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DIXON YOUTH FOOTBALL & CHEER BY-LAWS

ARTICLE 1: NAME

Section 1: The name of this organization shall be the **Dixon Youth Football & Cheer, Inc.** herein after referred to as “**DYFC**”. DYFC shall operate exclusively as a 501(c)3 **Non-Profit Organization** located in the City of Dixon, County of Solano, State of California, United States of America.

ARTICLE 2: OBJECTIVE

Section 1: The objective of DYFC is to be dedicated to providing a program where youth (regardless of race, sex, creed, national origin, religion or disability) can practice the ideals of sportsmanship, scholarship and physical fitness and build and maintain healthy bodies and minds. Familiarizing all youth participants with the fundamentals and developing skills and proficiency in Football, Cheerleading and team related activities. Teach the concepts of teamwork, sportsmanship, loyalty, honesty, commitment and pride to stimulate the community's interest in sports in a supervised, fun and safe environment.

All of the above mentioned objectives will be accomplished in a supervised, organized and safety oriented manner, keeping the welfare of all participants, first and foremost, without any adult ambition for personal glory.

ARTICLE 3: MEMBERSHIP

Section 1: Any parent or guardian of a child participating in DYFC or any individual with a sincere and genuine interest in furthering the objectives of DYFC shall be eligible for membership in DYFC. Regular participation in any DYFC activity or event, being the adult parent or guardian of a current registered minor participant shall establish membership.

Any current member, in good standing with DYFC, its affiliated leagues and conference, can request in writing, and with good reason, that the Board of Directors deny membership to any person. Upon receipt of such request and after evaluation by the Board of Directors, membership will be denied by a majority vote of the Board of Directors.

Section 2: DYFC shall have the following classifications of memberships, all of which are subject to background check at the discretion of the Board of Directors: Participant Members, Active Members, Inactive Members and Board Members defined as follows:

A. Participant Members: Defined as any child in good standing with DYFC and the affiliate league, meeting the requirements, shall be eligible to compete for participation but shall have no rights, duties or obligations in the management of DYFC. All necessary paperwork/documentation must be provided and all financial requirements met prior to the first practice in order for a football player/Cheerleader to participate in the DYFC program.

B. Active Members: Defined as any parent or guardian of a child participating in DYFC or any individual with a sincere and genuine interest in furthering the objectives of DYFC and who regularly participates in any DYFC activity, AND who has met all required obligations to DYFC during the season, including financial obligations, proper and legal paperwork/documentation, family volunteer hour requirements, fund-raising requirements, return of all equipment/uniforms

in acceptable shape from prior seasons, and any other such obligations deemed necessary by the Board of Directors to successfully support the DYFC organization in a fair and equal manner. Active Members include Board Members, Coaches, Assistant Coaches, Team Parents, Youth Coaches, Instructors, Participant Members and any other person designated to assist any DYFC activity in good standing.

C. Inactive Members: Any person(s) who after having been an Active Member in good standing fails to meet any of the criteria in Article 3, Section 2B due to for example: past due debts, lack of required participation, refusal to sign authorization for background check, or disqualified by the results of a background check shall be considered Inactive Members and are not eligible to participate further. Inactive Members shall remain inactive until the Board determines that all criteria described in Article 3, Section 2B are once again met.

E. Prohibited Persons

DYFC seeks to serve the families of Dixon and its surrounding communities. As such, DYFC will screen its applicants for participation and may refuse participation to anyone for cause judged by the Board of Directors to be harmful or otherwise not in the best interests of participants in the organization. Furthermore, DYFC expressly excludes anyone from participation who is a registered sex offender, convicted of a violent felony or a crime against a child. Since the organization serves families, this exclusion may extend to all family members, at the discretion of the Board. If the Board has any reason to believe that a potential member may be a registered sex offender, has been convicted of a violent felony or a crime against a child it will be the potential member's responsibility to provide documentation or proof to the Board before membership will be considered. What is considered adequate documentation or proof will be determined by the Board of Directors.

ARTICLE 4: LIABILITY OF MEMBERS

Section 1: No debts or obligations shall be incurred except by a resolution of the Executive Board, other than expenditures made in accordance with approved budgetary provisions. Any member creating debts or incurring any obligations not so authorized shall be personally responsible for it.

Section 2: No member shall be personally liable for any bills or obligations of DYFC, unless such member engages in willful misconduct or misrepresentation while using DYFC funds. Prior to any accounts payable involving the buying of uniforms, supplies, equipment, etc., the President and the Treasurer and/or Secretary must approve all invoices.

Section 3: No member of DYFC shall release any property or disburse any funds or monies in his/her keeping and belonging to DYFC without authorization of the Executive Board.

Section 4: No person shall use the name, mailing list, or official insignia of DYFC for other than strictly and legitimate DYFC purposes without authorization from the Board.

Section 5: All monies received as fees from members or any other source shall be deposited immediately into the organization's designated financial institution. All monies appropriated for the use of DYFC shall be disbursed by draft drawn on said bank or banks bearing the signatures of the Secretary, Treasurer, President, and/or Vice President with at least two (2) of the four required on all checks. The Treasurer or person responsible for conducting the activity at which monies are received shall collect all monies. Such monies shall be turned over to the Treasurer or in their absence the President or Vice President and a final report of the activity

shall be rendered to the Board. These receipts shall be retained for use in auditing the books or records of DYFC.

ARTICLE 5: BOARD MEETINGS

Section 1: The Board of Directors shall hold **Board Meetings** no less than once a month from January to December. These meetings shall be held at a date, time and place agreed upon by the Board Members. These meetings are closed to the public.

Section 2: The Board may hold **Public Board Meetings** of the members for any purpose or purposes whatsoever. Public Board Meetings may be called at anytime by the President or any member of the Executive Board. Such meetings may transact only such business as is specified in the call. The President or Board may waive this rule if it is in the best interest of DYFC to discuss other issues during the meeting. These meetings shall be held at a date, time and place agreed upon by the Board and is open to Active Members.

Section 4: The Board shall hold **Closed Emergency Board Meetings** in the event that the majority of the Board Members deem it necessary. Any Executive Board Member may call for a Emergency Board Meeting. Notice of such meetings must be given to all members of the Board no less than 24 hours prior to the scheduled meeting date and time, stipulating the specific reason(s) for the meeting. The President, or Vice President in his/her absence, may waive the 24 hour notice requirement if he or she deems appropriate.

Section 5: Minutes shall be kept for all Board Meetings and the date, time and location of each meeting must also be published in the Minutes. The Minutes for all Board Meetings must be made available to all Board Members no later than the next scheduled Board Meeting. At the beginning of each regularly scheduled Board Meeting the members present shall have the opportunity to review and approve the previous meeting minutes, either with or without corrections. Minutes for Public Board Meetings shall be made available to the public within 14 days of the Meeting. Approved Minutes for Public Board Meetings may be posted on the organization's website only if the document is protected against tampering and/or revisions by any person other than the person(s) who prepared the official minutes. No Board Meeting minutes will be sent via electronic mail (e-mail) for the purpose of public distribution.

