

**BY-LAWS**  
**OF**  
**Moreno Valley Jr. All American Football and Cheer, Inc (MVJAAFC)**  
**Youth Tackle Conference of the Inland Empire, Inc**

**ARTICLE I NAME**

Section A: The official name of this organization, as registered with the Secretary of State, in the State of California, Shall be Moreno Valley Jr. All American Football and Cheer, Inc and shall commonly be referred to as Moreno Valley JAAFC or MVJAAFC.

Section B: The MVJAAFC is a non-profit California corporation, devoted solely to the provisions that provide opportunity for youth of the chapter to participate in football and cheerleading, properly equipped, and under the rules and regulations set forth by the Conference.

**ARTICLE II OBJECTIVE**

Section A: Purpose  
The purpose of this program is to build character, to inspire in youth the ideals of good citizenship and sportsmanship and encourage academic achievement, to give boys/girls an opportunity to participate in seasonal sports; to bring area youth together through a common interest in fair play and fellowship; to insure safety and to provide adult supervision; to put the welfare of the boys/girls first and foremost and to keep the program free of adult ambition for personal glory.

Section B: OBJECTIVE  
The organization provides youth to learn the fundamentals of the game. The coaching staff teaches youth sportsmanship. The organization promotes safe play by encouraging youth to play only in their weight and age division.

**ARTICLE III MEMBERSHIP (GENERAL MEMBERS)**

Section A: Membership shall consist of all individuals affiliated with the organization: executive board members, coaches and approved staff and parent or legal guardian of participating youth, who have not been excluded from participation by action of the Board of Directors.

**ARTICLE IV BOARD OF DIRECTORS (THE BOARD)**

Section A: As Steward of the public trust, the Board of Directors (the Board) shall be responsible for governance, the ongoing process of due diligence to assure the health and effectiveness of the corporation. The Board shall have the power to govern the affairs and property of the corporation, in keeping with policies it establishes that define the Board's scope of authority and limitations of the Articles of Incorporation, the By-Laws of the Conference and the laws of the State of California.

Executive Board Members and Head Coaches shall have one vote with the exception of the President who will vote only in the event of a tie.

Upon Board approval with no conflict of interest, a Board Member may hold more than one position, when there are insufficient qualified members to fill the position.

Section C: Executive Board of Directors

1. President	5. Secretary
2. Vice President	6. Treasurer
3. Chapter Commissioner	7. Cheer Coordinator
4. Chapter Athletic Director	

Section D            The General Board of Directors shall consist of the following officers. Each office or joint office shall have one vote on the Board.

- |                          |                            |
|--------------------------|----------------------------|
| 1. Controller            | 5. Parent Liaison          |
| 2. Equipment             | 6. Head Coaches            |
| 3. Concession Manager    | 7. Fundraising Coordinator |
| 4. Publicity Coordinator |                            |
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8. Deputy Commissioner (Appointed). Voting Rights in absence of Commissioner.
  9. Assistant Chapter AD (Appointed). Voting Rights in absence of Chapter AD.
  10. Assistant Cheer Coordinator (Appointed). Voting Rights in absence of Cheer Coordinator.

Section E            Duties of the Board and Selection

Duties of the President:

1. Conduct Chapter Board Meetings
2. Provide for the Chapter Fundraisers. (Appoint and approve committees)
3. Appoint any committee relevant to Chapter Operations
4. Handle any complaint concerning Chapter Board members
5. Emergency appointment of Board vacancies, not to exceed 45 days
6. The President is given discretionary powers that will permit executive decisions to be made, if warranted, in the best interest and welfare of MVJAAFC

Duties of the Vice President:

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

Duties of the Chapter Commissioner:

1. Liaison between the Conference and the Chapter
2. Handle complaints concerning Chapter Coaches
3. Handle any complaint or violations of conference rules not resolved at the Chapter Athletic Director level
4. The Commissioner shall chair a Head Coach Selection/Dismissal Selection Committee. The commissioner will serve to make recommendations to the Executive Board proposed Head Coaches for Board Approval. Should the Board disapprove of the "slate" of nominees; each head coach applicant will be voted on individually.
5. Responsible for reporting all scores of the Chapter games to Conference per Conference rules.

Duties of the Chapter Athletic Director (AD)

1. Responsible for certification done for the Chapter
2. Handle complaints or violations of conference rules not resolved at the Team AD level
3. Outline the responsibilities of the Team Athletic Director
4. Responsible for handling all chapter insurance matters, plus maintain complete and accurate files as required by the Conference.
5. Responsible for administering the AD Guide that has the Conference Rules, Regulations, and Procedures and will distribute all conference forms to each one of the Team AD within the MVJAAFC chapter.
6. The Chapter AD shall not be a Team AD, unless a qualified team AD cannot be found or a team AD resigns, is released, or otherwise vacates their position, and a Conference Certified team AD to serve as a replacement cannot be found.
7. The Chapter AD shall inspect all books and cards of all teams weekly or bi-weekly. The Chapter AD shall determine the time and place of AD meetings.
8. The Chapter AD will be responsible for the collection and distribution of league mandatory fundraising tickets for all teams.
9. Chapter AD will request for each team to turn in redline and all copies of game day certification paperwork by the Tuesday following Saturday's game or \$100.00 fine will be assessed to each team that fails to meet request.

