

BY-LAWS  
OF  
Moreno Valley Jr. All American Football and Cheer, Inc (MVJAAFC)  
Youth Tackle Conference of the Inland Empire, Inc

**ARTICLE I NAME**

- Section A: The official name of this organization, as registered with the Secretary of State, in the State of California, Shall be Moreno Valley Jr. All American Football and Cheer, Inc and shall commonly be referred to as Moreno Valley JAAFC or MVJAAFC.
- Section B: The MVJAAFC is a non-profit California corporation, devoted solely to the provisions that provide opportunity for youth of the chapter to participate in football and cheerleading, properly equipped, and under the rules and regulations set forth by the Conference.

**ARTICLE II OBJECTIVE**

- Section A: Purpose  
The purpose of this program is to build character, to inspire in youth the ideals of good citizenship and sportsmanship and encourage academic achievement, to give boys/girls an opportunity to participate in seasonal sports; to bring area youth together through a common interest in fair play and fellowship; to insure safety and to provide adult supervision; to put the welfare of the boys/girls first and foremost and to keep the program free of adult ambition for personal glory.
- Section B OBJECTIVE  
The organization provides youth to learn the fundamentals of the game. The coaching staff teaches youth sportsmanship. The organization promotes safe play by encouraging youth to play only in their weight and age division.

**ARTICLE III MEMBERSHIP (Executive Board and General Board)**

- Section A Membership shall consist of Executive Board of Directors and General Board of Directors that reside on the Chapter and Team Officials Agreement.

**ARTICLE IV BOARD OF DIRECTORS (THE BOARD)**

- Section A As Steward of the public trust, the Board of Directors (The Board) shall be responsible for governance, the ongoing process of due diligence to assure the health and effectiveness of the corporation. The Board shall have the power to govern the affairs and property of the corporation, in keeping with policies it establishes that define the Board's scope of authority and limitations of the Articles of Incorporation, the By-Laws of the Conference and the laws of the State of California.
- Executive Board Members shall have one vote with the exception of the President who will vote only in the event of a tie. Executive Board has the right to a proxy vote at anytime deemed necessary to make immediate decisions for the betterment of the chapter.
- Upon Executive Board approval with no conflict of interest, an Executive or General Board Member may hold more than one position, when there are insufficient qualified members to fill the position.
- Section B Executive Board of Directors
- |                         |                              |
|-------------------------|------------------------------|
| 1. President            | 4. Chapter Athletic Director |
| 2. Vice President       | 5. Treasurer                 |
| 3. Chapter Commissioner |                              |
- Section C The General Board of Directors shall consist of the following officers. Each office or joint office shall have one vote on the Board.
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|--------------|-----------------|
| 1. Secretary | 5. Head Coaches |
|--------------|-----------------|

2. Equipment Manager
3. Parent Liaison

6. Flag Coordinator

Section D General Board Appointed Positions shall vote only in the absence of voted position assisting for:

1. Deputy Commissioner (Appointed). Voting Rights in absence of Commissioner.
2. Assistant Chapter AD (Appointed). Voting Rights in absence of Chapter AD.
3. Assistant Cheer Coordinator (Appointed). Voting Rights in absence of Cheer Coordinator.

Section E. Duties of the Board and Selection

Duties of the President:

1. Conduct Chapter Board Meetings
2. Provide for the Chapter Fundraisers. (Appoint and approve committees)
3. Appoint any committee relevant to Chapter Operations
4. Handle any complaint concerning Chapter Board members
5. Emergency appointment of Board vacancies (deemed necessary) to be filled within 30 days
6. The President is given discretionary powers that will permit executive decisions to be made, if warranted, in the best interest and welfare of MVJAAFC
7. Oversee Treasurer, Secretary, Concession Manager, Fundraiser Coordinator and Merchandiser

Duties of the Vice President

1. Assume responsibilities of the President in his/her absence for any temporary timeframe (not to exceed 30 calendar days)

Duties of the Chapter Commissioner:

1. Liaison between the Conference and the Chapter
2. Handle complaints concerning Chapter Coaches
3. Handle any complaint or violations of conference rules not resolved at the Chapter Athletic Director level
4. The Commissioner shall chair a Head Coach Selection/Dismissal Selection Committee. The commissioner will serve to make recommendations to the Executive Board proposed Head Coaches for Board Approval. Should the Board disapprove of the "slate" of nominees; each head coach applicant will be voted on individually.
5. Responsible for reporting all scores of the Chapter games to Conference per Conference rules.
6. The Commissioner is given discretionary powers with direction from the President that will permit executive decisions to be made, if warranted in the best interest and welfare of MVJAAFC
7. The Commissioner will automatically succeed the President in the event he or she is not able to complete the full term of office
8. Oversee: Coaches, Parent Liaison, Flag Commissioner and Equipment Manager

Duties of the Chapter Athletic Director (AD)

1. Responsible for completion of certification for the Chapter
2. Handle complaints or violations of conference rules not resolved at the Team AD level
3. Outline the responsibilities of the Team Athletic Director
4. Responsible for handling all chapter insurance matters, plus maintain complete and accurate files as required by the Conference.
5. Responsible for administering the AD Guide that has the Conference Rules, Regulations, and Procedures and will distribute all conference forms to Team AD within the MVJAAFC chapter.
6. The Chapter AD shall inspect all books and cards of all teams weekly or bi-weekly. The Chapter AD shall determine the time and place of AD meetings.
7. Chapter AD will request for each team to turn in redline and all copies of game day certification paperwork by the Tuesday following Saturday's game or \$100.00 fine will be assessed to each team that fails to meet request. Fine must be paid before next scheduled game is played.

Duties of the Secretary:

1. Responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings.
2. Sending out announcements
3. Distributing copies of minutes and the agenda to each Board member.
4. All correspondence on behalf of the organization and assuring that corporate records are maintained.

5. Shall notify all Executive Board Members, within 24 hours, of the date, time, and location of all meetings by email or telephone.
6. Must submit an agenda to President for approval 24 hours prior to meeting.

Duties of the Treasurer:

1. Responsible for maintaining and keeping financial records.
2. Providing a financial report at regular monthly meetings including itemized bank records of payables and receivables.
3. The Treasurer shall chair the Budget and Finance Committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public via website monthly.
4. All expenditures (over \$100) outside of the approved budget, for MVJAAFC must be presented to the Executive Board with a MVJAAFC purchase order that has been signed by the President and Treasurer or Controller, for a vote and approval by the executive Board and requires two signatures.
5. All deposits of money collected must be deposited into bank within 24 hours of receipt
6. Shall be responsible as well as President, Vice President, and Controller for checks written/issued by chapter.
7. Every year in January and no later than February 1, all books will be audited by a board certified accountant.

Duties of the Cheer Coordinator:

1. Oversee operations of the Cheer Division
2. Responsible for communication with parents
3. Responsible for cheer equipment and inventory
4. The Cheer Coordinator is given discretionary authority that will permit carrying out all policies of the MVJAAFC regarding cheer matters and the Conference regarding cheer matters in a expeditious matter
5. Such decisions may only be reversed or revoked by a two-thirds majority vote by the Executive Board at the next regularly scheduled meeting or emergency executive board meeting specifically held to address the situation

Duties of Merchandiser:

1. All deposits of monies collected must be turned in to the Treasurer within 48 hours.

Duties of the Equipment Manager

1. Responsible for football equipment inventory
  - a. Purchasing football equipment
  - b. Receiving and issuing football equipment
  - c. Equipment forms will be given to Team Equipment Manager for collection of equipment
2. Responsible for storage of football equipment
3. Maintaining supply by ordering of new equipment when necessary
4. Oversee Team Equipment Manager

Duties of Fundraising Coordinator:

1. Responsible for organizing and heading the Fundraising Committee
2. Responsible for vendor and team fundraising
3. Handle funds securely, making deposits to the Treasurer/Controller with 24 hours of receipt

Duties of the Field Coordinator:

1. Responsible for laying out and marking all playing fields.
2. Responsible for the care, maintenance, handling of all field equipment such as time clocks, down markers, yard markers, chains, bleachers, etc.
3. Responsible for coordinating field clean up.
4. Responsible for requesting and obtaining all permits for the season for all required locations. This Includes, but not limited to, practice locations, game fields and locations for special events.