Section 6: Board Meetings may not extend longer than 2 hours beyond the scheduled meeting start time, regardless of what time the meeting is actually called to order. Should a Board Meeting need to be extended beyond this point, the President or Vice President, in his/her absence, must make a motion to extend the meeting. The motion must include the amount of time the meeting is to be extended; a motion may not be made to extend a meeting indefinitely. The Board must approve any such motion to extend by a majority vote by the Board Members present. If an extension is not approved by the Board, the President or Vice President, in his/her absence, if he/she deems necessary has the authority to allow the members present to vote on whether the meeting should or should not be extended. If the members present vote in favor of an extension, the meeting shall proceed for the amount of time defined in the original motion. If the Board or the members present (if asked) do not vote in favor of an extension the meeting must be adjourned and all pending business be postponed until the next scheduled meeting under "old business".

Section 7: Notice of all Public Board Meetings (meetings open to all Active Members and interested parties) shall be available by contacting the Secretary, President or designee of DYFC. The Board may choose to post such notices on the organization's website and/or use

Electronic Mail (E-Mail) as a means of notifying members and interested parties of any Public Board Meeting. During all Public Board Meetings the Board shall announce when it intends to hold the next Public Board Meeting. The Board may change dates, times and locations of such meetings as it deems necessary so long as reasonable efforts have been made to inform all members of any such changes. Notification by U.S. Mail or by personally contacting each member is not required due to the cost and time that would be involved.

Section 8: The order of business for all Executive Board Meetings shall be as follows:

1. Establish a Quorum
2. Call to Order
3. Roll Call of Executive Board Members
4. Reading & Approval of Minutes*
5. Treasurer's Report*
6. Report of Board Members*
7. Report of Committees*
8. Old Business (if applicable)*
9. New Business
10. Closing Remarks
11. Adjournment

*Items 4-8 may be omitted as appropriate during Emergency or Informal Board Meetings that are restricted to addressing specific issues.

Section 9: The Board of Directors shall consist of sixteen (16) elected Board Members:

1. President*
2. Vice President*
3. Athletic Director*
4. Cheer Director*
5. Secretary*
6. Treasurer*
7. Fundraising Coordinator
8. Equipment Manager
9. Events Coordinator
10. Program Advisor
11. Concessions Coordinator
12. Unit/Scholastic Coordinator
13. Media Liaison
14. Field Manager
15. Auxiliary Coordinator
16. Website Administrator

*Denotes Executive Board Members

ARTICLE 6: QUORUM

Section 1: A Quorum must be established before any Board Meeting is called to order. To constitute a Quorum at least ½ of the six Executive Board Members must be present before a Board Meeting can be called to order and business conducted.

ARTICLE 7: MANAGEMENT/PARLIAMENTARY AUTHORITY

Section 1: “Robert’s Rules of Order” (revised) shall be the parliamentary authority on all matters not specifically covered in the DYFC By-Laws so long as it does not conflict with DYFC By-Laws. The Executive Board shall suspend “Robert’s Rules of Order” (revised) and may adopt such rules and regulations for the conduct of its meetings and the management of the organization as it deems appropriate providing there is a 2/3 majority vote to suspend these rules and/or DYFC By-Laws by the Board Members present for the purpose of holding an Informal Board Meeting.

ARTICLE 8: ORGANIZATION RECORDS/FISCAL YEAR

Section 1: DYFC shall operate both financially and administratively on an annual basis beginning January 1st and ending on the last day of December of each calendar year.

Section 2: The organization shall maintain adequate books, records and accounts of all transacted business and holdings. All records shall be kept at a principal office or location deemed acceptable and accessible by the Executive Board. All records shall be open to inspection and/or audit by any Executive Board Member or Active Member in keeping with Federal and State laws.

Section 3: An audit of the financial records shall be conducted by the Executive Board and/or an outside designee each time the position of Treasurer is changed.

Section 4: The President is responsible for coordinating an audit of the organization’s financial records by a qualified outside party, with no affiliation to DYFC, and is approved by the Executive Board, in the event there are any allegations of misappropriation of funds.

Section 5: The President and the Treasurer together are responsible for filing of all Federal and State Tax returns. All Tax returns must be prepared on behalf of the organization by a certified public accountant with no affiliation to the Organization. The Executive Board must approve all fees paid for the filing of the Organization’s Tax Returns.

Section 6: The President or acting President shall cause to be prepared an Annual Financial Report, stipulating the general financial status of the Organization, for presentation annually to the general public at the Public Board Meeting.

ARTICLE 9: ELECTION OF BOARD MEMBERS

Section 1: All Executive Members shall be elected/re-elected bi-yearly prior to February 1 of each year by the current membership (Board Members). If any Board Member wishes to resign his/her position as an officer/member of DYFC they should do so at the first Board Meeting of the new year or by February 1st of the new year. At that time the current Board Members will make recommendations for prospective new Board Members to fill any vacant positions with DYFC and vote in the new Board Members by a 2/3 majority vote.

Section 2: Although the By-Laws require a sixteen (16) member board, the organization does recognize that it is possible to not be able to elect all positions. If this occurs, due to low volunteer participation, the Board may operate without all positions filled. There is no limit to the number of terms that a Board Member may serve.

Section 3: Terms of Office for each Board position will be for 13 months, with the exception of the offices of the President, Vice President, Athletic Director, Cheer Director, Secretary and Treasurer, which will be for terms of 25 months. Terms of office will begin on February 1 and end on the last day of February the following year or the year after for positions with 25 month terms. The purpose of this is to ensure that outgoing Board Members have one full month to properly and adequately provide the incoming Board Members with all of the tools and information necessary for a smooth transition. During this transition, for the purpose of establishing a quorum and voting when more than one person is 'filling' any office, the outgoing, or most senior, Board Member shall be the only person recognized in their position. For example: if a new Secretary is elected in the January election, his/her term begins February 1, the outgoing Secretary is still in Office until the last day of February. When both elected persons are present at any meeting or when votes are being cast, only the outgoing Secretary's presence and vote shall be considered unless he or she defers the responsibility to and with agreement of the incoming Secretary.

Section 4: Positions that are not filled through the regular election process or that become vacant during the term of office may be appointed by the Executive Board. Any Board Member may nominate a person to fill a vacant position. Nominations and appointments to vacant positions on the Executive Board must be approved by a 2/3 majority of the Board Members. Appointed persons shall serve his/her term until the next regularly scheduled election.

Section 5: Each elected Board Member may nominate assistants to help with his/her individual responsibilities. All assistants must be approved by a 2/3 majority of the Board. There is no limit to the number of assistants that are permitted. Assistants will not be eligible to attend or participate in Board Meetings.

