

Constitution and Bylaws

Mariposa Youth Football & Cheer Mariposa, CA January 16, 2019

ARTICLE I. NAME AND PURPOSE

Section 1 Name: The name of the organization is Mariposa Youth Football and Cheer.

Section 2 Non-Profit Status: Mariposa Youth Football and Cheer is a nonprofit organization and operates under the Federal Identification Number 81-3449457.

Section 3 Affiliation: Mariposa Youth Football and Cheer operates in affiliation with the Trans Valley Youth Football League (TVYFL).

Section 4 Principal Office of the Organization: The principal for the transaction of the activities and affairs of this organization is located at the Mariposa County Fairgrounds, in Mariposa County, California. The mailing address is 5461 Bear Creek Dr. Catheys Valley, CA 95306. The Board of Directors may change the location of the principal office. Any such change of location must be noted by the secretary on these bylaws opposite this section: alternatively, this section may be amended to state the new location.

Section 5 Dedication of Assets: The organization's assets are irrevocably dedicated to public benefit or charitable purposes. No part of the net earnings, properties, or assets of the organization, on dissolution or otherwise, shall insure to the benefit of any liquidation or dissolution, all properties and assets remaining after payment, or provision for payment of all debts and liabilities of the organization shall be distributed to a nonprofit fund, foundation or organization that is organized and operated exclusively for charitable purposes and that has established its exempt status under Internal Revenue Code Section 501(c)(3).

ARTICLE II. PURPOSE AND OBJECTIVES

The purpose of this organization is:

- A. To promote the theory and practice of the principles a good citizenship.
- B. To take an active interest in the social and moral welfare of each player.
- C. To unite the players in the bond of friendship, good fellowship, and mutual understanding.
- D. To encourage discipline and promote high standards in sportsmanship, physical fitness and the fundamentals of football.
- E. To create and foster a spirit of generous considerations among the players regardless of race creed or national origin or sex.

- F. To provide an opportunity to play the game in a supervised, organized, and safety oriented manner and keep the welfare of the participants free of any adult ambition and personal glory.
- G. To work and cooperation in harmony with the Mariposa County High School Football program for the mutual benefit of both organizations.

ARTICLE III. BOARD OF DIRECTORS

Section 1 Purpose: The purpose of the Board of Directors is to plan, organize and conduct the Mariposa Youth Football and Cheer Program subject to the guidelines and limitations outlined in this Constitution and bylaws as well as those of the Trans Valley Youth Football League.

Section 2 Members: *(Revised 1/16/2019)* The Board of Directors shall consist of no more than 15 adults persons of good moral character and standing in the community and who are engaged in a legitimate and recognized line of business or professional activity. The 15 board of directors shall consist of nine executive officers (E-Board) and six members at large.

Section 3 Election of Members: *(Revised 1/16/2019)* Anyone wishing to join the Board of Directors may make a nomination during the months of October or November and then an election will be held at the December Board meeting. Nominees must be over the age of 18 and be active and productive members within the organization. If a nominee is running for a currently occupied position, each candidate will be given 5 minutes to present before the board why they believe they are the best candidates for the position. Each board member, present or not, will cast a vote no later than 11:59PM the night of the December Board Meeting. The person who receives 51% or more of the vote will become the new incumbent of the position beginning January 1st of the following calendar year. Newly elected board members will have 60 days to complete a Live Scan fingerprint background check or they will be automatically removed from the Board of Directors.

Section 4 Term of Office for Members: *(Revised 1/16/2019)* Members of the Board of Directors are a one-year term except for the league representative, which is a two-year term beginning January 1st and ending December 31st. At that point, if there is a vacancy mid term, all members of the Board of Directors will vote to replace the position. Whichever candidate receives more than 51% of the vote will become the incumbent of the position.

Section 5 Executive Officers: *(Revised 1/16/2019)* Executive officers shall consist of a President, Vice President, League Representative, Treasurer, Assistant Treasurer, Secretary, Head Coach, Cheer Representative and Webmaster. The President, Treasurer and the Assistant Treasurer may not be in a romantic relationship or close family relationship to one another.

Section 6 Appointment of Head Coach: The position of Head Coach shall be an appointed position and shall be appointed by the current President.

Section 7 Resignation or Dismissal: A director may resign from the board of directors will be considered to have resigned by having missed three consecutive meetings without a valid excuse. A director may be dismissed at anytime as a member by a majority vote of the E-Board.