Duties of the Concession Manager:

1. Responsible for maintenance and operation of the snack bar
2. Responsible for keeping accurate records of all financial transactions on a daily/weekly basis and works closely with the Chapter Treasurer to maintain an accurate bookkeeping system.

Duties of the Publicity Coordinator:

1. Coordinate releases to local media i.e. radio, newspaper, magazines, etc
2. Coordinate development of the yearbook and/or programs

3. Coordinate all game write-ups from each of the teams Head Coaches or authorized representative which are to be submitted to the newspaper, plus any pictures taken by volunteers or newspaper staff for any MVJAAFC Chapter activities
4. Responsible for writing and distributing a newsletter to all MVJAAFC general members
5. Maintain website, email list, and player list for mailing of information to all general members
6. Forward any email messages received in the general email account to the appropriate Executive Board Member

Duties of the Parent Liaison:

1. Handle all parental complaints and concerns at the Chapter level
2. Liaison between the parents and the Board
3. Responsible for Chapter communication with parents
4. Oversee team parent volunteers
5. Will conduct a monthly informational meeting with parents re: updated Chapter Information.

Duties of Flag Coordinator:

1. Oversee operations of the Flag Program
2. Assist in preparing Flag Banquet
3. Schedule Flag games and activities
4. Work directly with Flag Commissioner, Flag Staff, coaches and parents
5. Order supplies needed by flag teams and staff under approval of Executive Board/President
6. Work with Chapter Commissioner to receive approval of operational decisions for Flag

Duties of Deputy Commissioner (Appointed)

1. The Commissioner shall be entitled to appoint more than one Deputy Commissioner Approved by the Executive Board
2. Shall have only that authority as delegated by the Commissioner
3. Voting Rights in absence of Commissioner

Duties of Assistant Chapter AD (Appointed)

1. Chapter AD shall be entitled to appoint one Assistant Chapter AD as approved by the Executive Board
2. Shall have only the authority as delegated by the Chapter AD
3. Voting Rights in absence of Chapter AD

Duties of Assistant Cheer Coordinator (Appointed)

1. The Chapter Cheer Coordinator shall be entitled to appoint one assistant Cheer Coordinator as approved by The Executive Board
2. Shall only have that authority as delegated by the Chapter Cheer Coordinator
3. Voting Rights in absence of Cheer Coordinator

Duties of Flag Commissioner (Appointed)

4. Will be a position appointed only by the Flag Coordinator upon approval of Executive Board
5. Work with Chapter Field Coordinator in setting up areas for games and practices
6. Select Coaches for flag teams upon approval of Chapter Commissioner
7. Recruit and train volunteers to assist with refereeing home games

Duties of Trustee

1. Assist Board Members as needed

The offices of the Executive Board shall be appointed by the President. (appointees must be Members of the Board)

- a. All offices shall be filled every two (2) years at the December General Board Meeting. All Nominees shall be in good standing (all fees must be paid, abide by Conference Code of Conduct, abide by MVJAAFC By-Laws and must attend all board meetings, unless excused) with MVJAAFC and Conference

1. All nominees must be in attendance at the election meeting or he/she will not be considered for that position

- b. Executive Board members must be acclimated to the dynamics of the city of Moreno Valley and the overseeing of the MVJAAFC chapter functions prior to qualifying for nominations. A stated prerequisite for holding the President, Vice President, and/or Commissioner position is that any individual must have served as a General Board Member for a minimum of 3 years or 3 football seasons prior to being selected as an officer; all other executive Board positions require a minimum of one (1) year or one (1) football season prior to being selected as an Officer.

Section F                      Vacancies

Any elected vacancy occurring in the Executive Board of Directors may be filled by qualified candidate recommended by the Officers and affirmed by majority Board vote. The term of the Officer elected to fill the vacancy shall be the unexpired term of his/her predecessor. Such meeting may only be called by Public notification to the Community and personal notification to all active Board Members.