Section 6: The President, or acting President, may nominate Committee Chairpersons. Prior to Feb. 1st of each year, the Coaches Selection Committee must be established. This can be one committee or two separate committees, one for Football Coaches selection and one for Cheer Coaches selection. The Board shall decide prior to Feb. 1st if it is in the best interest of the organization to establish one all inclusive or two separate committees for the purpose of Coaches Selection. If one committee is formed, it must consist of at least 4 Board Members. The Athletic Director shall serve on the Football Coaches Selection Committee along with the President or Vice President and at least two other Board members. The Cheer Director shall serve on the Cheer Coaches Selection Committee along with the President or Vice President and at least one other Board member. Prior to Feb. 1st of each year, two (2) Committee Chairpersons must be appointed to head the By-Law Committee and the Homecoming Committee. The President and the Secretary are required to serve on the By-Law Committee each year; however neither is required to serve as Chairperson. The Board must approve all Committee Chairpersons and Members by a 2/3 majority vote.

Section 7: The Board must have as a part of its member body, at least one of each of the experience qualifications listed below:

1. Three (3) years of coaching experience as a Coach of Youth Football.
2. Three (3) years of coaching experience as a Coach of Youth Cheer.

This requirement is to assist in providing both Football and Cheer participants with equal representation on the Board and to provide leadership via experience within the Youth Football and Cheerleading environment. This requirement may be waived by the Executive Board if no

candidates with these qualifications are available or if it is in the best interest of the organization.

ARTICLE 10: RIGHTS & RESPONSIBILITIES OF BOARD MEMBERS

Section 1: The Executive Board shall be responsible for conducting the business and affairs of the organization. It shall be vested with the authority to take whatever action it deems necessary or advisable for the administration and government of the organization. It is the duty of the Board to set policy for the organization and it is the President's responsibility to execute the policies as set forth by the Board. The Board must make every effort to ensure business is conducted in a manner that provides full disclosure of all business conducted to the general public, with the exception of disciplinary matters, when such business has been conducted in closed or non-public sessions.

Section 2: The Board is not permitted the use of organization funds when and if such use is intended and designed for an exclusive personal benefit to any Board Member. Personal benefit is defined as the receipt of organization funds (for purposes other than legitimate reimbursement or services rendered) and/or any tangible goods purchased with organization funds. Tangible goods may be provided for Board Members only in cases where it is directly related to the needs, conducting of business, or legitimate representation of the organization AND is approved by the Board Members by a majority vote and does not violate any Federal or State laws.

Section 3: The Board is responsible for setting budgets prior to March 1st for customary annual expenses, to include Equipment, Uniform and Event expenses. The Board is responsible for reviewing the organization's history of expenses and the true necessity of such expenses when determining budgets and must disclose all budgets to the general public. Any Board Members may authorize payment of necessary one-time expenses so long as he/she does not exceed a cost to the organization of \$100.00. These expenses must be approved by at least two of the authorized signatories. In cases where immediate expenses outside of budgetary provisions must be incurred before the next scheduled Board Meeting, the President, or Vice President if the President is not available, shall have the authority to approve expenses up to \$500 so long as it is in the best interest of the organization or its members and participants.

Section 4: The Board is responsible for ensuring that all of the rules, regulations and requirements of the organization and/or the 'parent' league in which DYFC is a member or is affiliated with are adhered to. In addition, the Board is responsible for enforcing all rules and regulations of DYFC and/or the league in which DYFC is a member or is affiliated with. The rules, requirements and regulations set forth in DYFC By-Laws are not intended to be all inclusive. The Board reserves the right to implement additional rules, regulations, requirements and/or procedures as it deems necessary so long as such rules, regulations, requirements and/or procedures are provided to, in writing, to the persons for which they apply and are agreed upon by a majority vote of the Board of Directors. Each Board Member is required to report any rule, regulation or procedure violations to the Executive Board.

Section 5: Board Members are required to fulfill the obligations as described in the duties of the office to which they hold in addition to any special assigned duties and responsibilities as specified in Article 13.

Section 6: Any Executive Board Member has the right to immediately remove any person from any DYFC sponsored event whose conduct disturbs the order, dignity, business, harmony, or

impairs the good name, popularity or prosperity of DYFC. If such a removal becomes necessary, the Executive Board Member must do so in the presence of at least one other Executive Board Member, if available. If an Executive Board Member is not available, any present Board Member must be present to assist and witness the removal of any person. A 'removal' from a DYFC sponsored event does not automatically require further disciplinary action. The Executive Board has the right to determine whether or not the conduct or behavior requires further disciplinary action.

Section 7: Attendance at the regularly scheduled Public, Closed, Informal and Special Board Meetings is mandatory for all Executive Board Members. Any Board Member who cannot attend any scheduled meeting must notify the President and/or the Secretary in advance. If no notice is given, the Board Member must contact the President no later than 48 hours following the scheduled meeting and provide a reason why no notice was given and the reason for his/her absence.

Section 8: In the event that a Board Member misses three (3) Board Meetings within any 90 day period, regardless of the reason, a Special Closed Board Meeting must be called by the President or Vice President, in his/her absence or if the President's attendance is in question, to address the issue. At such meeting the Board Member in question shall have the opportunity to address the Board as to the reasons for his/her lack of attendance. The remaining Board Members present must discuss and determine whether the absenteeism is or has negatively impacted the ability of DYFC to conduct necessary business and/or if the best interests of DYFC, its members or participants are being rightfully served. The Board Members, excluding the Board Member in question, must vote on whether he/she shall continue in his/her position or be removed from office. A Board Member may only be removed by a 2/3 majority vote of the remaining Board Members present at said meeting.

Section 9: Each Executive Board Member shall have equal voice at any Board Meeting. Board Members have a responsibility to the organization to act and/or represent the organization in an unbiased and objective manner, without prejudice and without ulterior or personal motives. Although each Board Member is entitled to equal voice, Board Members should abstain from voting on any matter that could be perceived as a conflict to his/her personal interest. No one person can hold more than one Executive Board position at any one time.

Section 10: Board Member resignations shall take effect on the date of the postmark of such notice, the date in which notice was given to the Executive Board in person, the date as specified by the resigning member or documented date in which official notice was received by the Executive Board, whichever is later. Official notice received by e-mail is accepted so long as the President or acting President has verbally confirmed with the member his/her resignation and a printed copy of the notice received by e-mail is held as a part of the organization's official records. Any Board Member who resigns prior to fulfilling his/her term shall not be permitted to run for any Board position the following season. The Executive Board may waive this rule if it deems necessary.

Section 11: The Board is expected to conduct business in an objective manner and without giving weight to personal relationships. No family member, as described below, of the President, Vice President or Treasurer shall ever be eligible to serve on the Executive Board during the same time. Exceptions to this shall only be in cases of the transition period of incoming and outgoing Executive Board members where one family member's term is beginning while the other's is ending. To ensure further objectivity the organization is discouraged from having family members serve consecutively in any capacity on the Executive Board. The organization

recognizes this may not be practical in cases where there are no other candidates for the position or when the related candidates are the most qualified to fulfill the offices for which they are nominated. Family members include, but are not limited to: individuals related by blood or marriage in the form of spouses, children, parents, aunts, uncles, grandparents, siblings, and/or individuals living in the same household. In the event that two family members do serve consecutively on the Executive Board, under no circumstances shall a third family member be eligible to serve on the Executive Board at the same time.