Duties of the Secretary:

1. Responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings.
2. Sending out meeting announcements
3. Distributing copies of minutes and the agenda to each Board member.
4. All correspondence on behalf of the organization and assuring that corporate records are maintained.
5. Shall notify all Executive Board Members, within 24 hours, of the date, time, and location of all meetings by email or telephone.

Duties of the Treasurer:

1. Responsible for maintaining and keeping financial records.
2. Providing a financial report at regular monthly meetings including itemized bank records of payables and receivables.
3. The Treasurer shall chair the Budget and Finance Committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public via website monthly.
4. All expenditures (over \$100) outside of the approved budget, for MVJAAFC must be presented to the Executive Board with a MVJAAFC purchase order that has been signed by the President and Treasurer or Controller, for a vote and approval by the executive Board and requires two signatures.
5. All deposits of money collected must be deposited into bank within 24 hours of receipt
6. Shall be responsible as well as President, Vice President, and Controller for checks written/issued by chapter.
7. Every year in January and no later than February 1, all books will be audited by a board certified accountant.

Duties of the Cheer Coordinator:

1. Oversee operations of the Cheer Division
2. Responsible for communication with parents
3. Responsible for cheer equipment and inventory
4. The Cheer Coordinator is given discretionary authority that will permit carrying out all policies of the MVJAAFC regarding cheer matters and the Conference regarding cheer matters in a expeditious matter
5. Such decisions may only be reversed or revoked by a two-thirds majority vote by the Executive Board at the next regularly scheduled meeting or emergency executive board meeting specifically held to address the situation

Duties of the Controller:

1. Shall assist in maintaining financial records
2. Provides a financial report at monthly meeting along with Treasurer
3. Assist in preparation of the budget
4. Assist in developing fundraising plans for the Chapter.

Duties of the Equipment Manager

1. Responsible for football equipment inventory
  - a. Purchasing football equipment
  - b. Receiving and issuing football equipment
2. Responsible for storage of football equipment
3. Maintaining supply by ordering of new equipment when necessary
4. Oversee Team Equipment Manager

Duties of Fundraising Coordinator:

1. Responsible for organizing and heading the Fundraising Committee
2. Responsible for vendor and team fundraising
3. Handle funds securely, making deposits to the Treasurer/Controller with 24 hours of receipt

Duties of the Concession Manager:

1. Responsible for maintenance and operation of the snack bar
2. The Concessions Manager shall be responsible for purchasing supplies and staffing the snack bar at all practice sessions and home games. Also responsible for providing the communication between Snack Board Vendors and the Executive Board.
3. Responsible for keeping accurate records of all financial transactions on a daily/weekly basis and works closely with the Chapter Treasurer to maintain an accurate bookkeeping system.
4. Responsible for selling apparel at all events; maintain inventory and sales records

Duties of the Publicity Coordinator:

1. Coordinate releases to local media i.e. radio, newspaper, magazines, etc
2. Coordinate development of the yearbook and/or programs
3. Coordinate all game write-ups from each of the teams Head Coaches or authorized representative which are to be submitted to the newspaper, plus any pictures taken by volunteers or newspaper staff for any MVJAAFC Chapter activities
4. Responsible for writing and distributing a newsletter to all MVJAAFC general members
5. Maintain website, email list, and player list for mailing of information to all general members
6. Forward any email messages receive in the general email account to the appropriate Executive Board Member

Duties of the Parent Liaison:

1. Handle all parental complaints and concerns at the Chapter level
2. Liaison between the parents and the Board
3. Responsible for Chapter communication with parents
4. Oversee team parent volunteers

Duties of Deputy Commissioner (Appointed)

1. The Commissioner shall be entitled to appoint more than one Deputy Commissioner Approved by the Executive Board
2. Shall have only that authority as delegated by the Commissioner
3. Voting Rights in absence of Commissioner

Duties of Assistant Chapter AD (Appointed)

1. Chapter AD shall be entitled to appoint one Assistant Chapter AD as approved by the Executive Board
2. Shall have only the authority as delegated by the Chapter AD
3. Voting Rights in absence of Chapter AD

Duties of Assistant Cheer Coordinator (Appointed)

1. The Chapter Cheer Coordinator shall be entitled to appoint one assistant Cheer Coordinator as approved by The Executive Board
2. Shall only have that authority as delegated by the Chapter Cheer Coordinator
3. Voting Rights in absence of Cheer Coordinator

