

**La Puente Jr. All American Football, Inc.**  
**San Gabriel Valley Conference**  
**By- LAWS**

*Approved On: March 13, 2024*

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**ARTICLE 1 : Members**

The privilege of holding office, making motions, debating, and voting shall be limited to active members as states in Article 3 of the Constitution of La Puente Jr. All American Football and Cheer

**Section 1-** The Board of Directors shall be elected every two years. New Officers of the Corporation shall be elected by the CURRENT Board of Directors and their term of office shall be two (2) years. The Officers to be elected are President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, City Athletic Director, Cheer Coordinator, Designated Agent, Snack Bar Manager, Field Manager, Equipment Manager, Public Relations, City Medical Attendant and Player Safety Coach. No member shall be eligible to hold office if they have not been a current member in good standing for one (1) season or more. Current member meaning this fiscal year of the current prior year.

**Section 2 –** Nomination for Board of Directors will be made from the floor at the October Board meeting provided the prior consent of the nominee has been obtained and the nominee meets the qualifications for board members set for by these by-laws.

**Section 3-** Voting shall take place at the November Board meeting. Voting shall be by secret ballot and all candidates for all offices shall be voted on separately. The candidate receiving the majority of votes cast for that office in question shall be deemed elected.

**Section 4-** Every Board Member shall be entitled to one (1) vote at any regular meeting. All voting must be done in person. Voting by proxy and cumulative voting is expressly prohibited.

**Section 5-** Should an Officer resign before new elections are held, with a quorum the Board OF DIRECTORS shall appoint one member in good standing to complete the unexpired term of that office.

**Section 6-** Should an Officer fail to perform the duties of his/her office, as listed in the by-laws, or has demonstrated conduct that is considered as detrimental to the best interest of La Puente Jr. All American Football and Cheer, the BOARD shall have the authority to suspend that member and appoint a new member to complete the unexpired term of that office.

**Section 7-** Should the President be unable to full fill his/her term for any reason; the 1<sup>st</sup> Vice President shall assume the office. If the 1<sup>st</sup> Vice President does not want the position, then the 2<sup>nd</sup> Vice President shall have the option to assume it. In the event that the 2<sup>nd</sup> Vice President does not want the position the BOARD will search for qualified Board member/members and shall vote with a quorum present. The new President shall finish that year, and if it is a non-

election year, there shall be a special election during the November Board meeting for that purpose.

ARTICLE 3: Duties of the Officers

**President** - To preside over all general meetings and Board meetings, appoint chairpersons and special committees with the approval of the **BOARD OF DIRECTORS**. Be an unofficial member of all committees, receive and refer appeals, complaints etc., to the **BOARD OF DIRECTORS**. The President is also a Conference Representative.

**1<sup>st</sup> Vice President** – To preside in the absence of the President, Oversees all league raffles, fundraisers and such dealings.

**2<sup>nd</sup> Vice President** – To preside in the absence of the President and 1<sup>st</sup> Vice President.

**3<sup>rd</sup> Vice President** – Optional Per Seasonal Needs/ To preside in the absence of the President and 1<sup>st</sup> and 2<sup>nd</sup> VP's.

**Secretary**- Keeps records of all meetings and copy the minutes for the President and all Officers. To keep a roster of LPJAAFC Officers with their names, addresses, telephone numbers, email and read all communications at meetings. Attend all correspondence of LPJAAF, send written, or via phone, date, time and place of Board meetings. Prepare a copy of the minutes and all previous general meeting minutes.

**Treasurer**- Receive and receipt monies received and disburse all monies authorized by the BOARD OF DIRECTORS and according to the registration fees itemized list. All checks shall require the signature of the Treasurer and/or President. The treasurer shall deposit all funds in a local bank. Submit a monthly financial report at the general and Board meetings, keep an accurate record of all transactions and have available at the meetings: checkbook, bank statements and any other financial data necessary to provide a good understanding of the financial status of La Puente Jr. All American Football & Cheer. All monies transacted must be transacted by approved league checkbook and receipts books. Other duties include submitting all financial documents to Conference on time and submitting Tax Forms to Federal and State agencies as required. President or acting President and treasurer **CAN'T** be married or live in the same household.

