

Roseville Youth Football Association. Inc (Jr. Tigers)

BYLAWS

Mission Statement

The Roseville Youth Football Association will challenge boys and girls to choose a lifestyle of excellence by using their talent to achieve the highest standards of sportsmanship, self-esteem, character, integrity, and maturity. It is the organization's goal to introduce athletes to the fundamentals of youth football and cheer. To provide an opportunity to participate in an organized, safety-oriented program.

Article One (1): Objectives

1.1: This organization shall be known as "Roseville Jr. Tigers" (Referred to hereafter as "the organization") located in Roseville, County of Placer, California.

1.2: All corresponding mail needs to be sent to Roseville Jr. Tigers, Po Box 352, Roseville, CA 95768

1.3: In accordance with Sec 501-2-930 of the federal revenue code, the organization shall operate as a non-profit educational organization providing a supervised program of competitive sports activities. No part of the net earnings of the association shall insure to any private stockholder or individual.

1.4: The purpose of this organization is to build honorable characteristics into the lives of each person involved. The boys and girls will be given the opportunity to participate in football and cheerleading activities.

Article Two (2): Membership

2.1: Classes of Members:

There shall be the following classes of members:

A.) PLAYER MEMBERS: Any player meeting requirements and regulations regarding age and weight shall be eligible to participate, but shall have no rights, duties, or obligations in the management of the property of the organization.

B.) PARENT OR GUARDIAN MEMBERS: Those persons having one or more athletes participating in the organization. Membership also includes adults without participating athletes who may be granted membership under policies established by the organization's Board of Directors. Membership privileges are extended to matters that are placed before the general membership for consideration.

C.) COACH MEMBERS: Those persons having an interest in coaching football or cheer may apply for Coach Membership. Coach Members must meet the requirements and regulations established by the organization and its governing league/associations. Coaching applications must be submitted and voted on by the organization's Board of Directors prior to the commencement of the season, at a date set by the Board of Directors.

D.) BOARD MEMBERS: Those persons having an interest in managing the affairs of the organization and who meet the requirements and regulations established by the organization and its governing league/associations may apply for Board Membership. The Board of Directors will be established by vote of the previous season's board and will be voted on prior to the commencement of the forthcoming season, on a date set by the Board of Directors.

2.2: While (B) Parent, (C) Coach and (D) Board classifications of membership in the organization are open to all who qualify for membership under Article II, Section 2.1, (A) Player membership shall be governed by the following policy:

(1) Players and cheerleaders residing in areas within the City of Roseville that are designated by the Roseville Joint Union High School District (RJUHS) as area(s) that will populate Roseville High School will be provided first priority by the organization when determining and comprising its football and cheer squads;

(2) If the organization's football or cheer squads are not at maximum capacity, as set forth by the league/associations which the Jr. Tigers is presently affiliated, with full squads of players or cheerleaders, players from outside the Roseville High School population area may be selected to bring the squad(s) to full capacity.

(3) Where the coaching staff of a squad, by majority, determines, for safety reasons, that a player/cheerleader or players/cheerleaders residing in an area designated to populate Roseville High School should be released from the organization, the release must be approved by the Jr. Tiger President and Football Coordinator, for football releases and President and Cheer Coordinator, for cheer releases;

(4) All players or their siblings, currently members of the organization at the time of the adoption of these By-laws, who live outside the areas designated by the RJUHS as areas that will populate Roseville High School, are exempt from this amendment and for squads' selection purposes will be treated as if they reside in areas that will populate Roseville High School.

2.3: All coaches must conduct themselves in a professional manner during organization and league activities. All coaches must complete the application and may be subject to an interview process and be approved by the board with a passing DOJ and reference check. All coaches shall have knowledge and understanding of the organization and league playing and coaching rules, as well as any applicable laws, and shall adhere to the requirements of said rules. All coaches shall be knowledgeable in the rules of the sport and shall teach to the players and/or cheerleaders. All coaches shall treat each player or cheerleader as an individual, remembering the large range of emotional and physical development within each age group, and shall place the emotional and physical well-being of the children ahead of a personal desire to win. All coaches will be under the direction of the board of directors. Abusive behavior towards a player or cheerleader will be grounds for suspension and/or dismissal.