Section 8 Appointment to Fill Director Openings:*(Revised 1/16/2019)* Openings occurring on the Board of Directors prior to the annual election will be filled by appointment by the President and approved by a majority of the Board of Directors including members at large in good standing.

Section 9 Meetings: The Board of Directors shall meet on a monthly basis for the purposes of conducting official business. Date, place, and time for regular meetings shall be determined by the Board of Directors and may vary during peak activity such as the Fair and during the football season. Meetings during the months of December through February are optional and are at the discretion of the board.

Section 10 Executive Session: An executive session may be called by any member of the executive board as part of the agenda or any regular meeting or as a special meeting to discuss such topics as personnel, security, confidential gifts for donations, pending litigation, and acquisition of property. Other topics which are deemed by the board that's not proper or necessary to be discussed in a public meeting may also be discussed in an executive session.

Immediately following the closing of an executive session, an announcement detailing the action taken, but not the discussion leading up to the action, will be made by the President and such action will be entered into the official minutes of the regular meeting.

Minutes of all executive meetings will be kept by the secretary for use by the Board of Directors only and are not available to other parents for the general public.

Section 11 Agenda: *(Revised 1/16/2019)* The agenda for each meeting shall be prepared by the secretary under the direction of the president and shall contain all items of business necessary for consideration in action by the Board of Directors. Members of the board, parents, and others wishing to address the board regarding a particular subject must contact the president or secretary no later than one 24 hour period prior to the board meeting to be included on the agenda.

It is at the discretion of the board whether not to hear items not listed on the agenda; such items may be tabled until the next regular meeting for it on the official agenda.

Section 12 Attendance at Meetings: All meetings of the board of directors are open to the public. An agenda is not required by law to be published, however parents and other interested parties may contact the hotline for the date, time and place of meetings and are encouraged to attend the meetings to express their concerns prior to meetings regarding matters coming before the board.

Section 13 Voting: Only members of the Board of Directors will vote on items of business coming before the board. Others present at board meeting is able to voice their opinions regarding the agenda items, but are not able to vote on the matter.

Section 14 Quorum: A quorum will consist of seven members of the Board of Directors. A quorum is necessary for voting on items of business in the making of official policy of the board.

ARTICLE IV. EXECUTIVE OFFICERS AND MEMBERS AT LARGE

Section 1 President: The president shall preside at all meetings and act as ex-officio member of all committees.

The President shall appoint any chairperson and/or committees necessary for the conduct of the program.

Section 2 Vice President: The Vice President shall preside over any meeting the President is not in attendance. The Vice President will be appointed by the President to chair certain activities for the conduct of the program.

Section 3 League Representative: The League Representative, or their representative, shall attend the monthly, or any additional, meetings of the Trans Valley League.

Section 4 Secretary: *(Revised 1/16/2019)* The Secretary will provide the Webmaster with a copy of the agenda no less than 12 hours before the meeting to be posted publicly on the organization's website. The Secretary will provide the Webmaster with a copy of the minutes from Board meeting no more than 5 days after the meeting to be posted onto the organizations website. A draft watermark will be place over the minutes until they are approved for finalization at a future Board meeting. program or handwritten ledger.

Section 5 Treasurer: The Treasurer shall maintain adequate incorrect amounts of properties and business transactions of the Board of Directors. The treasurer shall deposit all money and other valuables in the name of and to the credit of Mariposa Youth Football and Cheer with depositories as designated by the board. The treasurer shall disburse funds to Mariposa Youth Football and Cheer only as approved by the Board of Directors. The Treasurer shall prepare a financial report to be presented at each regular meeting of the Board of Directors. The treasurer shall act as ex officio member of any fundraising committees.

Section 6 Head Coach: The Head Coach, identified as the head coach of the Mariposa Youth Football and Cheer teams, shall be responsible for recruitment of all coaching staff and will present each roster of coaches to the Board of Directors at a regular meeting. The Head Coach shall be responsible for the discipline or removal of any coach as he deems appropriate and is empowered with that authority without prior approval for by the board. The head coach shall, however, report any such actions (in writing) to the board members within seven days of such occurrence.

The head coach and/ or his representative shall attend the annual coaches meeting conducted by the Trans Valley League.

Section 7 Cheer Representative: The Cheer Representative shall be responsible for the recruitment and training in conduct of the cheerleader program. They are responsible for arranging for the uniforms for the cheerleaders using funds as appropriated by the Board of Directors. The chair representative is responsible for arranging for adequate supervision of the cheerleaders at all times. The Cheer Representative shall be responsible for the collection of all cheerleaders for monies. The Cheer Representative, or their representative shall attend monthly (and any additional) meetings conducted by the Trans Valley Youth Football League.

