



MODESTO BRONCOS YOUTH FOOTBALL BYLAWS

The Modesto Broncos Youth Football, also known as (MBYF), is a non-profit and charitable organization, without capital stock and not conducted for profit, under the Internal Revenue code 501 c (3) and California Revenue code Section 2106182, do hereby adopt the following code of bylaws for the said organization, as of March 2008.

ARTICLE 1- PURPOSE

The general objective of the Modesto Broncos Youth Football is to inspire youth, regardless of race, creed, or national origin to promote the high ideals of sportsmanship, scholarship, citizenship and physical fitness.

The specific objective of the Modesto Broncos Youth Football is to familiarize boys and girls with the fundamentals of organized football and/or cheerleading. To provide participants an opportunity to learn and take-part in football and/or cheerleading in an adult supervised, organized, and safety oriented manner, and to keep the participants free of any and all adult ambition and desire for personal glory or gain.

ARTICLE II – BOARD OF DIRECTORS

The board of directors of the Modesto Broncos Youth Football will be the policy board for the teams and the organization and shall manage all the affairs of the organization. The Board will follow all rules set up by the league that they are playing within.

1. The Board of Directors shall consist of as many members as needed to perform the duties of the Modesto Broncos Football organization. When set numbers of Board members are elected for the year, 75% or $\frac{3}{4}$ of the Board shall constitute a quorum at any Board of Directors of Special meeting.
2. The Booster Club President (when elected) shall be a voting member, and if not elected the vice president shall assume the duties of the Booster Club President and shall delegate some of the duties of the position to the appropriate board members as required.
3. The directors shall be elected at the annual meeting in December, and shall take office as of January 1. They shall serve for a term of one year, until their successors are elected. Vacancies in any office shall be filled by the current Directors in office, until a successor is elected to hold the office or until elections are held in December.
4. The regular meeting of the Board of Directors shall be held on the third Tuesday of each month commencing in January at a place and time agreed upon by the board. Further; a regular board meeting shall be held immediately after the annual elections are held in December to discuss what is still left to complete for the year and how to best hand-off the books and information to the new

incoming board, so as to promote a smooth transition and flow of information between the out going board members to their successors.

5. Neither the Directors, coaches or any Officers of this organization shall receive any compensation for their work.
6. All Football and Cheer Coaches are under direct jurisdiction of the Board of Directors and must be approved by the Board of Directors and signed off by the Football and Cheer Coordinators prior to the start of the perspective season.

ARTICLE III- OFFICERS & DUTIES

The officers of the organization shall be the President, Vice President, Secretary, Treasurer, Equipment Manager, Weigh Master, Cen-Cal Rep, Concessions Coordinator, Field Marshall, Head Football Coaches, Coaching Coordinator, Cheer Coordinator, Cheer Advisors, Booster President and any other officers the Board of Directors deems necessary. The past President may be on the Board of Directors if deemed necessary by the new board in an advisory capacity. All decisions that are to be discussed will be made by the entire board, or if unable to gather the entire board, by at least a quorum as noted in Article II section 1.

1. PRESIDENT

- A. It shall be the duty of the President to preside at all meetings of this organization and to perform all duties pertaining to this office.
- B. The duties of the President shall be to attend to all the business of the origination, as agreed upon by the Board members. The president shall also be responsible for attending league meetings, and represent the organization in outside ventures as well as sign any and all legal documents and contracts as required.
- C. The president shall be responsible to transmit to the Board members all information, problems, and pertinent items as soon as possible for direction and or approval, providing the events are not included in his already stated duties.
- D. The President shall oversee and coordinate all monthly and special meetings.
- E. The President shall only vote in the event of a tie.

2. VICE-PRESIDENT

- A. In the absence or disability of the President, the Vice President shall perform only the duties of the President that include presiding at all regular and special meetings, and performing those duties pertaining to the office of the President.
- B. The Vice President shall be the presidents direct assistant and responsible for assisting the President in all MBYF business, as applicable.
- C. The Vice Presidents office should essentially be a training position to prepare the Vice President to possibly assume the duties of President of the organization, when the President finishes their term in office and will not be returning the following year. However it shall not be interpreted

as mandatory rule for the Vice President's position to assume the duties of President when appropriate.

