

BY-LAWS  
OF

Apple Valley Rebels Football and Cheer Association

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 Apple Valley Rebels Football and Cheer Association (AVRFCA) and shall operate under such name.

Section B: The Apple Valley Rebels Football and Cheer Association is a non-profit 501c3 corporation, devoted solely to the provisions that provide opportunity for youth of the chapter to participate in football and cheerleading, adequately equipped, and under the rules and regulations set forth by the Conference.

Section C: The Board of Trustees (BOT) will be effective on January 1, 2019, and will be comprised of no more than 7 founding members of the Apple Valley Rebels Football and Cheer Association. The Board of Trustees will adhere to their own bylaws which will be approved by the Executive Board of the Apple Valley Rebels Football and Cheer Association by November 10, 2018. The BOT will hold a minimum of 2 meetings per year with the Executive Board of Directors. Any matters or issues related to the organization's bylaws, branding, logo, colors, conference affiliation, or founding mission MUST be approved by a majority vote from the Board of Trustees. The Board of Trustees will serve as advisors to the Executive Board, and will not be involved in daily operations and affairs, unless requested by the Executive Board.

ARTICLE II: OBJECTIVE

Section A: Purpose

The purpose of this program is to provide a youth sports organization that will focus on building character, inspiring in youth the ideals of good citizenship and sportsmanship, and encouraging academic achievement. This program will strive to give boys and girls an opportunity to participate in football and cheer in a positive environment that emphasizes on teamwork, fair play, and good work ethic. We will bring area youth together through an organization that will put the welfare of the boys and girls first and foremost, and will keep the program free of adult ambition for personal glory.

Section B: Objective

The organization will teach youth sportsmanship, as well as the fundamentals of football and cheer. The organization promotes safe play by encouraging youth to play only in their weight and age division.

ARTICLE III: MEMBERSHIP (GENERAL MEMBERS)

Section A: Membership shall consist of all individuals affiliated with the organization: executive board members, general board members, coaches and approved staff, as well as parents/ legal guardians of participating youth, excluding those who have been excluded from participation by action of the Board of Directors.

#### ARTICLE IV: EXECUTIVE 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.

Section B: Upon Board approval, and with no conflict of interest, a Board Member may hold more than one position, when there is an insufficient number of qualified members to fill each position.

Section C: Immediate family members residing in the same household will not be allowed to hold concurrent Executive Board positions. Immediate family members are defined as spouses, civil partners, siblings, or parent and child.

Section D: Executive Board Members shall have one vote each, with the exception of the President who will vote only in the event of a tie.

#### Section E: Executive Board

The Executive Board shall consist of the following officers. Each Executive Board member or joint member shall have one vote on the Executive Board.

1. President
2. Vice President
3. Chapter Commissioner
4. Chapter Athletic Director
5. Secretary
6. Treasurer
7. Cheer Coordinator
8. Equipment Manager
9. Marketing Director

#### Section F: General Board

The General Board shall consist of the following officers.

1. Deputy Commissioner
2. Head Coaches
3. Head Cheer Coaches
4. Head Team Athletic Directors
5. Gear Coordinator
6. Concessions Manager

#### Section G: Executive Board Voting Procedure

Executive Board members shall convene to discuss pertinent matters of the operation and oversight of the organization, including, but not limited to, all financial matters, conduct of members, staff selection,

scheduling, fundraising, etc. These matters will be discussed during closed meetings, and will be voted upon by Executive Board members only.

The Executive Board reserves the right to convene meetings with the General Board. A minimum of seven (7) days' notice will be given to all board members for said meetings. The General Board will present recommendations for the Executive Board for matters related to fundraising, equipment, coaching, etc. The Treasurer shall provide a financial report to every General Board member at said meetings.

#### Section H: Duties of the Board

Duties of the President: 1. Conduct Chapter Board Meetings 2. Appoint any committee relevant to Chapter Operations 3. Handle any complaint concerning Chapter Board members 4. Emergency appointment of Board vacancies, not to exceed 45 days 5. The President is given discretionary powers that will permit executive decisions to be made, if warranted, in the best interest and welfare of AVRYFCA. 6. Shall be responsible, as well as Treasurer, for checks written/issued by chapter.

Duties of the Vice President: 1. Assume responsibilities of the President in his/her absence 2. Oversee operations of the Commissioner, Treasurer, Secretary, Equipment Manager and Concessions Manager 3. The Vice President will automatically succeed the President in the event he or she is not able to complete the full term of office

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 co-chair a Coach Selection/Dismissal Selection Committee with the Chapter AD. The commissioner and Chapter AD will serve to make recommendations to the Executive Board of 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. The Chapter Commissioner shall assist coaches during practices and games as necessary. 6. Responsible for reporting all scores of the Chapter games to Conference per Conference rules.

