplies, etc. for future reference on all fundraising events.

ARTICLE VIII
Board Actions

I. **Dismissal:** Any member may be removed, with or without cause, by a two-thirds vote of the Executive Board at any time.

II. **Resignation:** Any Board Member may resign at any time by giving written notice to the Executive Board. Resignation shall take effect on the date of the receipt of notice or any later time specified by the resigning party. The acceptance of such resignation shall not be necessary to make it effective. All resignations must be in writing and signed or via e-mail.

III. **Non-Resignation:** Any volunteer, coach or member who quits their position during the season will be ineligible and prohibited from holding any position in the program indefinitely.

IV. **Vacancies:** A vacancy in any office shall be filled in the manner prescribed in these By-laws under Article VII (duties of the President) and Article III (Membership of the Organization).

ARTICLE IX

Board Meetings

I. Board meetings, regular or special, shall be held at any place within the area of the Governing League and as designated by the President of OYFC. A minimum rental fee may be allowed for use of a meeting place if a location cannot be found at no cost to the organization.

II. The Executive Board shall meet once a month in closed session.

III. Regular meetings of the General Board shall be held monthly for the purpose of organization, elections, and the transactions of other business. Notice of all meetings shall be made to all members of OYFC prior to the scheduled meeting. All General Board meetings shall be open to the Participant Members of OYFC.

IV. Action without meeting: Any action required or permitted to be taken by the Executive Board to conduct day to day business may be taken without the need of a full Executive Board meeting, if all members of the Board are contacted by phone or email and majority consent to such action is obtained. Such consent shall be filed with the minutes of the next meeting of the Executive Board.

V. The order of succession to the office of the President shall be: Vice President of Football, Past President, Secretary, and Treasurer.

VI. All General and Executive Board members are eligible to vote (in accordance with Article VI; section IV) on any issue brought before the board unless the issue directly affects an individual's role within the organization. Members of the board may abstain from any vote.

VII. No measure may be adopted which conflicts with any affiliated League ruling.

VIII. The Executive Board shall have the authority necessary to carry its stated purpose and responsibilities.

ARTICLE X

Rights of Inspection

I. All Board members of OYFC shall have the right to inspect all financial records, and by-laws of the organization.

ARTICLE XI

Coaches

I. Head Coaches will be appointed by a majority vote of the Executive Board, as provided for in Article III.

II. **Eligibility:** Individuals interested in becoming a coach must meet all Cen-Cal League and OYFC requirements and possess the highest moral character. No person with a criminal record, that may be deemed a hazard to the youth of OYFC, will be eligible for a coaching position.

III. **Requirements:** Applicants for any open position for Head Coach submit an Application to the Executive Board. Applicants for Head Coach may indicate their preference as to which level they would like to coach. Any new applicants must submit a list of qualifications and a list of references and Application. All assistant coaches will also be required to fill out an application every year. All Head Coaches should be 21 years old. Candidates 18-20 years old may be considered for Head Coach positions at the discretion of the Executive Board. Assistant Coaches must be a minimum of 18 years old. Anyone under the age of 18 years old may put in an application to be a Jr. Coach to be reviewed by the Vice President of Football or Cheer and then approved at the Executive Board's discretion.

IV. **Responsibilities:** It will be the responsibility of the Head Coaches to assure a SAFE and QUALITY program for their teams or squads. Each Head Coach will select his or her coaching staff, with approval of the Executive Board, and keeping in mind the goals of OYFC. No coach shall be allowed to presume his/her duties until the Executive Board has approved them. Any coach that fails to meet all League and OYFC regulations will be dismissed.

V. It will be the responsibility of the Head Coaches to see that every effort is made to assure that ALL children are given a chance to participate in every game or event sponsored by the League or OYFC. It is also the responsibility of the Head Coach to make sure that every child participates in every practice, provided that the child is not sick, injured or being sat out for disciplinary reasons.

VI. Head Coaches will be responsible to assure that at least one coach from each team will be present at all OYFC functions. The coaches will be responsible for implementing any required disciplinary measures needed to control his or her team members.

VII. **Safety Concerns:** If a Head Coach determines that a child on their team is considered a safety risk. The Head Coach must address this issue with the Vice President of Football and the President as soon as it is determined. The President, Vice President of Football, and the Head Coach will monitor practices for the next several days to confirm the Head Coach's observations. After the observation period, a meeting must be arranged with the child's parents, and an explanation will be presented to the parents in writing at that meeting.

VIII. **Disciplinary Action for Coaches:** If a coach is found to be in violation of any of the rules or regulations of these By-laws or the By-laws of the Cen-Cal League, the Executive Board will meet to review the violation and determine what the next course of action will be, which may result in anything from the coach being put on probation to the coach being dismissed, as determined by the Executive Board.

ARTICLE XII

Finances and Accounting

I. All moneys received shall be used at the direction of the Executive Board.

II. The Executive Board shall decide all matters pertaining to the finances of OYFC and shall place all income in a common league treasury, directing the expenditure of same in such manner as will give no individual or team an advantage over those in competition with such individual or team.

III. The Executive Board shall not permit the contribution of funds or property to individual teams but shall solicit same for the common treasury of OYFC, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of OYFC.

IV. The Executive Board shall not permit the solicitation of funds in the name of OYFC unless all the funds so raised are placed in the OYFC Youth treasury.

V. The Executive Board shall not permit the disbursement of OYFC funds for other than the conduct of OYFC activities in accordance with the rules and policies as set forth herein.

VI. No Director, Officer or Member of OYFC shall receive, directly or indirectly, any salary, compensation, or emolument from OYFC for services rendered as Director, Officer, or Member.

VII. All budgets, including but not limited to Vice President of Football, Vice President of Cheer, Merchandise, Concessions and Fundraising, must be given to the Treasurer by February 28 each year. At the March Executive Board Meeting, the Treasurer will submit

a budget for the season's expenditures. Any additional expenditure during the season will be at the approval of the Executive Board.

VIII. The Executive Board shall approve all unbudgeted expenditures for reimbursement.

IX. Upon dissolution of OYFC and after all outstanding debts and claims have been satisfied, the Members shall distribute the property of OYFC to such other Federally Incorporated entity maintaining an objective like that set forth herein.

X. Signers on OYFC bank account will include the President, Vice President of Football, Vice President of Cheer, Secretary and Treasurer. Each check written by the OYFC must be double signed by two of the previously mentioned members. No spouses or family members may cosign any check for any reason.

XI. Monies taken in as cash draws or deposits at any OYFC event may only be taken in by an Executive or General Board member, with two members being present for the counting of cash. The Executive Board may approve a list of members who can handle money at OYFC events weekly during the season if necessary or choose to approve volunteers to accept money as payment at the gate, merch and concessions.