**Assistant Treasurer** – Assists in tasks delegated by the Treasurer. To assist in the absence of the treasurer. The Assistant Treasurer will also be on the bank accounts as a co-signer.

**Designated Agent**- Keeps all staff and board applications. Informs all applicants of information needed and "Live Scan" locations for fingerprinting. Collecting information for processing board, staff and players Identification cards. Works with Conference to supply the city with Identification cards. The Designated Agent is also a Conference Representative.

**Equipment Manager-** Supervise each team's equipment and athletic director for equipment and to be responsible for an active inventory list, distribution and replacement of equipment. Equipment shall be stored in a secure facility. The Equipment Manager shall be responsible for making sure that all equipment is cleaned and returned at the end of the season. All equipment lists kept by division i.e., players first and last name, helmet number, shoulder pad number, knee and thigh pad number, practice and game jersey number, practice and game pants number. If a player needs to exchange or replace equipment, changes must be made on the file copy of the player's application, initialed and dated.

**Field Manager-** Supervise the set- up of practices and scrimmage (AD to give you a copy of scheduled scrimmage). Schedule field crews for all home games and home activities.

**City Athletic Director-** Supervise all Athletic Directors, attend all conference AD meetings. Also, to make sure that each coach has a conference card and insure that each team is represented at the monthly AD meetings. Previous AD experience preferred.

**Player Safety Coach** – The PSC cannot be a part of any staff. They must be an independent observer during practices. The PSC is required to supervise all football teams and document to see if the football teams are following the franchise rules. Also making sure that there is a practice plan in place and rotate within every team to make sure they are following the practice plan.

**Public Relations-** To submit announcements and special events to local paper, TV and/or cable. Also, handle sponsorships, generate individual, team and league letters and generate donation letters from local companies and merchants.

**Snack Bar Manager-** Equip and purchase supplies and food as needed. Arrange workers and parents into areas needed, such as: drink window, food order window, grill area and preparation areas. Also has a bank issued debit card in order to purchase items needed to sell in the snack bar. The Snack Bar Manager also collects and calculates the daily earnings and turns that into the Treasurer or Assistant Treasurer.

**Medical Attendant-** To be present during all home games and for any special events hosted by La Puente Jr. All American Football & Cheer and to assist when and where needed. To be responsible for an active inventory list, distribution and replacement of supplies. Be responsible for setting up First Aid class to ensure that each division has a medic for our home games.

**Cheer Coordinator-** Be present during sign-ups or send representatives, attend monthly conference meetings, schedule dates for cheer fittings, coordinate fundraiser(s) for cheer with 1<sup>st</sup> Vice President. Informs President of cheer parent meetings.

#### ARTICLE 4: Amendments of the By-Laws

By-Laws may be amended by two-thirds (2/3) vote of the members present at any General meeting. Provided that notice of any proposed amendment has been communicated by the Secretary to each member, before each voting and further provided that the proposed amendment shall be read at the General meeting at which it shall be voted upon.

#### ARTICLE 5: Suspending a Member

**Section 1** – The **BOARD OF DIRECTORS**, after a hearing, shall have the authority to suspend any adult repeatedly using profane, indecent or degrading language on the field or as a spectator and shall cease to be a member.

**Section 2** – The **BOARD OF DIRECTORS**, by two-third (2/3) present at any duly constituted meeting, shall have the authority to suspend any member thereof, whose conduct is considered detrimental to the best interest of the organization.

**Section 3** – Any parent or member wishing to register a complaint against an officer, AD, coach or any member of the organization, shall approach any member of the Board with their complaint at the next board meeting. The person originating the complaint must be notified of the action, after a proper hearing, if any was taken.

**Section 4** – Any member found guilty of any immoral conduct, detrimental to the objectives of La Puente Jr. All American program, on the playing field, in the presence of the boys or girls or on any type of social media will be brought before the Board and action will be taken to suspend such members.