3. **SECRETARY**

- A. The Secretary shall keep the minutes of all proceedings and record the same. They shall give notice of all meetings, notifying officers and Board member of elections and perform such other duties as the office may require. It is the responsibility of this officer to make copies of the minutes prior to the months meetings to be given to the Board each month at the next regular meeting.
- B. It is the responsibility of the Secretary to keep and maintain all records of the organization for each event and/or meeting, to include historical past years records from other boards.
- C. The secretary is to assist the treasurer in coordinating and submitting applications, obtaining approval and recording and coordinating the use of leisure bucks for player sign-ups.
- D. Secretary shall be responsible for maintaining the permanent records for the Modesto Broncos
- E. Secretary shall be responsible for revisions to and distribution of the by-laws as required.
- F. Secretary shall be responsible for maintaining all participants files and records, as required by the Modesto Broncos and/or Cen-Cal League.
- G. Secretary shall see that all notices are prepared and distributed, as required and is authorized as necessary to mail all pertinent materials to the appropriate persons.

4. **TREASURER**

- A. The Treasurer shall receive, collect and shall safely deposit all funds or monies for the organization and pay out the same, on the order of the Board Members. Checking and savings accounts in the name of the MODESTO BRONCOS YOUTH FOOTBALL shall be coordinated by the Treasurer and President.
- B. Shall collect and coordinate the submission of all invoices, bills and warrants to the board for approval.
- C. Shall distribute funds as approved by the board of directors. No checks shall be written to pay bills or money shall be removed from the Broncos account without prior authorization from the board of directors. This includes payment of any kind and all bills or funds required for home games. This does not constitute an immediate gathering of Board members prior to paying a bill, but notification and approval can be given prior to any event or deadline for payment for approval at a monthly board meeting.
- D. The Treasurer shall keep all original receipts, checks and bank statement and shall maintain al financial records and documents to include historical records.
- E. Shall prepare the present for review a current monthly financial statement at the monthly board meetings.

- F. Shall reconcile all accounts monthly and notify the board of any discrepancies.
- G. Shall act as secretary in the absence of the elected secretary.

5. EQUIPMENT MANAGER (S)

- A. The Equipment Manager(s) shall be responsible for all purchases, distribution, return, inventory and safe keeping of the Modesto Broncos Youth Football equipment.
- B. Shall coordinate with President or Vice President for the purchase of equipment that is cost effective, quality equipment and safest available.
- C. Upon completing an audit of equipment shall request for purchase of replacement equipment. All request for purchase of equipment must be approved by the Board of Directors.
- D. Equipment Manager(s) are responsible for tracking, collection, storage, cleaning, repair distribution and return of all football equipment from player and coaches.
- E. Shall maintain an inventory control system that controls and tracks, the status and location of all equipment.
- F. Shall be available at all practices and games and must be repair to repair or replace all equipment as needed.
- G. Shall be responsible for ensuring that there is enough water for the players at all games.

6. FIELD MARSHALL

- A. In conjunction with the President, shall be responsible for securing game and practice fields that are safe well lit and suitable for practices.
- B. Shall be responsible for securing chain crews for all home games for each level.
- C. Shall be responsible for pre-game set up for security at all home games.
- D. Shall be responsible for ensuring competent operation of score board equipment for each home game.
- E. Shall be responsible for all post home game clean-up and shall coordinate with responsible coaches.
- F. Shall be responsible for all pre-game set up of the field including clock, announcement system, field markers, chains, goal post covers and assure field is in good playing condition.
- G. Shall be responsible for post-game tear down of clock, announcement system, field markers, chains, goal post covers and assure field is in same condition as it was during pre-game inspection.

7. CEN-CAL REPRESENTATIVE

- A. The Cen-Cal Representative shall be responsible for attending all league meetings. To carry out the needs of the organization and to attend all weigh ins in order to handle disputes and discrepancies amongst the teams.
- B. The Cen-Cal Representative shall NOT make any key decisions that will effect or change the Bronco organization or teams in any way at the Cen-Cal meeting without first consulting and gaining board approval to do so, ahead of said voting time.
- C. The Cen-Cal Representative may appoint an alternate to attend meetings when he/she is unable to do so.

8. BOOSTER CLUB PRESIDENT & VICE PRESIDENT

- A. Shall be responsible for the purchase, tracking of inventory and sales of all Modesto Bronco Booster materials.
- B. Production and sale of annual program to be ready for sale at the first home game.
- C. Promotion and sales of advertisements and garnering of sponsorships.
- D. Shall help coordinate and manage annual firework sales.
- E. Shall coordinate and manage all social events such as, home coming, dances, BBQ's, dinners, etc.
- F. Shall be responsible for the production and distribution of the weekly "Hoof Prints" at the Thursdays practices.
- G. Shall assist the Concessions Coordinator with volunteer workers for the gate and the concession stand for each home game.
- H. Shall present annually to the board for approval a menu of goods and items to be sold with the price list of said goods.
- I. Shall be responsible for coordinating and managing the yearly Firework sales.
- J. Promotion and sale of advertisements.
- K. May designate an assistant Booster Club President to carry out the needs of the position and be titled "Booster Club Vice President". But shall be in direct supervision and direction of the Booster Club President.