Section G                      Resignation of Board Members

Section H                      General Board Meetings

1. The President will, within one month of his election, notify all serving members of the board of the date, time and place of the first meeting of the Board Regular and Annual Meeting: The Membership shall meet at least twelve (12) times per year.

Notice shall be given to each member at least fourteen (14) days prior to the date of every regular meeting of the General Membership

2. The time and place of future Board meetings, Conference Meetings, Storage Collection and inventory of equipment, the payment of debts, notification to Secretary of State of new members names, transfer of names on bank records, the transfer of all documents and records and other relevant matters will be resolved at the first Board Meeting.
3. Special meeting of the General Membership may be called by the President. Due notice of Special meetings shall be given seven (7) days prior to such a meeting
4. QUORUM: A majority of those present will constitute a quorum for any business meeting. No proxy votes will be accepted.
5. The Minutes, Agenda and Treasury Report will be available for the viewing on the website 48 hours prior to scheduled board meetings.
6. Any Board member not able to attend a scheduled meeting shall notify the President, Vice President or Secretary.
7. Proxy and Alternates: Voting by Officers by proxies shall not be permitted.
  - a. An absentee Board member may not designate an alternate to represent him or her at a Board meeting unless stated in these By-Laws.
8. Presidential Succession: In case of temporary absence, the succession shall be Vice President, Chapter Commissioner, Chapter Athletic Director, Secretary and then Treasurer.
9. Board meetings will consist of only operational business. Any personal differences will be discussed in a separate meeting to include all parties involved, President and Vice President to resolve
10. Executive Board Supersedes all decisions made by General Board for the betterment of the Chapter.

## **ARTICLE V BOARD MEMBER SUSPENSION, DISMISSAL, OR COMPLAINTS**

1. The Executive Board may remove any Officer for cause by majority of those present then in office, at any regular or special meeting of the Board, provided that a statement of the reason or reasons shall have been mailed by Registered Mail to the Officer proposed for removal at least seven (7) days before any final action is taken by the Board. This statement shall be accompanied by a notice of the time when, and the place where, the Board is to take action on the removal. The Officer shall be given an opportunity to be heard and the matter considered by the Board at the time and place mentioned in the notice.
2. A recall vote for any officer may be called if they have violated any By-Law and/or has not adequately fulfilled the duties of the office as outlined. ( A person in good standing: all fees must be paid, abide by Conference Code of Conduct, abide by MVJAAFC By-Laws and must attend all board meetings, unless excused).
  - 2.a. Request must be approved by a majority of those present and in good standing with Chapter Conference.
  - 2.b. Reason for recall must be provided
  - 2.c. Recall vote to take place by paper ballot only to ensure anonymous voting
  - 2.d. Recall vote would take place within 72 hours of acceptance of vote to recall

## **ARTICLE VI SELECTION OF COACHING STAFF**

- Section A      1. The Chapter Commissioner will select a coaches committee (approved by the President) to Recommend all Head Coaches
2. Chapter Athletic Director will approve all selection of team athletic directors
3. Chapter Commissioner and Chapter A.D will inform board of all selections of coaches, asst. coaches, and athletic directors
- Section B      It will be mandatory for a team staff member to have a valid First Aid Card or equivalent
- Section C      All Head Coaches and staff will come to mandatory rules meeting held by the Chapter Commissioner and Chapter AD
- Section D      All Head Coaches and Assistant Head Coaches must sign a Coaches Agreement Form with the Commissioner for the Chapter in order to hold one of the positions. This Agreement form outlines the Coaches Conduct guidelines for behavior ethics, rules, responsibilities and consequences to uphold as a Coach of the Falcon's Organization.
- Section E      Mandatory attendance at all coaches meetings is required of ALL head coaches. Mandatory attendance of the Assistance Head Coach of one (1) coaches meeting and one (1) general board meeting per Season
- a.1. Head coaches will have a vote at General Board meetings (voting rights will be forfeited if head coach has three consecutive unexcused absences to coaches meetings.)
- a.2. Head coach would lose position the following season, and reapply the following season with Coaching Council.
- a.3. Once a Head Coach is put in place he must participate in: player recruiting, promotional activities, signups and meetings deemed necessary by the Commissioner. (If not then a coach may be removed/replaced by the Commissioner or President for the betterment of the Chapter.