Duties of the Chapter Athletic Director (AD): 1. Responsible for certification done 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 each one of the Team AD's within the chapter. 6. The Chapter AD shall not be a Team AD, unless a qualified team AD cannot be found or a team AD resigns, is released, or otherwise vacates their position, and a Conference Certified team AD to serve as a replacement cannot be found. 7. 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. 8. Chapter AD will oversee all required paperwork for each team. 9. If a Co-Chapter Athletic Director position is added to the executive board, the duties of the Chapter Athletic Directors for daily operations and attendance to board meetings will be divided at the discretion and agreement of both parties. 10. Only one vote for both Co- Chapter Athletic Directors shall be represented and recorded on the executive board.

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 meeting 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.

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 be responsible for 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 \$1000), outside of the approved budget, must be presented to the Executive Board, for a vote and approval by the Executive Board. 5. All money collected must be deposited into the bank within 48 hours of receipt 6. Shall be responsible, as well as President, for checks written/issued by chapter. 7. Every year in December, and no later than February 1, all financial books will be inspected by Executive Board members for an audit.

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 AVRFCFA regarding cheer matters and the Conference regarding cheer matters in an 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. 6. If a Co-Cheer Coordinator position is added to the executive board, the duties of the Cheer Coordinators for daily operations and attendance to board meetings will be divided at the discretion and agreement of both parties. 7. Only one vote for both Co- Cheer Coordinators shall be represented and recorded on the executive board.

Duties of the Marketing Director: 1. Be responsible for all marketing materials, which shall include but not be limited to: website design, social media platforms, and marketing materials (i.e. flyers, posters, banners). 2. Any marketing expense that exceeds \$100, will require approval from the executive board. 3. Responsible for creating or updating any league forms that are deemed necessary. 4. Serve as a public relations manager and community liaison. The Marketing Coordinator will communicate any related information pertaining to the organization directly to the executive board.

Duties of the Deputy Commissioner: 1. Shall assist the Chapter Commissioner in all duties, including the selection and management of all coaches, handling of complaints regarding coaches and parents, and assisting in practices and games, when necessary. The Deputy Commissioner shall report to the Chapter Commissioner.

Duties of the Head Coaches: 1. Oversee all Assistant Coaches 2. Run practices, workouts and other team-related activities. 3. Develops a regular practice schedule and organizes practice time to provide both individual and team development 4. Choose the roster and/or assign player positions. 5. Develop and implement plays for games 6. Model sportsmanship and maintain appropriate conduct towards cheerleaders, officials, and spectators 7. Must attend at least two (2) General Board meetings.

Duties of Head Cheer Coach: 1. Oversee all Assistant Cheer Coaches 2. Work with cheerleaders during practices and meets 3. Develop a regular practice schedule and organize practice time to provide both

individual and team development 4. Model sportsmanship and maintains appropriate conduct towards cheerleaders, officials, and spectators 5. Must attend at least two (2) General Board meetings.

Duties of the Equipment Manager: 1. Responsible for football equipment inventory 2. Purchasing football equipment 3. Receiving and issuing football equipment 4. Responsible for storage of football equipment 5. Maintaining supply by ordering of new equipment when necessary 6. Oversee Team Equipment Manager. 7. Must attend at least two (2) General Board meetings.

Duties of Gear Coordinator: 1. Responsible for organizing and heading the Gear Committee. 2. Responsible for gear purchases with approval from the executive board. 3. Handle funds securely, making deposits to the Treasurer within 24 hours of receipt. 4. Must attend at least two (2) General Board meetings.

Duties of the Concession Manager: 1. Responsible for maintenance and operation of the snack bar 2. The Concessions Manager shall be responsible for purchasing supplies and staffing the snack bar at all practice sessions and home games. Also responsible for providing the communication between Snack Bar Vendors and the Executive Board. 3. 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. 4. Responsible for selling apparel at all events; maintain inventory and sales records. 5. Must attend at least two (2) General Board meetings.

#### Section I: Selection of the Board

The offices of the Executive Board shall be filled by vote of the General Membership. Each family will receive one vote per football player and/or cheerleader that was registered for the most recent season. All General Members must be in good standing with the league, and must have all balances paid in order to vote. The first general election of board members shall be conducted in November 2015, and will subsequently ensue every year thereafter. The first election will determine positions listed in Group A, and the following year will elect positions in Group B. Elections will continue to alternate in this manner in subsequent years.

a. Group A - The offices of Vice President, Chapter Commissioner, Treasurer, and Equipment Manager, and Cheer Coordinator shall be filled every two (2) years at the December meeting.

b. Group B – The offices of President, Chapter Athletic Director, Secretary, and Marketing Coordinator shall be filled every two (2) years at the December meeting.

c. Executive Board members must be acclimated to the dynamics of the Town of Apple Valley and the overseeing of the AVRFA chapter functions prior to qualifying for nominations of executive positions. A stated prerequisite for holding any executive board position is a 2 year minimum prior commitment to the operation of the organization; which shall include general board members, assistant coaches, assistant athletic directors, and assistant equipment managers.