9. CONCESSIONS COORDINATOR & ASSISTANT COORDINATOR(S)

- A. The Concessions Coordinator will be responsible for all inventories and purchases of food and all items to be sold at the concession stand. The Concessions Coordinator working with the Booster Club President will be responsible for obtaining personnel to work in the stand at the front gate for all home games and will document parent participation.
- B. Shall be responsible for the management of the concessions stand at all home games.

- C. Shall be responsible for all the monies/tickets collected and used at both the concession stand and the gate and the submission of all funds at the end of each home game to the treasurer.
- D. Shall be responsible for the clean-up of the stand at all home games.
- E. Shall present annually to the board for approval a menu of goods and items to be sold with the price list.
- F. Shall consist of two individuals and may constitute a third assistant, appropriately referred to "Assistant Concessions Coordinator" to carry out the duties set forth of the Concessions Coordinator(s).

10. WEIGH MASTER(S)

- A. The weigh master is responsible for verifying and signing the opposing teams books at all games. He must be very conscious of all rules and follow the weigh-in rules to the letter as specified by the Cen-Cal league.
- B. The weigh master shall also assist and help coordinate concessions and field set-up and clean-ups for all home games.
- C. Shall assist the other board members, coordinators and managers as needed, for all home games and Bronco events.

11. FOOTBALL HEAD COACHES

- A. There shall be (4) head coaching positions, one for each level of play, Varsity, Junior Varsity, Pee-Wee and Rookies.
- B. All Head Coaches and assistance, are under the direction of the Board of Directors and report directly to the Coaching Coordinator of the organization.
- C. Each coach shall be directly responsible for the coordination of all their teams activities as well as their teams welfare and safety.
- D. Each coaching position shall be reviewed annually by the Board of Directors and the Coaching Coordinator, new incoming coaches when first applying must pass a screening.
- E. Shall serve as board liaison to the players and parents participating on their team.
- F. Shall not participate in any activity that unnecessarily endangers a players well being, such as conducting a "Bull in the Ring" drill with the team. Such behavior will not be tolerated and is ground for dismissal.
- G. Shall present to the board, applications for all assistant coaches for board review and approval.
- H. Shall report to the board and Coaching Coordinator any conduct by a player, coach or parent that is not conducive to the well being of the organization.
- I. All Head Coaches shall tailor their strategies and execution to the overall plan of the organization set forth by the Coaching Coordinator as to assure the most effective results for game competitiveness and

success. This includes but not limited to, offensive schemes, defensive schemes, techniques, and approach to the coordination of terms utilized throughout the organization as to promote continued success and growth throughout the organization.

- J. The Varsity Head Coach will too serve as Coaching Coordinator for the organization.

12. COACHING COORDINATOR

- A. Shall oversee the coordination of all levels strategies and be a liaison for all level Head Coaches and Assistant Coaches.
- B. Will assist in problem solving and be a liaison between players, parents and Coaches.
- C. Shall annually devise a game plan and strategy based upon opponents and competition within Cen-Cal and to coordinate the plan with all level Head Coaches.
- D. Shall oversee and advise all Head Coaches as to pre-game strategies, organizational approach to Offensive and Defensive terms and formations.

13. CHEERLEADING COORDINATOR

- A. The Cheer Coordinator shall be responsible for coordination and overseeing all activities of the Cheerleading organization.
- B. Shall be responsible for coordinating with all Cheer Advisors and Coaches and provide direction and leadership to all responsible parties which report to the Cheer Coordinator.
- C. Shall report all activities and functions to the board members as they reflect towards any and all football activities.
- D. Shall oversee all finances of the Cheer Organization and coordinate all purchases and selections of uniforms and other items deemed necessary for the Modesto Broncos Cheer Organization.
- E. Shall report monthly to the MBYF Board all transactions, activities, balances and request approval for any and all purchases pertaining to the Modesto Broncos Cheer Organization over \$100.
- F. Shall oversee and coordinate any and all selections of cheerleaders, coaches, advisors, and choreographers.