ARTICLE 11: RIGHTS & RESPONSIBILITIES OF ALL MEMBERS

Section 1: All members are expected to conduct themselves in a manner that preserves the order, dignity, business, harmony, the good name, popularity and prosperity of the organization. Violation of this section shall subject any member to suspension, expulsion and/or further disciplinary action as deemed necessary by the Board.

Section 2: Each member is encouraged to attend and participate in all Public Board Meetings. With the exception of Inactive Members, individuals who are currently suspended or whose membership has been revoked, each member, regardless of status, shall have an equal voice in all Public Board Meetings. The President or acting President has the right to have any person removed from a Public Board Meeting whose actions are deemed inappropriate, is not conducive to the order or impedes the goals of the organization.

Section 3: All members are prohibited from the use of alcohol or tobacco, or being under the influence of alcohol or any other substance that diminishes one's capacity during any organized or sponsored organization event in which he/she is in the capacity of either conducting official business of the organization or where the organization's minor participants, other than their own children, are considered to be under their personal supervision. Organized, league or DYFC sponsored events include practices, games, competitions or any other event held using the organization's name. Members are prohibited from being under the influence of alcohol or any other substance that diminishes one's capacity while representing the organization in any manner, to include while wearing any uniform or designated league apparel. However, Board Members are restricted from alcohol use during any official Board Meeting, either Open or Closed. Violation of this section shall subject any member to suspension, expulsion and/or further disciplinary action as deemed necessary by the Board.

Section 4:

The continued success of DYFC is due largely to the volunteerism of its members. Parent participation is essential to the operation of our program. Sign-up sheets will be made available for the various positions (snack bar, chain gang, MPRs, gate keeper, raffle tickets, statistics, etc.) prior to jamboree. Parents are required to donate a minimum of eight (8) volunteer hours per family, per season to the DYFC in addition to participating fully in various fund raisers throughout the season. Failure to complete volunteer requirements will result in the forfeiture of the member's volunteer deposit. Without this participation, this organization cannot exist.

Parent participation records shall be an accurate reflection of the original and official sign-in sheets from each DYFC game, competition or other event. At each Board Meeting the Auxiliary Coordinator shall make available to the Board the Official DYFC parent participation attendance record. Any member or attendee who signs-in on the official volunteer sign-in sheet for any game, competition or other event is expected to be in attendance until their volunteer obligation is complete. The Board, by a majority vote of those present, may void the attendance of any member or attendee who signs in and leaves any volunteer obligation prior the end of their

designated responsibility without good reason. This is to protect DYFC from members who solely wish to gain Active Membership rights without materially participating in or actually attending DYFC games, competitions or other events.

ARTICLE 12: VOTING

Section 1: The transaction of any business in the name of the organization must be approved by a simple majority vote of the Board. All Board Members will be voting positions. Executive Members will each be given two votes per item of discussion while the remaining Board Members will each be given one vote.

Section 2: Voting by proxy is only permitted during elections. The organization recognizes that voting on other matters generally requires an open discussion by those members actually present and any individual who is not present cannot benefit from hearing or participating in such a discussion. Open discussion on all matters is key to ensuring that each member has the opportunity to hear and evaluate all points being presented before casting a vote. In the event a Board Member cannot be present, an Official League Proxy Form shall be submitted by the Designated Proxy on the day of the Meeting. A Designated Proxy cannot carry more than one Proxy vote.

Section 3: A vote to transact any business shall be carried by simple majority vote unless otherwise required by DYFC By-Laws, Robert's Rules of Order (revised) or, where applicable, Federal and State Laws.

Section 4: If after a vote is taken, there is a tie due to an even number of votes being cast, the President shall cast a second vote to break the tie. In the event that the President is not present, the Vice President will cast the tie breaking vote.

Section 5: When holding an Emergency Meeting (See Article 5, Section 4) is either not practical or when a quorum cannot be established, the President or acting President does not have the authority to poll each Board Member by telephone or email to determine the Board Members' positions on the matter in question.

ARTICLE 13: DUTIES OF BOARD MEMBERS

Section 1: Each of these positions must be willing participants and fully and positively support all organization, 'parent' organization and/or league affiliate activities. Each has a responsibility as part of the duties of the office they hold to pass on all data, equipment, records, materials and information relating to his/her office to the incoming Board Member upon the conclusion of his/her term of office or his/her resignation.

PRESIDENT: The President shall be the Chief Executive Officer of the Corporation. He/She shall have general charge of the business of the Corporation and shall execute with the Secretary in the name of the Corporation all deeds, bonds, contracts and other obligations and instruments, unless the execution of such has been authorized or delegated to another Board Member(s) by the President. He/she shall preside over all meetings and is responsible for maintaining the order of such in accordance with Robert's Rules (revised). He/she is responsible for fulfilling all duties required by the affiliate organization or league in which DYFC is affiliated. If such duties cannot be fulfilled at any time, for any reason, or if he/she is unable to represent DYFC at any meeting or event where his/her presence is required in conjunction with

his/her duties, the President must designate a Executive Board Member (generally the Vice President if available) to act or appear on his/her behalf. He/She shall serve on all required committees as set forth in DYFC By-Laws. He/She shall have general powers and duties of management usually vested in the Office of the President and any other duties and responsibilities described in DYFC By-Laws or as requested by direction of the Executive Board. The President shall be one of the four (4) required signatories of the organization's chosen Financial Institution along with the Vice President, Secretary and Treasurer. If the office of the President is vacated, the Executive Board may choose to defer the filling of this vacancy until the next scheduled election so long as the Vice President or other designated Executive Board Member willfully assumes the duties of this office.

VICE PRESIDENT: The Vice President shall be vested with all of the powers of, and shall perform the duties of the President in his/her absence. The Vice President shall be responsible for and chair the Registration/Sign-ups Committee. He/she is responsible for fulfilling all duties required by the 'parent' organization or league in which DYFC is affiliated. He/She shall serve on all required committees as set forth in DYFC By-Laws and shall chair the Football Coaches Selection Committee and the By-Laws Committee. He/She shall be responsible for procurement of awards and/or trophies on behalf of the organization. The Vice President shall be one of the four (4) required signatories of the organization's chosen Financial Institution along with the President, Secretary and Treasurer.

ATHLETIC DIRECTOR: This position requires at least 3 years coaching or equivalent experience in a youth sport or similar program. The Athletic Director is responsible for ensuring that all Football Coaches and teams have their safety guidelines clearly understood. He/she is responsible for reporting all home game scores, referee evaluation cards and all other pertinent data to the proper authority. He/she shall be the liaison between DYFC and appropriate authorities of the organization's 'parent' organization or league affiliation as required and is responsible for the overall quality of the Football program. He/she is responsible for ensuring that at least one coach per football team has a current CPR/First Aid certification card or as required by the organization's league affiliate. He/she is responsible for the lights on the practice fields and ensuring that each Football Team has their player book and first-aid kit on hand at all times. He/she shall serve on the Coaches Selection Committee and any other committee as required or directed by the By-Laws or Executive Board. He/she is responsible for researching and presenting to the Executive Board for approval all proposed mandatory personal item purchases required of any Football player. He/she is responsible for coordinating, with the Equipment Manager, the distribution and the accounting of all Football uniforms owned by DYFC ensuring that each Football player has in his/her possession all required, necessary and approved Football equipment at each game and practice session. He/she is responsible for submitting all scrimmage requests to the President for approval by the 'parent' organization or league affiliate. He/she is responsible for conducting reasonable and lawful background investigations of all proposed coaches, for both Football and Cheer, and report the results of such to the Executive Board. He/she is also responsible for any duties assigned to the office of Athletic Director as directed by the Executive Board or as described in DYFC By-Laws.