2.4: All members are expected to adhere to the organization's and its governing league/association's rules of conduct. All members are similarly expected to conduct themselves with professionalism and courtesy to the organization's members. Should a member's conduct be considered detrimental to the goals, objectives, and mission of the organization, said membership shall be terminated. The board of directors, by a majority vote of those physical present at any meeting where a membership is on the agenda to be voted upon, shall have the authority to terminate the membership of any member whose conduct does not comply with this paragraph.

In the case of a player member, the board of directors shall give notice to the head coach of the team of which the player is a member. The head coach shall appear in the capacity of the advisor with the player and parent/guardians before the board of directors. In these situations, involving minors, the board of directors shall make every effort to conduct the proceedings in a fair and non-hostile environment. The board of directors shall have full power to suspend or revoke such player's right to participate in the organization's activities.

2.5: All player/cheerleader fees must be paid in full by the First day of Official Practice unless otherwise agreed via payment agreement. Should a player/cheerleader's fees not be paid or arranged as set forth in this paragraph, the board of directors has the right to suspend the player's participation in the organization's events.

2.6: Any refunds of player/cheerleader fees will be in accordance with the current seasons code of conduct, and will require either the president's approval, or board approval via majority vote, should presidential approval not be obtained. No Refunds after June 1st

2.7: Complaints or conflicts against or between members, may be reported to the board of directors for consideration and any appropriate action.

Article Three (3) Governance

3.1: Board of Directors: The board of directors shall consist of a President, Vice President, Football Coordinator, Cheer Coordinator, Secretary, Treasurer, Volunteer Coordinator, Fundraising Coordinator, Event Coordinator, Webmaster, Field Manager, Booster, Snack bar Coordinator and Assistant Snack bar Coordinator. All acts and duties of each board member shall be conducted in the best interest of the organization.

3.2: Should the board determine, by majority vote, that additional positions are necessary, including but not limited to assistant football and cheer coordinators, social media coordinator, equipment manager, etc., said positions can be installed via majority vote of the board.

3.3: The board has control, authority, and management of all business affairs of this organization. With the consensus of 4 board members or more consisting of at least one president and/or league representative. They also have the authority to carry out disciplinary action at the practices and game should they witness a grievous infraction of the code of conduct. This includes but is not limited to ejection for a game, suspension from upcoming games and/or practices. In the event, any of the above mentioned are needed, these consequences must be enforced by the head coach and the parent/guardian of the child will be notified immediately.

3.4: The Board of Directors shall be voted into office, by a majority vote of the prior year's board membership, at a general membership meeting to occur at the conclusion of the season, after November 1, and prior to May 1 of the following year. Terms of the board of directors are annual, commencing the date of the vote at the general membership meeting, and ending the day prior to the next year's general

membership meeting, but may be terminated by resignation or by a 2/3 vote majority pursuant to the meeting rules set forth below, for conduct detrimental to the welfare of the organization. Vacancies on the board of directors occurring by resignation or termination shall be filled by a majority vote of the Board of Directors.

3.5: All members of the board shall perform their duties and responsibilities as a volunteer without compensation.

3.6: Any currently seated board member may be removed by a decision of the board whenever said board member has not fulfilled the duties of their office or it is determined that it would be in the best interest of the organization.

3.7: All matters concerning the policies and operation of the organization shall be decided by a vote of the Board of Directors. The majority of those present at a duly constituted meeting shall carry no motion without a favorable vote. By definition, a duly constituted meeting may be scheduled or unscheduled. Each member of the board shall be entitled to cast one vote on any business matter. The organization president shall vote only in the event of a tie.

3.8: All Board members shall have knowledge and understanding of the organizations bylaws and adhere to the requirements of said bylaws.

3.9: All contracts, loans, leases or other agreements with the Board members will be negotiated at arm's length, with the stipulation that the amount charged or paid is no more than the fair market value based on either independent publicly available pricing or additional quotes obtained by the board.

3.10: Board members will excuse themselves from participation in any discussion or vote in which there may exist a conflict of interest related to their individual participation in an activity or award of responsibility or the establishment of any business-related activity for which they stand to gain financially.