#### ARTICLE 6 – Suspending a Player

**Section 1** - Any suspension of a youth by a head coach or athletic director must be submitted in writing within 24 hours to the President. If the President is not available, chain of command will supersede. The President shall delegate two (2) Board members to confer with the boy/girl and his/her parents, and said members shall report the findings to the President, who in turn shall review the findings and render a decision on the suspension. Suspensions can be due to any infraction of Section 2 of the boy/girl contract.

**Section 2-** Any player with a remaining balance (registration or equipment) as of game 1 will have their player's card pulled until all monies due are paid.

#### ARTICLE 7 – Confirmation of Athletic Director

**Section 1-** The officers of this organization shall confirm Athletic Directors for each team, including the cheer athletes Athletic Director. Team head coach will act as AD until a new AD has been appointed.

**Section 2** – Selection of Head Coaches- Any person desiring the position as Head Coach must submit a letter of qualifications to the **BOARD OF DIRECTORS** for their consideration at the February Board meeting. Applicants must also submit to an interview with the entire **BOARD OF DIRECTORS**. The head coaches will then be selected by the **BOARD OF DIRECTORS** by secret ballot and appointed at the March Board Meeting. Their term to expire at the end of the calendar year.

**Section 3** – This section shall apply to the selection of Head Coaches for cheer divisions.

1) Interviewing – Head coach should be selected on the best qualification, determined by the **BOARD OF DIRECTORS**, and obtainable coaches.

2) Voting- Voting will be done one team at a time.

3) Charges – If any member of the **BOARD OF DIRECTORS** or member has any charges against an applicant, these charges must be brought before the Board in the presence of the applicant applying for the head coach position.

4) Coaching Position – Any head coach applying for the position for the third (3<sup>rd</sup>) consecutive term will not be allowed to return as head coach in the same division.

#### ARTICLE 8: Order of Business

- 1) Sign-in sheet for all members
- 2) Meeting called to order
- 3) Roll call of Officers
- 4) Reading of Minutes
- 5) Treasurer report
- 6) Report of Officers and Committee
- 7) Unfinished business
- 8) New business
- 9) Nomination and/or election of candidates
- 10) Communications and bills, reading and actions required
- 11) Adjournment

This order of business may be suspended by a one third (1/3) vote. Rule of Order – Robert Rules of Order shall be the authority to decide all questions of the order not herein provided.

#### ARTICLE 9: Posting of Constitution and By-Laws

A copy of the La Puente Jr. All American Football Constitution and By- Laws shall be made available to any member in good standing when asked for, and a copy to be posted around the snack bar for easy access.

#### ARTICLE 10: Regulations

**Section 1** – No participant shall be permitted to join in La Puente Jr. All American until:

- a) All monies owed from previous year is turned in
  - b) All equipment owed from previous year is turned in
  - c) All financial requirements are met
  - d) All board members shall get a \$100 discount off current year's registration fees.
- If a board member does not have any active player in the league they are allowed to sponsor a player of their choosing for said amount.

**Section 2** – Any monies obtained by outside activities / fundraisers of any nature by any team Flag/tackle/cheer must be turned over to the Treasurer or Assistant Treasurer, in which she/he will keep record of money made by the teams and will issue a receipt per division. The money will be disbursed once an invoice / receipt are provided.

#### Article 11: Volunteers

**Section 1-** A \$100 will be added to each player's registration for volunteers hours (excluding team volunteering ie: snacks, chain gang & crowd control). Once a 3 hour shift is served the parent will be refunded the \$100. If a parent chooses to forfeit their money it shall be used to hire additional help where needed.

**Section 2-** Any parent that is assigned to volunteer for team duties ie: snacks, chain gang Or crowd control and fails to do so, their players player's card will be pulled for the next game and will not be able to play.

#### Article 12: Staff duties and expectations

**Section 1-** All staff (board members, Coaches and AD's) must dress in League stamped polo shirts at all games.

**Section 2** - Practice attire should have no gang or group affiliation (excluding work attire)

**Section 3** - Scoreboard must be done by one coach from the preceding division's game. If a team fails to do so the head coach will sit out the next game and also not be allowed at the game (home or away)

**Section 4** - No staff member can hold positions in two different divisions.

La Puente Jr. All American Football (LPJAAF), Incorporated 1992, Revised February 12, 2020

Incorporated with the State of California, May 19, 1969