CHEER DIRECTOR: This position requires at least 3 years coaching or equivalent experience in a youth sport or similar program. The Cheer Director is responsible for ensuring that all Cheer Coaches and teams have their safety guidelines clearly understood. He/she shall be the liaison between DYFC and appropriate authorities of the organization's 'parent' organization or league affiliation as required and is responsible for the overall quality of the Cheer program. He/she is responsible for ensuring that at least one Coach per Cheer team has a current CPR/First Aid certification card or as required by the organization's league affiliate. He/she is responsible for

securing indoor practice facilities during inclement weather and ensuring that each Cheer Team has their player book and first-aid kit on hand at all times. He/she shall serve on the Coaches Selection Committee and any other committee as required or directed by the By-Laws or Executive Board. He/she is responsible for researching and presenting to the Executive Board for approval all proposed mandatory personal item purchases required of any Cheerleader. He/she is responsible for coordinating, with the Equipment Manager, the distribution and the accounting of all Cheer uniforms owned by DYFC and is responsible for ensuring that each Cheerleader has in his/her possession all required, necessary and approved apparel and equipment at each game and practice session. He/she is responsible for coordinating and overseeing all Competitive Cheer events. He/she is also responsible for any duties assigned to the office of Cheer Director as directed by the Executive Board or as described in DYFC By-Laws.

SECRETARY: The Secretary is the custodian of the organization's Official Records. He/she is responsible for preparing and maintaining for record the minutes of all Board Meetings (including open, closed, Emergency and Special Meetings) and disciplinary hearings. He/she is responsible for recording all meetings and maintaining tapes and/or detailed notes of each meeting as a part of the organization's Official Records. The Minutes shall be a full account of and accurately record all business that is transacted by the organization. He/she is responsible for distributing meeting Minutes of all public meetings at the following public meeting and prepares the Minutes, in protected format. He/she shall only distribute Minutes of Closed meetings and disciplinary hearings to Board Members. He/she is responsible for maintaining accurate attendance records of all Open Meetings and has the records available. He/she is shall work with the President on the execution of all deeds, contracts, bonds, and/or obligations and instruments and maintain official copies of such as a part of the organization's Official Records. He/she is also responsible for any duties assigned to the office of Secretary as directed by the Board or as described in DYFC By-Laws. The Secretary shall be one of the four (4) required signatories of the organization's chosen Financial Institution along with the President, Vice President and Treasurer.

TREASURER: The Treasurer shall receive and have charge of all funds of the organization and shall conduct all banking business as directed by the Executive Board and in accordance with DYFC By-Laws. The Treasurer shall be one of the four (4) required signatories of the organization's chosen Financial Institution along with the President, Vice President and Secretary. He/she is responsible for ensuring all checks or drafts drawn in the name of the organization have at least 2 of the required signatures or shall have a written order from one of the required signatories. This may be in the form of an email. He/she is responsible for ensuring that no organization funds are paid out without the consent of the Board. He/she is required to keep records of receipts and disbursements and render a detailed Treasurer's report to the general public upon request. He/she is required to keep accurate categorized records of the organization's expenditures and with the use of such records assist in establishing the organization's annual budgets. All financial records shall be made available for audit, at any time, by any Active Member. He/she is responsible for notifying all persons who are indebted to DYFC and notify the Board of any outstanding monies owed. He/she is responsible for providing the Board with a list of members and/or participants who are indebted to DYFC and such records shall be used in determining eligibility and/or continued participation. He/she shall be primarily responsible for all monies collected from Board Members and depositing them into the organization's chosen Financial Institution within 2 business days of receipt. He/she is responsible for balancing and reconciling all bank accounts, notifying the Executive Board of any unauthorized or suspicious banking activity and keeping a separate accounting of all monies that are collected in the form of deposits or any other refundable monies or credits.

He/she is responsible for keeping an accurate account of all funds dispersed in accordance with set budgets and to notify the Executive Board when expenses are in jeopardy of exceeding said budgets. Budgets shall be established by the Board prior to each season to establish spending guidelines. He/she is responsible for checking the Organization's Post Office box or other designated U.S. Mail receptacle on a timely basis. He/she is also responsible for any duties assigned to the office of Treasurer as directed by the Executive Board or as described in DYFC By-Laws.

FUNDRAISING COORDINATOR: The Fundraising Coordinator is responsible for all fundraising, donation and grant programs as approved by the Executive Board. He/she is responsible for researching, selecting and purchasing (with Executive Board approval) all 'Rams' merchandise for re-sell. He/she is responsible for coordinating team/participant photos. He/she is responsible for supplying the Auxiliary Coordinator with an accurate count of volunteers needed to tend to booster table or any other project under his/her charge. He/she is also responsible for any duties assigned to the office of Fundraising Coordinator as directed by the Executive Board or as described in DYFC By-Laws.

EQUIPMENT MANAGER: The Equipment Manager is responsible for the inventory, collection, distribution and maintenance of all equipment owned or in the custody of DYFC. A detailed inventory must be completed on all equipment and provided to the Executive Board no later than January 31st of each year, to include but not limited to uniforms, gear, radios, office equipment, computers, keys, etc. He/she is responsible for making sure all football helmets and official weigh scales are certified each year or as necessary and that all equipment meets mandated safety requirements. He/she is responsible for ensuring adequate First-aid supplies are on hand and distributed to each Head Coach as required to meet all safety requirements and/or as needed. He/she must be present or designate another Executive Board member to be present on his behalf at each game. He/she is responsible for maintaining records of equipment issued to players and/or coaches and work with the Treasurer on record keeping if deposits are paid. He/she is responsible for bringing necessary equipment and weigh scales to each game and be the designated weigh master for all home games, unless such duties have been designated and/or coordinated otherwise by the Athletic Director if the Equipment Manager is unavailable. He/she is responsible for providing to the Executive Board, no later than April 15th of each year a detailed and accurate account of what equipment needs to be purchased, replaced or repaired for the upcoming season. He/she must ensure that all needed equipment is available to be distributed no later than the first day of practice. He/she is also responsible for any duties assigned to the office of Equipment Manager as directed by the Board or as described in DYFC By-Laws.