14. CHEERLEADING ADVISORS

- A. Cheer Advisors shall directly report to the Cheer Coordinator, taking advisement, and direction from the Coordinator and administering all policies and procedures to their prospective squads.
- B. Shall be responsible for the oversight of the individuals beneath them such as Cheer Coaches, and Cheerleaders.
- C. Shall coordinate all activities, problems, and progress to the Cheer Coordinator for evaluation and guidance.

- D. Shall be in constant attendance of their prospective squads at both practices and games, and oversee the activities deemed necessary for the success of the organization as a whole.
- E. Shall be the liaison for the Cheer Coordinator with parents and oversee the distribution of information either written or verbally to the parents/guardians of the individuals they oversee on their prospective squads.

ARTICLE IV- ELECTIONS

1. The nomination of officers will be held annually at the December meeting. In October, a nominating committee consisting of the President and one Board member will be appointed to prepare a slate of nominees for election to serve as officers and Board Members the following year. The nominating committee shall assist the board in finding candidates for the following years board positions and shall have the slate of nominees prepared for submittal at the November Board meeting. Elections will be held at the January meeting.
2. In order to sustain continuity and consistency , all Football Coaches shall retain their positions through to the following season, unless opposed by a simple majority vote of members of the board. Valid reasons to open a coaching position must be presented in writing prior to making a motion to open up a coaching position.

ARTICLE V- MEETINGS

1. The Board of Directors shall hold regular meetings on the third Tuesday of each month at 7:00 during off-season, and at 8:00 during the football season, unless otherwise notified in advance.
2. An orientation meeting shall take place the first day of practice at a place designated by the Board of Directors. The purpose of this meeting will be to inform the parents of all players, pertinent information relative to the upcoming season.
3. Special meetings shall be called by the President, or upon application of three or more Board Members, the President shall call a special meeting of the board at a time and place designated or requested by the board members themselves.
4. All (4) Head Football Coaches are required to attend all board meetings, and give current status of teams and report on any and all issues. All assistant coaches are invited to attend as well.
5. All board members listed in Article III or appointed to a new position by the board per Article III are to attend all board meetings.
6. Meetings are open to the public, however **Only** board members are allowed to vote.
7. Closed Board meetings may be held to discuss potential litigation, board member or coach conduct, pending disciplinary matters, personnel matters and matters deemed confidential by the President in order to protect the character of an individual and/or the organization.

ARTICLE VI- AMENDMENTS

1. The by-laws shall be reviewed for corrections and/or amendments at the February board meeting and the bylaws may be amended, adopted or sections deleted as necessary by the board of directors by a unanimous vote. If necessary changes will be voted upon no later than the March board meeting.
2. A request to amend the by laws can be made at any time by a 2/3 majority vote or written request by 2/3 majority, however any changes, deletions, or alterations will require a unanimous vote by the Board of Directors.
3. No amendment or alteration can ever change the purpose of this organization or devote it's property and funds to purpose other than the charitable, educational and non-profit objectives thereof.
4. Written notice shall be given to all voting members at least ten days before the meeting at which any proposed alteration or amendment is to be voted upon. Notice shall state the contemplated amendments or alterations, the date, the time and place at which they will be submitted, discussed or acted upon.

ARTICLE VII- RECORDS AND PROPERTY

1. No member shall acquire any right, title or interest in the properties or monies of this organization.
2. All property and monies, whether acquired by purchase, donation, contribution or otherwise, can never be divided among the members, whether during existence of the organization or upon dissolution or termination thereof.
3. All property and monies of the organization must be and re devoted irrevocably to the charitable, educational and non-profit purpose for which the organization was established.
4. All books, records, and property of the organization shall remain under the care and custody of the officers of the organization whose duties are concerned therewith, under the supervision of the President.
5. Bonds, Securities and monies shall be deposited and kept in a banking institution as is selected by the board of directors.
6. In the event of dissolution of this organization all property and funds of the organization shall be transferred to another organization of a charitable, educational and non-profit nature, and to a non-profit fund, foundation or corporation which is operated exclusively for charitable, religious and or scientific purpose which has established it's tax exempt status under section 501 © (3) of the Internal Revenue Code.