3.11: Board members will excuse themselves from participation in and voting on disciplinary actions that directly affect either them or any direct family members except that they may give testimony if requested by the remaining board members.

3.12: Work with their fellow board members in a spirit of harmony and cooperation despite the many differences of opinion, which may arise. Base their personal decisions upon all available facts in each situation; to vote their honest conviction in every case, un-swayed by partisan bias of any kind; thereafter, to abide by and uphold the majority decision of the Board. Board members will act in the best interest of the organization rather than in furtherance of personal interests or the interests of third parties, such as friends and family. Decisions about the organization, and the use or disposition of its assets, are made solely in terms of the benefits to the organization. They are neither influenced nor appear to be influenced by any private profit, personal gain or outside benefit for staff, board members and volunteers; their friends and family members or the organization with which they are affiliated.

Article Four (4) Duties of Board Members

The members of the board shall have such powers and perform such duties as outlined below, as well as any other duties and responsibilities which the board may deem necessary and appropriate.

President: Administrative leader of the association. Highest local authority. Oversees all aspects of both football and cheer. Attends home and away games as needed. Attends all affiliated league meetings. Participates with the affiliated league on voting in all new rules for the league. May be voted into affiliated league committees. Organizes and facilitates monthly board of director meetings. Acts as a liaison between the affiliated league and the Jr. Tigers. Responsible for arranging all communications with

the high school and the school district for field usage. Obtains proper permits and insurance papers for field usage. Signatory on bank account.

Vice President: Act as assistant to the President and perform such duties as designated by the President. Attends home and away games as needed. Become acting president in the absence of the President. Assist in facilitating all facility requests. Oversee all game day operations including, but not limited to, preparation and breakdown of field for all home games. (i.e., field markers, yardage markers, striping of field, PA system, etc.) Act as liaison between Roseville High School and the board.

Football Coordinator: Oversees football activities and is liaison between the board, coaches and parents. Attends all home games. Responsible for handling all parents' complaints with coaches. Responsible for all matters pertaining to football coaches. Arranges all clinics and training meetings for football coaches. Helps in the yearly preparation of certifications for football teams. Responsible for arranging and coordinating EMT's for each home game. Orders all football coaches' apparel. Head of the football coaching selection committee. Arranges and facilitates coaching interviews. Appoints Head Coach to organize yearly football camp. Secondary contact for field usage and attends field usage meetings.

Cheer Coordinator: Responsible for registration and organization of cheer squads. Responsible for providing try-out, clinic, and registration information to the webmaster. Attends all home games. Oversees all aspects of cheerleading program and acts as a liaison between the board, coaches and parents. Responsible for handling all parents' complaints with coaches. Organizes uniform fittings and submits all final orders for cheerleader uniforms and accessories. Organizes and oversees yearly selection of coaches, try-out clinics, squad placements, cheer clinics, camps and competitions. Organizes indoor practice facilities. Responsible for the training of cheer coaches and apprise coaches as to any rule changes.

Secretary: Takes minutes at board meetings. Keeps minutes binder. Circulates minutes to board members after each meeting. Organizes monthly board meeting agendas. Responsible for yearly calendar of events. Editor and distributor of weekly newsletter during football and cheer season. Responsible for the annual state corporate filings with Secretary of State. Signatory on bank account. Checks WJT mail and distributes as appropriate. Responsible for coordination of yearly Academic All-American Award program. Attends home and away games as needed

Treasurer: Responsible for association's finances. Pays all bills and keeps associations financial records. Reports monthly treasurer report at each Board of Directors meetings. Sets up cash boxes for each home game. Makes deposits. Files yearly taxes. Signatory on bank account. Attends home and away games as needed.

Fundraising/Event Coordinator: Responsible for obtaining and recording sponsor information for organization and tax purposes. Follow through of all sponsor aspects including banners, thank you letters, tax donation receipts, etc. Responsible for coordinating, organizing and reporting all fundraising efforts for the Jr. Tigers. Organizes all special events such as/to include opening day activities, Homecoming, First Responder Day, and all other activities as agreed upon and scheduled. Responsible for obtaining and recording donation information for organization and tax purposes. Attends home and away games as needed.