#### Section J: Vacancies

Any elected vacancy occurring in the Executive Board of Directors and any position to be filled by reason of a decrease in the number of Officers may be filled, upon recommendation of a qualified candidate by the Officers, by the affirmative vote of the majority of the Board. An Officer elected to fill the vacancy shall be elected for the unexpired term of his/her predecessor in office.

#### Section K: Resignation of Board Members

Resignation of Board Members becomes effective upon adjournment of the meeting the resignation was submitted. A Board Member will be deemed to have resigned upon: 1. Written notice to the Chapter President 2. Failure to attend three consecutive meetings if absences are unexcused.

#### Section L: 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; The Executive Board shall meet at least twelve (12) times per year. At least two (2) of these meetings shall include the General Board.
2. The first meeting of the Board shall be held within 45 days of the election of Board Members
3. 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.
4. The President of the board may call emergency Board meetings upon at least 48 hours' notice to all Executive Board members.
5. Special Meetings: 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.
6. QUARUM: A majority of the board will constitute a quorum for any business meeting except for purpose of Executive Board appointments or change of By-Laws in which case a two-thirds vote will be required.
7. The minutes of the prior meeting and a treasurer's report will be submitted for approval at each regularly scheduled meeting
8. Any Executive Board member not able to attend a scheduled meeting shall notify the President, Vice President, or Secretary
9. Proxy and Alternates: Voting by Directors by proxies shall not be permitted. An absentee Board member may not designate an alternate to represent him or her at a Board meeting.
10. Presidential Succession: In case of Presidential absence, the succession shall be vice President, Chapter Commissioner, Chapter Athletic Director, Secretary and then Treasurer.
11. Executive Board Meetings will commence as closed sessions, and will be immediately followed with open public sessions.
12. All scheduled open Board Meetings will be posted on the website.

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

The Executive Board may remove any Officer for reasonable cause by majority vote of all Officers 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.

#### ARTICLE VI: SELECTION OF COACHING STAFF AND ATHLETIC DIRECTORS

##### Section A

1. The Chapter Commissioner will oversee selection of all head coaches and assistant coaches. 2. Chapter Athletic Director will oversee selection of all team athletic directors and assistant team athletic directors 3. Chapter Commissioner and Chapter AD will submit all selections of head coaches, assistant coaches, team AD's and assistant team AD's to the Board for approval. All coaching and team athletic director positions must be approved by the Board with a majority vote.

##### Section B

It will be mandatory to have at least one team staff member on the field at all times with a valid First Aid Card or equivalent

##### Section C

All head coaches and staff will come to mandatory rules meetings held by the Chapter Commissioner

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

##### Section A

In all cases not inconsistent with conference rules, the Board may set player fees by majority vote and such fee shall not be deemed a change of By-Laws

#### ARTICLE VIII: FUNDRAISERS

##### Section A

All fundraisers or expenditures related to AVRFC must be Board approved.

##### Section B

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.

#### 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.

#### ARTICLE X CHAPTER BY-LAWS

#### Section A

By-Law changes shall be presented in writing at regular or special meeting of the Executive Board. Action on the proposed change may take place only after the second reading at the following regular or special meeting. An affirmative majority vote of the existing Executive Board is necessary.

#### ARTICLE XI: TEAM COMPOSITION AND DRAFTING OF PLAYERS

##### Section A

Teams are composed by Conference age and weights requirements.

##### Section B

Team rosters will not exceed 25 football players except upon approval by the Executive Board.

##### Section C

All players in divisions with more than one team will go into a draft headed by Chapter Commissioner. Players are evaluated and selected by the head coaches.

1. One team will become the Black team, and one team will become the Orange team.
2. The Black Team coach will have the first selection of players.
3. When two teams exist that will play in different divisions: Black Team coach will select its entire roster, and the remaining players will comprise the Orange Team. When two teams will play in the same division, players will be selected in a draft scenario, whereby each round of the draft will consist of one selection by the Black Team coach, followed by the Orange Team coach until all players have been selected.

#### ARTICLE XII: Add-Ons

##### Volunteer Screening

All volunteers must complete a background check prior to official approval by The Board. Volunteer applicants who have been convicted of a felony of any sort within five years of his/her volunteer application date will be denied approval without exception.

##### Fiscal Year

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

##### Banking Authority

The President and Treasurer shall be responsible for all banking activities, including, but not limited to, opening/closing of bank accounts, bank deposits, check writing, withdrawals, and such. All banking activity will require signatures from two of the three aforementioned Board members. All bank records and statements shall be provided for review at every board meeting.

##### Indemnification

The Apple Valley Rebels Football and Cheer Association 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 Apple Valley Rebels Football and Cheer Association, and after the payment of all debt and return of charitable contributions as appropriate, all assets shall be distributed to an IRS 501(c)3 organization, selected by the Board of Directors, and reflective of the AVRFA's mission.

These By-Laws were amended and approved by the Executive Board of Directors of the Apple Valley Rebels Football and Cheer Association on **November 5<sup>th</sup>, 2018.**