EVENTS COORDINATOR: The Events Coordinator is responsible for managing the planning, production, logistics and facilitation of events such as Dixon May Fair Parade, Community Block Party, Homecoming, Awards Banquets and other fundraising and DYFC promotional events. Arrange and oversee the selection of event locations, catering, audio-visual, entertainment, rental companies, security, etc. Schedule and maintain communication with speakers, vendors, volunteers and participants. Coordinate volunteer support, manage and assign volunteer duties. Establish and maintain event timelines. Conceptualize, develop and oversee production of promotional materials including brochures, posters, displays, flyers, and programs to support DYFC events. Provide concept planning and advice on graphic design. Help Fundraising Coordinator develop partnerships and identify sponsors for selected events.

PROGRAM ADVISOR: Conduct research and report information to the board for assistance in decision making tasks. Perform other job duties as directed by the Board or as described in

DYFC By-Laws. The Program Advisor serves as the liaison between high school football and youth football programs.

CONCESSIONS COORDINATOR: Responsible for running and coordinating the items for sale in the concession stand. He/she is also responsible for supplying the Auxiliary Coordinator with an accurate count of volunteers needed to tend to the needs of the concession stand.

UNIT/SCHOLASTIC COORDINATOR: The Unit/Scholastic Coordinator is responsible for the general functions relating to the paper administration of all player/participant documentation, coordinating the proper completion and filing of all team rosters, collecting and reviewing all required documents such as birth certificates, physical examinations, code of conducts, etc. and to assist in preparing each Player Book for certification. He/she is responsible for immediately notifying the Athletic Director and/or Cheer Director as well as the President in all cases where disqualification of a player may be or is necessary or when a participant has not submitted any required documentation to participate. He/she shall coordinate with the Vice President on Registration/Sign ups and maintain a master roster of all registered participants. The Unit/Scholastic Coordinator is responsible for collecting all participant report cards or academic documentation and determining if each participant's academic eligibility meets the minimum academic requirements set forth by the organizations 'parent' organization or league in which DYFC is affiliated. He/she shall be responsible for collecting and evaluating all scholarship applications and present to the Board his/her recommendations for scholarship awards. He/she shall work with the Board on determining the criteria for all scholarship awards and the number of scholarships to be awarded each year. The Unit/Scholastic Coordinator shall be allowed to appoint assistants as he/she deems necessary, with the approval of the Board. He/she is also responsible for any additional duties assigned to the office of Unit/Scholastic Coordinator as directed by the Board or as described in DYFC By-Laws.

MEDIA LIAISON: Responsible for collecting all data regarding each football game and/or cheer event to be reported to the news media.

FIELD MANAGER: Responsible for set-up and take down of game field and stadium facilities including but not limited to sound system, field markers, chains, goal posts padding, trash bins, etc. and the coordination of trash disposal.

AUXILIARY COORDINATOR: The Auxiliary Coordinator is responsible for seeking and scheduling all volunteers needed to tend to the activities of DYFC, to include but not limited to, gate tenders, par monitors, "chain gang", time keepers, game day stats for Media Liaison, field set up and take down crews for home games, field maintenance, qualified announcers and the Concession Stand, special events and Booster areas as requested by the Booster Coordinator. Volunteers are key to the organization's essential and successful functions and all projects or sponsored events where volunteers are needed shall be the responsibility of the Auxiliary Coordinator. He/she is responsible for bringing water to all home games, for both home and visiting teams, as well as ensuring that each home game has a qualified medical professional on duty for the duration of all games. He/she is responsible for providing the Executive Board with a copy of each assigned medical professional's credentials to be kept on file with the Secretary. He/she is also responsible for any duties assigned to the office of Auxiliary Coordinator as directed by the Executive Board or as described in DYFC By-Laws.

WEBSITE ADMINISTRATOR: Maintain website corrections and updates. Responsible for posting upcoming events and fundraising efforts on the DYFC website and working with the Media Liaison on game day scores and results.

ARTICLE 14: CONFLICT OF INTEREST POLICY

Section 1: Purpose - The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2: Definitions

- a) **Interested Person** - Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person. If a person is an interested person with respect to any entity in the health care system of which the organization is a part, he or she is an interested person with respect to all entities in the health care system.
- b) **Financial Interest** – A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - 1. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
 - 2. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
 - 3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article 14, Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3: Procedures

- a) **Duty to Disclose** – In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- b) **Determining Whether a Conflict of Interest Exists** – After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- c) **Procedures for Addressing the Conflict of Interest:**
 - 1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - 2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - 3. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more

advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
- d) **Violations of the Conflicts of Interest Policy**
1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4: Records of Proceedings- The minutes of the governing board and all committees with board delegated powers shall contain:

- a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5: Compensation

- a) A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c) No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
- d) Physicians who receive compensation from the Organization, whether directly or indirectly or as employees or independent contractors, are precluded from membership on any committee whose jurisdiction includes compensation matters. No physician, either individually or collectively, is prohibited from providing information to any committee regarding physician compensation.

Section 6: Annual Statements – Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a) Has received a copy of the conflicts of interest policy,
- b) Has read and understands the policy,
- c) Has agreed to comply with the policy, and
- d) Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7: Periodic Reviews – To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a) Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Section 8: Use of Outside Experts – When conducting the periodic reviews as provided for in Section 7, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE 15: HARASSMENT, DISCRIMINATION AND DISCIPLINE

Section 1: The organization is committed to maintaining an environment for all members and/or participants that is free of harassment based on race, sex, national origin, religion, age, disability, sexual orientation or any other Federal or State protected classification. Harassment includes, but is not limited to any unwelcome physical or verbal conduct that has the real or perceived purpose or effect of interfering with an individual's participation or duties, or creates a real or perceived intimidating, hostile or offensive environment. Slurs, slander, breach of confidentiality, name calling, unwelcome or unsolicited sexual advances and comments, harassment or offensive attacks on one's character or reputation, either real or perceived, will not be tolerated by DYFC.

Section 2: Head Coaches shall be responsible for presenting all disciplinary problems involving a player/participant to the Board. Complaints against any Coach, Volunteer, General Member or Board Members shall be submitted in writing to the Executive Board, whenever practical. Any Executive Board Member in receipt of any complaint is required to notify the President or Vice President when the complaint involves the President. The President, or Vice President, is responsible for contacting the complaining party and determining what, if any, further investigation is necessary.

Section 3: The organization recognizes that most complaints will not require extensive investigation and can usually be resolved without disciplinary action being imposed. This may include assigning an Executive Board Member to communicate or mediate with all parties involved to achieve a mutually satisfactory resolution or having the entire matter presented to the Board, in closed session, where each party shall have the opportunity at the Board's discretion to present his/her side of the matter, either in person or in writing. Not all matters heard by the Board will result in disciplinary action and the details of any complaint or disciplinary matter is confidential. The Board shall not disclose the details of any complaint

resolution or disciplinary action in a manner that may violate the privacy rights of any individual. Persons filing complaints are not entitled to a full disclosure of the Board's action on the matter.

Section 4: Complaints filed alleging any criminal act, harassment, discrimination or any other behavior that is harmful or detrimental to any person or DYFC shall be officially investigated. When an investigation is necessary, the President or acting President shall 'head' the investigation and shall appoint at least one other Executive Board Member to assist with the investigation. No Board Member shall be involved in an investigation or disciplinary matter that involves him/her personally, when there could be a perceived or real conflict of interest OR if the matter involves a family member of or person with whom there is a close personal relationship with the Board Member.