## **ARTICLE VIII INVOICES**

Any money spent by Chapter Officials shall be approved prior to spent and/or invoiced.

## **ARTICLE VII PARTICIPANT REGISTRATION FEES AND REQUIREMENTS**

- Section A      The Board may set player fees by majority vote after finalizing budget and such fee shall not be deemed change of By-Laws
- Section B      All Board Members and Head Coaches shall receive ONE 50% discount on initial registration fees And 25% discount on each additional child on immediate family members only. Cheer excluded.

- Section C One 50% registration discount will be awarded to any General Board Member/Head Coach with no qualifying immediate family members
- Section D All teams are required to raise Team Conference fees. All fees are due by the 4<sup>th</sup> game of the season. (team fundraising rules, please see Article VIII, Fundraiser).
1. Failure of a team to submit fees will result with the head coach being ineligible to coach for MVJAAFC the following season. This is subject to the Chapter Commissioner's discretion. All fees must be paid in full for reinstatement).
- Section E Family registration discount will be \$150 for 3 or more football/cheerleaders, immediate family members only. The discount applies to football fees since cheer cost are fixed
- Section F All Head Coaches are given two player sponsorships per football season
- All Head Coaches get 1 player full sponsorship (can be divided into 2 half sponsorships)
  - Board will provide 1 full sponsorship or 2 - 50% sponsorships per team.
  - All league sponsors to be board approved
  - All board sponsorship players will be entered into draft
- Section G Player Sponsorships, Assistant Coaches and team AD are part of the first round draft.
- Section H All Board Members and Head Coaches can only use one (1) discount per family (either 50% or \$150 multi-player discount). Only one (1) discount per family.

#### **ARTICLE VIII FUNDRAISER**

- Section A All fundraisers or expenditures related to Moreno Valley Youth Football (MVJAAFC) Inc. must be approved by Executive Board Process: Complete Team Fundraiser Form and submit to Secretary, who will get approval/denial, by majority of those present, within 48 hours and notify team. Treasure will service as backup.
- Section B All purchases made for fundraisers must be specific to type, size and quantity. The minimum information required for Board approval should a maximum dollar amount approval to spend "Budget amount" is not a proper specific amount.
- Section C All individual team fundraisers and sponsorships must be board approved. All monies procured from team fundraisers and sponsorships are to be handled by the Chapter Treasurer to place in a sub account.
- Section D All Head Coaches, Head Flag Coaches and the Cheer Coordinator will have a sub bank account during the regular season in order to manage their team fundraising monies. The Head Coach / Cheer Coordinator will be responsible for managing the team account funds and providing a monthly statement of account to the parents. The league will start each account with \$25 and will be due and payable by September 1. Team fees will be paid to the league prior to any purchase for the team.
- Section E Any team sponsor that receives a plaque, \$10 of sponsorship donation is paid to league by team to cover plaque charge.
- Section F Any team that receives gets a personal banner, \$ 50 of sponsorship donation is paid to the league by the team to cover the charges

#### **ARTICLE IX CONFERENCE BY-LAWS**

- Section A This Chapter approves and adopts the Conference By-Laws and amendments thereto. Where inconsistent with these By-Laws, the Conference By-Laws will be given affect
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## ARTICLE X CHAPTER BY-LAWS

Section A By Law changes shall be presented in writing to a By Law committee. The proposed changed may take place only after the by law has been reviewed by the By Law committee and submitted to the President and Executive Board for further review and approval.

### Article XI - TEAM COMPOSITION AND DRAFTING OF PLAYERS

Section A Teams are composed by Conference age and weights requirements.

Section B Team rosters will consist of a minimum of 25 players and will not exceed the maximum of 30 players except upon approval of the Chapter President and Commissioner. All players in divisions with more than one team will go into a draft headed by Chapter Commissioner with Chapter AD present. Players are evaluated and selected by the head coaches.