ARTICLE VIII- EXPENDITURES AND FINANCES

1. Any expenditure of \$50.00 or more must have prior approval of the board members.
2. Upon board members approval, all costs incurred, which actual relate to the business of the organization and are approved by a majority of the Board of Directors, shall be recognized as a cost of the organization and shall be presented as a receipt of documentation of said expense. Costs as submitted and or approved by the Board of Directors shall be recognized as such and disbursements from the account for this purpose shall be made.
3. No monies shall be exchanged at the Concessions Stand. The utilization of Tickets shall be constituted as to diminish the possibility for misinterpretation and organization of monies at home games.
4. Any and all monies will be disbursed by the Treasurer at all home games, and collection of said monies will be conducted by either the Treasurer, President or Vice President and immediately secured into a collection area that is secured with a locking mechanism.
5. The key and/or combination of the locking mechanism will be held solely by the Treasurer throughout the event and any requests for removal of any funds will be made verbally to the Treasurer.
6. All monies will be counted at the end of any sponsored event and signed off by three or more Board of Directors to assure accuracy.
7. Deposits of said monies will be made within 72 hours of any sponsored event in the banking institution voted upon by the Board of Directors into the Modesto Broncos Youth Football account.
8. Any and all receipts will be turned into the Treasurer to be filed and reported upon at the next scheduled monthly board meeting.
9. ONLY board members are to be working stations that have the exchange of monies, this includes but not limited to Concessions Ticket Station, Entry Gate, and Booster Table. Board members may solicit assistance, but must oversee the exchange of monies at all times.
10. Treasurer will keep a detailed balance sheet and submit such information at the monthly board meetings.
11. Any reimbursements will be requested, and dispersed by the Treasurer within 24 hours.

ARTICLE IX- CONDUCT

1. Any board member, Team coach, Officer and/or adult associated with the organization whose conduct or actions are found to be detrimental to the activities of the organization shall be requested to remove him or herself from the organization. Such requests shall be handled as not to cause any type of embarrassment to any parties involved.

2. Any parent, guardian, relative or friend of a player, coach or Board of Director who conducts himself or herself in a manner that disrupts the activities of the organization will be asked to remove himself/herself from the organization and will not be permitted to attend practices or games. Upon review of the Board of Directors it may be deemed necessary to remove the player or cheerleader to avoid any further disruption to the organization and other participants. Such requests shall be handled as not to cause any type of embarrassment to any parties involved.
3. Any individual who has been asked to remove himself/herself has an opportunity to appeal the decision to the Board of Directors and present his/her case at the next Monthly scheduled board meeting.
4. Immediately upon removal of an individual for conduct, letters of intent will be given to the City of Modesto Parks and Recreation Dept., Modesto Christian High School, and Modesto City Schools citing violation and the intent to ban such individuals from the premises on the days in which the Modesto Broncos Youth Football Organization will be participating.
5. The Modesto Broncos reserve the right to refuse entry into any facility in which it is participating and occupying for the time period that they are allotted.
6. Any member of the Board of Directors which misses a total of three regular of special meetings without prior authorization will be removed from the Board and a replacement will be elected.
7. Board members are required to attend ALL home games and will be required to report 1 hour prior to the start of the first activity and be required to be there for the remainder of the day until all duties are complete at the end of the evening.

ARTICLE X- LEAGUE AFFILIATION

Modesto Broncos Youth Football, as participating members of the Central California Junior Football League (Cen-Cal) endorse and support the guidelines and rules as presented in the Cen-Cal rule book. The rules governing league play will be adopted from the rule book. Where no specific guideline or rules apply or exist, amendments shall be written and adopted by the Modesto Broncos Board of Directors.

ARTICLE XI- CHEERLEADERS

1. The Modesto Broncos Youth Football Cheerleaders will be operated as a sister organization of the Modesto Broncos. The Modesto Broncos Youth Football Cheerleaders will be run by the Modesto Bronco Board of Directors.
2. The Modesto Broncos Youth Football Cheerleaders will also maintain a separate set of financial accounts that are the responsibility of the Modesto Broncos Youth Football Cheerleader Coordinator(s) who will act as the Cheerleader financial representative, as well.
3. The Modesto Broncos Youth Football Board of Directors will annually appoint one or more Cheerleading Advisor that will serve as Board Members. The Cheer Coordinator and Advisors are the liaison officials between the

Modesto Broncos Cheerleading organization and the Modesto Broncos Youth Football Board.

4. A copy of each months Modesto Broncos Youth Football Cheerleaders activities and financial reports will be presented to the Modesto Broncos Youth Football board at each regular meeting.
5. The Modesto Bronco Youth Football organization retains the right to disassociate themselves from the Modesto Broncos Youth Football cheerleaders, if the quality of the cheerleading program falls below what is deemed acceptable or for any other reason they so desire. If the organizations dissociate themselves, the Modesto Broncos Youth Football organization retains the right to hold the title to the Name, Logo, Color and any other symbol associated with the Modesto Broncos.