Snack Bar Coordinator: Responsible for managing the snack bar and food services for all home games and special events. Coordinates purchases and set up. Supervises snack bar workers. Attends all home games.

Assistant Snack Bar Coordinator: Responsible for snack bar related duties as assigned by Snack Bar Coordinator. Assists with set up and/or tear down of snack bar at various events. Assists with ordering and game day/event snack bar coordination as assigned. Attends all home games.

Volunteer Coordinator: Responsible for coordinating and supervising team parents and volunteers for both football and cheer. Determines volunteer needs and develops volunteer schedule for the season. Oversees and assists the team parents with scheduling of volunteers. Acts as liaison between board of directors and team parents. Attends all home games.

Webmaster: Year-round management of the Jr. Tigers' website, Facebook, and Instagram accounts. Prepares and publishes all outgoing communication such as flyers, newspaper ads, etc. Attends home and away games as needed.

Field Manager: Works with the Volunteer Coordinator to ensure the set up and tear down of the field for home games. Attends all home games.

Booster Coordinator: Responsible for the coordination and set up of all association booster items. Position includes ordering and sales of "Booster" items such as T-shirts, sweatshirts, hats, etc. Responsible for setting up "Booster" table at various organization events. Maintains booster inventory, purchase and sales records. Attends all home games.

Article Five (5) Meetings

5.1: General Membership Meeting: General Membership meetings will be held a minimum of once a year after the conclusion of the season in November and prior to May 1st of the following year. The purpose of the general membership meeting shall be to inform the membership of the financial status of the organization, inform the membership of the status or changes in league affiliation, approve by-law changes, vote in the next board of directors and provide membership the opportunity to nominate candidates for vacant positions absent candidates nominated during the prior board meeting/last board meeting of the season.

5.2: Orientation Meeting: A player/parent orientation meeting shall be held at a time and place designated by the board preceding each football season. The purpose of this meeting will be to inform the player/parent about the program and the current season.

5.3: Special Meetings: A Special Meeting may be held at any time on the call of the President or by most of the current board members. At least three (3) days' notice shall be given for all special meetings unless circumstances dictate urgency.

5.4: Board Meetings: Board meetings shall be held monthly at a location and time to be determined by the President or the Vice President acting on behalf of the President. The board meeting may be attended by anyone. If anyone wants to place an item on the agenda, notice must be given to the secretary, via e-mail, no later than noon the day of the scheduled meeting. If necessary, to discuss

potential disciplinary or legal actions, the board may hold a closed session at the end of each Board Meeting.

5.5: Quorum: A simple majority (equal to 50% plus 1 voting members) is required to create a quorum. That majority shall be the act of the entire board.

5.6: Board Decisions: The act of most of the board present at a meeting at which a quorum is reached shall be the act of the entire board.

5.7: In the case of a conflict of interest, the Board member will be excluded.

5.8: In the event of a tie vote, the President will vote as a tie breaker. If the President is not available, then the Vice President shall only vote to break a tie.

5.9: Attendance: All members of the board are expected to attend all meetings to retain their position on the board. If the secretary reports to the board that any member has failed to attend 2 consecutive meetings the member loses their voting right for one (1) meeting. If the member fails to attend three (3) consecutive meetings, the board **may** declare his/her position vacant.

5.10: Roberts Rules of order shall govern the proceeding of all meetings except where such rules conflict with the by-laws of the association.

5.11: Eligibility to vote: a newly elected board member must have attended two regular board meetings to be eligible to vote on any issue. Board members re-elected from the previous year, and regularly attended board meetings are excluded from this rule. If a re-elected board member missed the two meetings immediately preceding their re-election, they are subject to this rule.

5.12: Electronic Voting: If an urgent matter arises and there is no time for a formal meeting to be called, the President may choose to call a vote on an issue via electronic voting. **The rules for this are as follows:**

A. The President will either initiate the issue via email to all eligible voting board members or instruct the Secretary to do so.

B. If the Board members have a question about the issue, or would like to discuss it, they are to do so via a reply-all email so all members can view the discussion.

C. The president will then call for a vote on the issue. Each Board member is to respond with a simple "aye" or "nay" vote.