1. First team will become BLACK
2. Second team will become RED
3. Third team will become WHITE

Section C Definition:

1. Multiple teams in shared divisions = 2 or more teams in same division
2. Core Players = players that have played with the Head Coach the previous season and players of coaches.
3. Recruited player=any player that a coach has actively sought out and has acquired a signed commitment to play for that said coach

### SECTION D Recruitment of players

1. Coaches can recruit players and have players assigned to his/her team. For this recruitment to take place the following must happen:
2. Any/All recruited players must have a signed recruitment form filled out completely (By the 1st day of camp in any calendar year) by Parent, Head Coach and Commissioner and / or Chapter AD \*This is subject to verification by the Commissioner or Chapter AD.
2. Players contract must be filled out and signed (a deposit is required)
3. No maximum amount of players, however; age, weight and availability must apply according to Conference team Composition Regulated guidelines for all Divisions (ie: Playback age, etc)
4. New Coach to the MVJAAFC Program that does not have an established core will have an opportunity to establish a core prior to the draft.
5. All Draft scenarios will be handled on a case by case basis according to the demands of the Division by the Chapter Commissioner. At his/her discretion.
6. Any Draft disputes will be handled at the Chapter Commissioner's Discretion. Only the President can be asked to confer with the Commissioner to be heard if a resolution can not be found. Prior to the conclusion of the Draft.

### Section E Composing Teams

#### a. Two Team Scenario

1. Division 1 will get the first 20 (twenty) picks including core and recruited players.
2. Division 2 will get the next 20 (twenty) picks including core and recruited players.
3. Division 1 and 2 next pick will be on a one by one basis until teams are filled.

#### b. Multiple Teams Same Division

1. After core players have been placed on a team, teams will equal out in player count 20 players per team--the team with less picks will draft until reaching 20 players (Ex: Black team has 15 core players; red team has 5 core players. Red team will have next draft pick until reaching equal count of players as black team)
2. Once teams have equal amount of 20 players draft will continue on a one by one basis until team has been filled.

#### c. Three Teams : two (2) teams division 1 and one (1) division 2

1. After core players have been placed on teams for the Black and Red teams following Section E, b-2, Division 2 White will get core and recruited players to equal amount of players of the black and red picks up to 20 players.
2. Once teams have an equal amount of 20 players draft will continue on a one by one basis until team has been filled.



d. Sign-ups after draft:

1. Any new player signed up after the draft will be assigned to the team that has the next pick. This process will continue until all teams are considered filled or closed.

## **ARTICLE XI MVJAAFC FOOTBALL LOGO**

- Section A            The MVJAAFC logo shall be protected under the By-Laws of the Moreno Valley Jr. All American Football and Cheer Chapter for use on MVJAAFC apparel and/or accessories.
- Section B            There will be no unauthorized use of the MVJAAFC logo without prior approval from the Executive Board
- Section C            MVJAAFC apparel shall consist of any apparel and/or accessories that are approved by the MVJAAFC Executive Board for the purpose of raising money for the chapter.

## **ADD-ONS**

### **Fiscal Year**

The fiscal year of the organization shall begin on January 1 and terminate on December 31

### **Indemnification**

The Moreno Valley Junior All American Football and Cheer, Inc shall indemnify its Directors, Officers, employees, and volunteers to the fullest extent permitted by the law of the State of California.

### **Amendments**

These By-Laws may be amended at a regular meeting by a two-thirds vote of all Officers then in office, provided that notice of the proposed amendment, together with a copy thereof, shall be distributed to each Officer at least fifteen (15) days prior to the meeting at which the amendment is to be considered.

### **Dissolution**

In the event of the dissolution of the Moreno Valley Junior All American Football and Cheer, Inc., and after the payment of all debt and return of charitable contributions as appropriate, all assets shall be distributed to an IRS 501c organization, selected by the Board of Directors, and reflective of the Moreno Valley Junior All American Football and Cheer, Incorporated's mission

These BY-Laws were approved at a meeting of the Executive Board of Directors of the Moreno Valley Junior All American Football and Cheer, Inc. on    May 15, 2012.