The offices of Executive Board shall be filled by vote of the General Membership:

- a. The offices of President Chapter Commissioner and Treasurer shall be filled every two (2) years at the December meeting
- b. The offices of Vice President, Secretary, Chapter Athletic Director, Equipment Manager, Concession Manager and the Public Relations Manger shall be filled every two (2) years at the January meeting
- c. Executive Board members must be acclimated to the dynamics of the city of Moreno Valley and the overseeing of the MVJAAFC chapter functions prior to qualifying for nominations of executive positions. A stated prerequisite for holding the President, Vice President, and/or Commissioner position is that any individual must have served as a General Board Member for a minimum of 3 years or 3 football seasons prior to being selected as an officer; all other executive Board positions require a minimum of one (1) year or one (1) football season prior to being selected as an Officer.

Section D Vacancies

Any elected vacancy occurring in the Executive Board of Directors and any position to be filled by reason of a decrease in the number of Officers may be filled, upon recommendation of a qualified candidate by the Officers, by the affirmative vote of the majority of the Board. An Officer elected to fill the vacancy shall be elected for the unexpired term of his/her predecessor in office. Such meeting may only be called by Publication in the local newspaper of general circulation and by personal notice to all active Board Members.

Section F Resignation of Board Members

Resignation of Board Members becomes effective upon adjournment of the meeting the resignation was submitted. A Board Member will be deemed to have resigned upon:

1. Written notice to the Chapter President
2. Failure to attend three consecutive meetings if absences are unexcused

Section G Board Meetings

1. The President will, within one month of his election, notify all serving members of the board of the date, time and place of the first meeting of the Board Regular and Annual Meeting: The Membership shall meet at least twelve (12) times per year.  
Notice shall be given to each member at least fourteen (14) days prior to the date of every regular meeting of the General Membership
2. Regular and Annual Meeting: The Membership shall meet at least twelve (12) times per year. Notice shall be given to each member at least fourteen (14) days prior to the date of every regular meeting of the General Membership.
3. The first meeting of the Board shall be held within 45 days of the election of Board Members
4. The time and place of future Board meetings, Conference Meetings, Storage Collection and inventory of equipment, the payment of debts, notification to Secretary of State of new members names, transfer of names on bank records, the transfer of all documents and records and other relevant matters will be resolved at the first Board Meeting.
5. The President of the board may call special Executive Board meetings upon at least 48 hours notice to all Executive Board members
6. Special Meetings: Special meeting of the General Membership may be called by the President. Due notice of Special meetings shall be given seven (7) days prior to such a meeting
7. QUARUM: A majority of the board will constitute a quorum for any business meeting except for purpose of Executive Board appointments or change of By-Laws in which case a two-thirds vote will be required. No proxy votes will be accepted Quorum: Two-thirds at any meeting of MVJAAFC shall constitute a quorum.
8. Meetings will be conducted in accordance with "Roberts Rules of Order, Revised Edition."
9. The minutes of the prior meeting and a treasurer's report will be submitted for approval at each regular scheduled meeting
10. Any Executive Board member not able to attend a scheduled meeting shall notify the President, Vice President, or Secretary
11. Proxy and Alternates: Voting by Directors by proxies shall not be permitted. An absentee Board member may not designate an alternate to represent him or her at a Board meeting unless stated in these By-Laws.

12. Presidential Succession: In case of temporary absence, the succession shall be vice President, Chapter Commissioner, Chapter Athletic Director, Secretary and then Treasurer
13. Closed Executive Board Meetings shall be open to Executive Board Members only.

**ARTICLE V BOARD MEMBER SUSPENSION, DISMISSAL, OR COMPLAINTS**

The Executive Board may remove any Officer for cause by two-thirds 2/3) vote of all Officers then in office, at any regular or special meeting of the Board, provided that a statement of the reason or reasons shall have been mailed by Registered Mail to the Officer proposed for removal at least seven (7) days before any final action is taken by the Board. This statement shall be accompanied by a notice of the time when, and the place where, the Board is to take action on the removal. The Officer shall be given an opportunity to be heard and the matter considered by the Board at the time and place mentioned in the notice.

**ARTICLE VI SELECTION OF COACHING STAFF**

- Section A
1. The Chapter Commissioner will select a coaches committee to approve all head coaches assistant coaches.
  2. Chapter Athletic Director will approve all selection of team athletic directors
  3. Chapter Commissioner and Chapter A.D. will inform board of all selections of coaches, asst. coaches, and athletic directors
- Section B
- It will be mandatory for a team staff member to have a valid First Aid Card or equivalent
- Section C
- All head coaches and staff will come to mandatory rules meeting held by the Chapter Commissioner
- Section D
- Mandatory attendance at all board meetings is required of ALL head coaches
1. Head coaches will have a vote at General board meetings (voting rights will be forfeited if head coach has three consecutive unexcused absences to board meetings.)
  2. Head coach would lose position the following season, and reapply the following season with Coaching Council.