Section 5: The Executive Board shall be the final authority on all disciplinary action involving suspension (beyond one game or practice), expulsion and/or revoking of membership or appointment. Head Coaches or acting Head Coaches shall have the right to 'bench' a player/participant for no more than one game and/or one practice for infractions of any rules and regulations set either at the team, organization or league levels, safety violations, unexcused absences and/or for repeated unacceptable behavior. Coaches are required to document, in writing, game/practice 'benching' or suspensions. Coaches are required to communicate All disciplinary matters with the player/participant's parent or legal guardian. Head Coaches must notify the Board of all cases where disciplinary action is required. Although, the Board may grant considerable weight to the recommendation of the Head Coach no disciplinary action may proceed beyond the suspension of one game or practice without a majority vote of the Board, unless otherwise stipulated in DYFC By-Laws.

Section 6: DYFC recognizes that the severity of infractions varies greatly and for this reason grants the Board fair latitude in imposing discipline as it deems appropriate. In addition, the following infractions, while committed during any DYFC organized or sponsored league event, shall give the Board cause to impose disciplinary action to include immediate suspension without warning:

- a) Any act of violence, physical assault, threatening statements (either real or perceived), harassment or inappropriate physical contact against a player/participant, Coach, Board Member, Parent Member, Volunteer, innocent bystander or any other person representing DYFC. This includes Referees and similar persons as described affiliated with any other team within our league.
- b) Willful and intentional violation of any safety rule or regulation set at the team, organization or league level.
- c) Any act that endangers the health and welfare of any other person.
- d) Being under the influence of or distributing alcohol, drugs or any other substance that is known to diminish one's capacity while fulfilling any duties on behalf of DYFC, to include but not limited to: Board Member duties, Coaching and/or Volunteering.
- e) Possession of a controlled substance or any weapon while attending or participating in any game, practice, competitive event or any other event sponsored and organized by DYFC.
- f) Acts of fraud to include, but not limited to falsification of any documents, misrepresenting a participant/player's eligibility, presenting false credentials, failure to disclose arrest and conviction histories and/or refusal to authorize DYFC to file a background check.
- g) Breaching confidentiality or otherwise violating the privacy rights of any member, participant or player within DYFC.

- h) Making public slanderous remarks, extreme negative comments or any statements against DYFC and/or its members that are considered harmful to ones character, reputation, popularity and/or good name.
- i) Any behavior that disrupts the order of any game, practice or competitive event or is deemed harmful, by the Executive Board, to any person or to the overall goals of DYFC.

This list shall not be considered all inclusive, any Executive Board Member has the right to take immediate and necessary action to preserve the safety, dignity, order and integrity of DYFC, members, participants/players and spectators. Any person who witnesses any behavior that is disruptive or harmful, as described herein, is required to immediately notify an Executive Board Member.

Section 7: In cases where immediate suspension is warranted and as described in Article 15 Section 6 of DYFC By-Laws, the action and notification must be carried out in person by at least two Board Members, consisting of at least one Executive Board Member. In which case the person(s) involved may only be suspended for a maximum of 72 hours and the Executive Board shall be required to convene and determine what further action is necessary before the 72 hour suspension expires.

Section 8: The Executive Board by a majority vote may impose a suspension of any member for up to 14 days without requiring a disciplinary hearing. All suspended persons must turn in their badge to the Executive Board immediately upon notification of suspension, whether permanent or temporary. The Board is required to conduct a disciplinary investigation before any person can be expelled, have their membership terminated, coaching privileges revoked or be banned from participating in or attending at any event sponsored or organized by DYFC or its parent league.

Section 9: Any membership may be terminated for conduct, on the part of the member or his/her participating minor child, that is considered detrimental to the best interest of any player, DYFC, its affiliated leagues and/or conferences or violates any rules established at the team, organization or league level. If the Board finds it necessary to consider suspending, beyond 14 days, or terminating any person's membership in DYFC a disciplinary investigation must be conducted within 14 days where the member has the right to appear and be given the opportunity to address the matter, at the Board's discretion. Members in jeopardy of extended suspension, expulsion or termination must be notified, in writing. The notice must be delivered either in person by at least 2 Executive Board Members or where personal delivery is not practical, certified mail. The Board has the right to proceed with the scheduled disciplinary investigation without the member's presence when the member has been duly notified and the Board Members present have the sole discretion to further suspend or terminate the membership in question by a majority vote of the Board Members present.

Section 10: Board Members shall be held to the same standard as any other member in terms of expected conduct and are not excluded from disciplinary action. All disciplinary guidelines and procedures as outlined in the DYFC By-Law shall apply to all Members, Participants, Players, Coaches AND Executive Board Members.

Section 11: The Board has the right to request any member to attend an Board Meeting for the purpose of inquisition, investigation or any other reason it deems appropriate. A member's failure to cooperate on any disciplinary matter, investigation or inquiry may subject the member to further action.

ARTICLE 16: SELECTION OF COACHES

Section 1: The organization recognizes that the selection and appointment of Coaches is the single most important function of the Board with regards to establishing and promoting a quality youth sports program. Therefore the Executive Board shall have the final authority on the approval and appointment of all Coaches within DYFC.

Section 2: Any person applying for any coaching position shall make a written application to the Executive Board. The application shall be submitted on a form approved by the Board and shall include a complete and concise list of any prior arrest or conviction of any crime involving a felony, act of violence or of moral turpitude in any state. Applicant will also be required to provide copy of any legally identifying document such as a current driver's license, state identification card, passport or birth certificate.

Section 3: Head coach applicants should possess at least two (2) years experience as at least an Assistant coach in the sport he/she is applying for. Assistant and Youth coach applicants should possess at least two (2) years experience as a player and/or at least one (1) year experience as an Assistant coach in the sport he/she is applying for or with the recommendation of the appointed Head Coach of the team for which he/she is applying for. The Coaches Selection Committee, with the approval of the Board, may waive any of the above requirements in the event it is determined to be in the best interest of DYFC or if there is difficulty in obtaining qualified applicants. The Board must make reasonable efforts to fill coaching positions with qualified personnel before waiving any coaching application requirements.

Section 4: The Coaches Selection Committee, or Committees if separated between Football and Cheer, is responsible for collecting and reviewing ALL coach's applications. The Committee(s) must personally interview all Head Coach Applicants that have no prior experience or track record with the organization. The Coaches Selection Committee Chairperson(s) must submit for approval the appointment of any Head Coach.

Section 5: The organization recognizes that the cohesiveness of any coaching staff is key to the overall performance and success of any team. For this reason the organization shall grant any appointed Head Coach limited liberty in the selection of his/her assistant and youth coaching staff. Any Head Coach who wishes to appoint his/her own assistant and/or youth coaching staff must do so from a pool of applicants approved by the Coaches Selection Committee(s) and must submit their requested staff members to the Coaches Selection Committee(s).