Section 8 Assistant Treasurer:*(Revised 1/16/2019)* The Assistant Treasurer will work with the Treasurer to maintain an accurate financial standing of the organization. They will also work with the Treasure to maintain a checks and balances system to ensure financial integrity throughout the organization. The Assistant treasurer must be unrelated and not in a romantic relationship with the Treasurer or President of the organization.

Section 9 Webmaster:*(Revised 1/16/2019)* The Webmaster is responsible for any digital communications made by the league. They are responsible for maintaining the organization's website, distributing mass emails, maintaining social media accounts, and establishment and maintenance of the Board of Directors email accounts. Working with the Secretary, the Webmaster will post a copy of the agenda onto the organizations website along with a draft copy of the minutes until approved by the Board. It will be up to the Webmaster to ensure that all communications and postings are done in a professional manner as to maintain the professionalism of the organization. Any communications made on behalf of the organization will need to be approved by the Webmaster.

Section 10 Members at Large: Members of the Board not designated as executive officers shall be called members at large and are voting members. Members at large will be appointed to various duties by the president and are expected to help plan, promote and conduct the Mariposa Youth Football and Cheer in accordance with this Constitution and Bylaws.

Section 11 Organization Confidentiality and Integrity: *(Revised 1/16/2019)* All members of the Board of Directors are required to maintain confidentiality of items discussed within Closed Sessions along with information that could harm the organization in any matter. Any member of the Board of Directors found to not maintain this confidentiality or integrity, will be asked to resign their position immediately.

ARTICLE V. CHEERLEADER PROGRAM

Section 1 Conduct and Purpose of Program: The cheerleading program will be conducted for the purpose of and in accordance with the rules and regulations as stated in the Trans Valley Youth Football League Constitution and Bylaws.

ARTICLE VI. FUNDRAISING

Section 1 Purpose: The Mariposa Youth Football and Cheer is not sponsored by the County of Mariposa, so, therefore, must earn all the funds necessary for the conduct of the program.

Section 2 Fundraising Activities: All fundraising activities undertaken by Mariposa Youth Football and Cheer shall be approved by the Board of Directors prior to the conduct of such activities.

Section 3 Scope: Fundraising activities of Mariposa Youth Football and Cheer are limited to those which are legal and waffle and which the Board of Directors feels are appropriate to the overall purpose and objective of the program.

Section 4 Director/Parent Participation: Members of the Board of Directors are expected to be the core of fundraising efforts. Parents of team members, who are not members of the Board of Directors, will be contacted as necessary to provide assistance with the conduct of various fundraising activities. It is not necessary or expected all members of the board and all parents will be participating in every fundraising activity; rather than the workload will be shared between board members and other parents as far as their assistance is necessary and they are available and agreeable to help.

ARTICLE VII. CONDUCT OF THE PROGRAM

Section 1 Year of Operation: Mariposa Youth Football and Cheer shall operate on a calendar year basis from January 1st through December 31st.

Section 2 Player Eligibility, Rules, Etc.: Mariposa Youth Football and Cheer Will adhere to guidelines regarding player eligibility, practice rules, games, facilities, ticket prices, first aid, conduct of youth and adults (including team members, cheerleaders, fans and coaches)scoring, coaching staff and equipment as set forth in the Trans Valley Youth Football League rules.

Section 3 Checks, Drafts, Etc.: All checks, drafts, or other orders for the payment of money issued in the name of the Mariposa Youth Football and Cheer shall be signed by 2 of the 3 eligible members of the board as designated by the Board of Directors.

Section 4 Parent Notification: Parents will receive a game and practice schedule. A copy of the Constitution and bylaws, program information, and or a list of Board of Directors will be provided upon request. It shall be the responsibility of the individual parents to contact board members or attend board meetings to stay informed of detailed activities of the board.

Information necessary for the conduct of the program will be sent to parents via team members as needed throughout the season.

Section 5 Parliamentary Practice: In the absence of rules in this Constitution and Bylaws, the proceedings of meetings of the Board of Directors shall be conducted in accordance with Roberts Rules of Order.

Section 6 Amendments: Proposed and just to this Constitution and bylaws may be submitted in writing by any member of the Board of Directors, one week prior to his scheduled general meeting, for consideration of change and will be voted upon by the E-Board at an E-Board meeting prior to the next scheduled general meeting.

Ed Sinclair, President

Samantha Bull, Secretary