**ARTICLE VII PARTICIPANT REGISTRATION FEES AND REQUIREMENTS**

- Section A
- In all cases not inconsistent with conference rules, the Board may set player fees by majority vote and such fee shall not be deemed a change of By-Laws
- Section B
- All Executive Board Members and Head Coaches shall receive a fifty percent discount on initial registration fees for immediate family members.
- Section C
- 50% registration discount will be awarded to any Executive/General Board Member/Head Coach with no qualifying immediate family members
- Section D
- The head coaching registration fee is \$700 with \$350 due by July 1 and the remaining \$350 balance prior to the first game
1. Failure to submit the fees will result in immediate loss of coaching position. Vacancies will be filled by appointed coach by commissioner. Replacement coaches fees due by November 1.
- Section E
- Family registration discount will be \$150 for 3 or more football/cheerleaders. The discount applies to football fees since cheer cost are fixed
- Section F
- All Head Coaches are given two player sponsorships per football season
- Section G
- Player Sponsorships, Assistant Coaches and team AD are part of the first round draft.

**ARTICLE VIII FUNDRAISER**

- Section A All fundraisers or expenditures related to Moreno Valley Youth Football (MVJAAF) Inc. must be Board approved
- Section B All purchases made for fundraisers must be specific to type, size, and quantity. The minimum information required for Board approval should be a maximum dollar amount approved to spend. "Budgeted amount" is not a proper specific amount.
- Section C All individual team fundraisers and sponsorships must be board approved. All monies procured from team fundraisers and sponsorships are to be handled by the Chapter Treasurer to place in a sub account.

**ARTICLE IX CONFERENCE BY-LAWS**

- Section A This Chapter approves and adopts the Conference By-Laws and amendments thereto. Where inconsistent with these By-Laws, the Conference By-Laws will be given affect

**ARTICLE X CHAPTER BY-LAWS**

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

**ARTICLE XI TEAM COMPOSITION AND DRAFTING OF PLAYERS**

- Section A Teams are composed by Conference age and weights requirements.
- Section B Team rosters will not exceed 30 football players except upon approval by the Chapter President and Commissioner. All players in divisions with more than one team will go into a draft headed by Chapter Commissioner with Chapter AD present. Players are evaluated and selected by the head coaches.
  - 1. One team will become the Division I team
  - 2. One Team will become a Division IAA team (fundamentals team)
- Section C Division I coach will have the first selection of players  
For two teams: Division I will Select fifteen (15) Division IA will select ten (10); Second Round Division I select seven (7), Division IA will select twelve (12), The remaining would be selected on a one by one basis.
- Section D If three (3) Divisions draft will be as follows: Division I will select fifteen (15) players, Division IA will select ten (10) players, Division IAA will select seven (7) players; Second Round Division I will select seven (7), Division IA will select twelve (12), Division IAA will select fourteen (14), The remaining would be selected on a one by one basis.

Amended: April 23, 2009 Article XI Team Composition and Drafting of Players; Section C  
Add on: April 23,2009 Article XI Team Composition and Drafting of Players; Section D

**ARTICLE XI MVJAAFC FOOTBALL LOGO**

- Section A            The MVJAAFC logo shall be protected under the By-Laws of the Moreno Valley Jr. All American Football and Cheer Chapter for use on MVJAAFC apparel and/or accessories.
- Section B            There will be no unauthorized use of the MVJAAFC logo without prior approval from the Executive Board
- Section C            MVJAAFC apparel shall consist of any apparel and/or accessories that are approved by the MVJAAFC Executive Board for the purpose of raising money for the chapter.

ADD-ONS

Fiscal Year

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

Indemnification

The Moreno Valley Junior All American Football and Cheer, Inc shall indemnify its Directors, Officers, employees, and volunteers to the fullest extent permitted by the law of the State of California.

Amendments

These By-Laws may be amended at a regular meeting by a two-thirds vote of all Officers then in office, provided that notice of the proposed amendment, together with a copy thereof, shall be distributed to each Officer at least fifteen (15) days prior to the meeting at which the amendment is to be considered.

Dissolution

In the event of the dissolution of the Moreno Valley Junior All American Football and Cheer, Inc., and after the payment of all debt and return of charitable contributions as appropriate, all assets shall be distributed to an IRS 501c organization, selected by the Board of Directors, and reflective of the Moreno Valley Junior All American Football and Cheer, Incorporated's mission

These BY-Laws were approved at a meeting of the Executive Board of Directors of the Moreno Valley Junior All American Football and Cheer, Inc. on \_\_\_\_\_, 2008.