D. All correspondence will be kept on file within the organization's official minutes as required by law.

Article Six (6): Accounting

6.1 Incurring Debts: No member of the Board shall incur any expenses or contract for any expenditure over \$50.00 without prior approval (Via meeting or e-mail) of the Board.

6.2 Accounts Payable: All accounts payable, including electronic withdrawals, shall be submitted to the Treasurer for payment and approved by the board.

6.3 Check Writing Practices: Two (2) signatures are required on all checks issued. The signers on the account shall be: The Treasurer, The President, and The Vice President. The second signature may not be the spouse or immediate family member of the primary signer.

6.4 Financial Accounts: The treasurer shall maintain all accounting records and have them ready for review and examination by the Board any time they are requested.

6.5 Final Accounting: The Treasurer will provide a final accounting to the board at each monthly meeting.

Article Seven (7): Fiscal and Legal

7.1 Fiscal Year: The fiscal year will be a calendar year from January 1st through December 31st.

7.2 State Filing: The organization is intended to operate as a non-profit organization and shall maintain a registration form on file with the Secretary of State.

7.3 Insurance: The organization will carry a secondary insurance policy for the players and cheerleaders as required and by law and the affiliated parent league.

7.4 League Applications: The organization shall complete and submit the required documentation required by the affiliated parent league.

7.5 Indemnification: Board members, by reason of holding office, shall not be personally liable for the debts, liabilities or obligations of the organization incurred during the scope of their duties as a board member and the organization shall indemnify each of them to the extent and manner allowed by law. Board members who incur expenses not approved or ratified by the Board, or are otherwise deemed inappropriate, not approved or illegal expenses will be personally liable for said expenses.

7.6 Compliance with 501(c)(3) requirements: The board will ensure that at all times no part of the net earnings of the organization shall inure to the benefit of, or be distributable to its embers, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article Eight (8) Uniforms and Equipment

8.1: Football uniforms shall consist of one practice jersey, one home jersey, one away jersey and game pants. The board may elect to limit the uniform to one practice jersey, one universal home/away jersey and game pants. The organization's official colors are modeled after the high school (Orange, Black and White). Football players will also be required to wear thigh and knee pads, a girdle with hip pads and a tail pad, belt, socks, shoulder pads, a helmet with a mouthpiece and cleats.

8.2: All football uniforms and equipment are the property of the Jr. Tigers and must be returned clean and in good condition. If they are not returned by the assigned turn in date, a bill will be issued equal to the replacement cost of the missing items. All uncollected fees will be turned over to the District Attorney or debt collector for collection.

8.3: No one will be permitted to sign up the following year until all outstanding fees have been paid.

8.4: Cheer uniform shall consist of a shell, sleeves, skirt, briefs shoes, poms and bow. Sleeves will be worn for competitions. Sleeves may be worn, at the discretion of the coach, at games.

8.5: All cheer uniforms are the property of the Jr. Tiger cheer member.

Article Nine (9): Amendment of Bylaws

10.1: Procedure: The organization will hold an annual bylaw review meeting every year. The organization reserves the right to call a special Bylaw meeting if needed at any time during the season. A 14-day public notice will be given prior to any special bylaw meeting. These bylaws maybe added to, changed or amended by a two-thirds (2/3) vote of the board in attendance.

Article Ten (10): Dissolution of the Organization

10.1: Procedure: Upon dissolution of the organization, all remaining assets must be used exclusively for exempt purpose(s). This includes but is not limited to donations to groups such as chartable, religious or groups dedicated to educational purposes.

These bylaws consisting of ten (10) pages, including the signature page, have been reviewed and approved by the board and shall become effective on the date signed by the board. The Secretary shall maintain these bylaws and make a copy available to all members of the organization.

We hereby certify that the foregoing bylaws, as adopted and approved as the bylaws by the Directors on _____, and the same do now constitute the bylaws of the Roseville Jr. Tigers.

President	Vice President
Secretary	Treasurer
Volunteer Coordinator	Cheer Coordinator
Football Coordinator	Webmaster
Snack Bar Coordinator	Assistant Snack Bar Coordinator
Fundraising/Event Coordinator	Field Manager