Section 6: The Coaches Selection Committee(s) must submit all Coaching position recommendations to the Executive Board for final approval. The Board reserves the right to grant a coaching position to any qualified applicant to an open position on any team.

Section 7: Coaches term of service will be begin on the date of selection by the Board and will commence on December 31st, or upon completion of the current season. Coaches are required to reapply annually.

ARTICLE 17: RIGHTS & RESPONSIBILITIES OF COACHES

All Coaches and Instructors shall conduct themselves in a manner that is above reproach and follow the rules and regulations established by DYFC. Strict adherence to DYFC objectives is paramount. Failure to comply with these rules may result in disciplinary action.

- a) Head Coaches shall be responsible for nominating Assistant Coaching candidates and Instructors to the Board of Director's for approval in accordance with affiliate league rules.
- b) Head Coaches shall be responsible for the actions of their Assistant Coaches and Instructors and for the actions of the participants on that team. Head Coaches shall facilitate requests by board members regarding player or coach safety, conduct, or any DYFC representation.
- c) Coaches shall be responsible for the proper maintenance and control of the assigned uniform and equipment provided by DYFC while at DYFC functions.
- d) Coaches and Instructors shall wear approved DYFC Coaches Attire at games and practices.
- e) Any action or conduct by a Coach or Instructor that is deemed by the Board of Directors as detrimental or damaging to the DYFC organization, or in conflict with the rules and regulations set forth in these By-Laws, or in conflict with the rules and regulations set forth in the Affiliate League By-Laws may result in disciplinary action.

ARTICLE 18: RULES & REGULATIONS

Section 1: Consistent with these By-Laws DYFC will follow such rules and regulations as are set forth in the Rule Book/By-Laws of its 'parent' organization or affiliated league. This shall include but is not limited to rules regarding roster size, waivers/cuts, practice, games, Play Allotment Rules (PARs), cheer competitions, uniform specifications, participant academic requirements, code of conduct, etc.

Section 2: The Head Coach has the right to establish rules for his/her team with Board approval. He/she does not have the right to waive or modify DYFC or its 'parent' organization or affiliated league rules.

Section 3: Any situation not covered by the DYFC By-Laws or its "parent" organization or affiliated leagues rules and regulations will be handled at the Board's discretion with a majority vote.

ARTICLE 19: TEAM SIZES/WAIVERS

Section 1: Team sizes will be determined by the guidelines set forth by the parent league or association's by-laws. While it is uncommon to have more sign-ups than openings, should this occur, waivers (cuts) may be inevitable. The coaching staffs will be responsible for all waivers. Please note that all team assignments are tentative until Jamboree. The placement of any participant is subject to change based on team size and player size and weight. The goal of DYFC is to allow as many youth as possible to participate in our program.

ARTICLE 20: FEES/REFUND POLICY

Section 1: A reasonable Participant Member fee may be assessed as a parent's obligation to assure the operational continuity of DYFC. This fee is due in full at the time of registration/sign-ups and will be returned according to the refund policy as stated in Article 20 section 3.

Section 2: A reasonable Parent Participation Deposit will be required to ensure that each family fulfills the required eight (8) hours of volunteer duties as specified in Article 11, Section 4. The

Parent Participation Deposit will be refunded in full if all obligations are successfully met. This deposit will be returned to parents at the end of the current season on the equipment return deadline. In the event that all equipment has not been returned, the Parent Participation Deposit will be forfeited.

Section 3: All requests for refunds for any reason must be submitted to the DYFC Executive Board of Directors in writing. If equipment has been distributed to the player, that equipment must be returned before any refund will be issued. Any requests submitted prior to the first day of practice will result in a full refund of registration fees. Any requests submitted within the first two weeks of practice will result in a 50% refund of registration fees. Following the first two weeks of practice, there will be no refunds issued without the approval of the DYFC Executive Board of Directors. Should the Participant Member be waived, registration fees will be returned in full. Expelled/Inactive Members are not eligible for refund.

ARTICLE 21: SCHOLARSHIPS/DISCOUNTS

Section 1: The Board shall determine the quantity of scholarships, full or partial, that will be awarded to qualified applicants for that season. The Board shall establish the guidelines for scholarship awards so long as the guidelines include both a minimum GPA requirement and documented financial need. The Participant Member is required to provide his/her most recent report card as part of the scholarship application process. The Unit/Scholastic Coordinator shall be responsible for collecting and reviewing for all scholarship applications and presenting scholarship recommendations to the Board. The Board is not required to award any scholarships.

Section 2: The player/participant registration fees shall be waived for one child of each Board Member and Head Coaches. Eligible children include biological, step, foster, adopted or any child who regularly lives in his/her household of which he/she is primarily responsible for. The Board reserves the right to determine whether these discounts shall be allowed upfront for any or all of the members for which this discount applies.

ARTICLE 22: DISSOLUTION

Section 1: Upon the abandonment of property or dissolution or liquidation of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation, association, or organization as designated and selected by the Board which has qualified for exemption under Section 501 of the Internal Revenue Code. In the event that the Board fails, for any reason, to designate or select as aforesaid, or if this organization hold any assets in trust, such assets shall be distributed to such nonprofit fund, foundation, association, or corporation as may be directed by decree of the Superior Court of Solano County upon petition therefore by the Attorney General or by any person concerned with the abandonment, dissolution or liquidation.

ARTICLE 23: BY-LAW AMENDMENTS

Section 1: The Vice President may appoint himself or any other voting member to chair the By-Law Committee annually. Both the Vice President and the Secretary must serve on the By-Law Committee along with at least 1 other voting member to be approved by the Board. At least one member of this committee must not be an Executive Board Member.

Section 2: The By-Law Committee is responsible for annually reviewing the organization's current By-Laws and prepares for distribution and vote any proposed amendments and changes. The Committee is required to hold at least one (1) meeting to review and discuss the organization's By-Laws. If the Committee finds that no amendments or changes are necessary, public notice must be given at the annual Public Board Meeting and stipulated for the record.

Section 3: Proposed By-Law revisions and amendments must be distributed to all members of the Board for review. No less than 7 days shall be allowed for each member to review the proposed By-Laws before a Meeting is held to discuss and vote on the proposed revisions and amendments. The By-Laws in their entirety must be approved by a majority of voting members.

Conclusion and in Witness whereof, the Executive Board by their Board Members and representatives duly authorized have hereunto subscribed their names on this date,
_____, 2008.

President - Bill Carr

Vice President - Jeff Clay

Athletic Director - Eric Rogers

Cheer Director - Danielle Fry

Secretary – VACANT

Treasurer – George Allen

Fundraising Coordinator – Mike Hamilton

Equipment Manager – Mitch Bunch

Events Coordinator- Korie Robinson Stubblefield

Program Advisor - Greg Coppes

Concessions Coordinator - Jolene Carr

Unit/Scholastic Coordinator - Karen Clay

Media Liaison - Troy Fry

Field Manager - Jason Chadwick

Auxiliary Coordinator – Jennifer Rogers

Website Administrator - VACANT