

**Mountain Valley
Youth Football
League**

Vacaville Jr. Bulldogs, Incorporated

By-Laws

ARTICLE I

The organization shall be known as Mountain Valley Youth Football League (MVL) – Vacaville Jr. Bulldogs, Inc.

ARTICLE II

OBJECTIVE:

(A) The objective of the League shall be to firmly instill in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be decent, healthy and trustworthy.

(B) The objective will be achieved by providing a supervised program of football and cheerleader training and games under the rules and policies of the MVL and High School. The supervisors shall bear in mind that stressing exceptional athletic skills or the winning of games is secondary and that the type of leadership extended to children is of prime importance.

ARTICLE III

GENERAL

SECTION I – MEMBERSHIP

(A) Player member – any youth meeting the requirements as to age, weight and residence as set forth in the Regulations of the MVL and the National Federation of State High School Association shall be eligible for participation in MVL-Vacaville Jr. Bulldogs League, but shall have no rights, duties or obligations in the management or in the property of the League.

(B) Regular member – any adult actively interested in furthering the objective of MVL – Vacaville League may apply to become a regular member. All officers, committee member and coaches, volunteering and other elected or appointed officials must be active regular members in good standing.

SECTION II – DUES

(A) Dues for regular and/or other members may be fixed at such amounts as the Board of Directors shall determine. No dues shall be charged or assessed player members as a prerequisite to play in the League.

ARTICLE IV

GOVERNMENT

The government of MVL – Vacaville Jr. Bulldogs, Inc. shall be under the supervision of the league President and the Board of Directors.

SECTION I – BOARD OF DIRECTORS

(A) The voting Board of Directors of MVL – Vacaville Jr. Bulldogs, Inc. shall consist of the following members:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Equipment Manager
6. Coaches Coordinator
7. Cheer Coordinator

(B) The non-voting Auxiliary Board of MVL – Vacaville Jr. Bulldogs, Inc. shall consist of the following members:

1. Publicity Chairman
2. Fund Raising Chairman
3. Snack Bar Chairman, if applicable

(C) Hearing Committee of MVL – Vacaville Jr. Bulldogs, Inc. shall consist of the following members:

1. President
2. Vice President
3. Secretary
4. Treasurer

5. Equipment Manager
6. Coaches Coordinator
7. Cheer Coordinator

SECTION II – POWERS/DUTIES OF THE BOARD OF DIRECTORS

(A) The management of the affairs and the property of the League shall be vested in the Board of Directors.

(B) The Board of Directors shall have the power to appoint such standing and special committees as it shall determine and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

(C) The Board of Directors shall have the power to approve/appoint the League President, Coach Coordinator, Cheer Coordinator, Head Coaches and Assistant Coaches, via application approval.

(D) The Board of Directors may adopt such rules and regulations for the conduct of its' meetings and the management of the League as it may deem proper.

(E) The Board of Directors shall have the power by a majority vote at any regularly or special meeting to discipline, suspend or remove any League officer, coach, player or regular member.

(F) The Board of Directors shall receive at an annual meeting designated for the purpose, a report from the President showing the amount of property owned by the League; the amount of monies applied, appropriated or expended during the year and the proposed, objects or persons to or for which such applications, appropriations or expenditures have been made; and the names and places of residence of the persons who have been admitted to membership in the League during such year. A report shall be filed and entered into the minutes of the annual meeting.

SECTION III – POWERS AND DUTIES OF LEAGUE OFFICERS

(A) President:

1. It shall be the duty of the League President to serve as Chairman of the Board of Directors and to preside at all meetings.
2. Call special meetings.
3. The President shall see that the By-Laws and such other rules and regulations as adopted are diligently enforced along with the official regulations and rules of the MVL.
4. Shall keep all League personnel properly briefed on all phases of rules, regulations and policies of MVL.
5. Keep members on the subject and within time limits at all meetings.
6. Call other officers to the chair as necessary or desirable.
7. Represent the League at games, programs and activities.
8. Coordinate League efforts by keeping in close touch with other League officers and members.
9. Follow up on League activities and check on progress being made.
10. Keep League activities moving in a satisfactory manner.
11. Shall submit to the Board of Directors a recommended list of coaches and members taken from the written requests submitted by all interested personnel.
12. Shall have full power to appoint members of committees, whether standing or special, subject only to the general provisions contained herein.
13. Shall have such other duties as are customarily held by a President.
14. Shall also designate members of the voting board who will maintain keys to locking cash boxes used at all MVL – Vacaville Jr. Bulldogs, Inc. functions.

(B) Vice President:

1. In the absence of the League President the Vice President will perform the duties of the President.
2. Assist the President.
3. Have charge of committee work in general.
4. Be an ex-officio member of all committees.
5. Carry out such duties and responsibilities as may be delegated by the President.
6. Keep separate records of each fundraiser in detail.
7. Shall automatically become President in the event of a vacancy in the office of President.
8. Shall have such other duties as are customarily held by a Vice President.

(C) Secretary:

1. Prepare and read the minutes of meeting.
2. Have available for the President the list of business for each meeting.
3. Attend to official correspondence.
4. Send out and post notices.
5. Prepare League reports.
6. Keep the permanent record of the League.
7. Call meeting to order in the absence of a presiding officer.
8. Read communications at meetings.
9. Have on hand for each meeting the following:
 - A. Secretary's book and minutes of previous meeting.
 - B. List of committees and committee reports.
 - C. Copies of local programs and activities.
 - D. Copies of constitutions and By-Laws.
 - E. Copies of MVL Rule Book.
10. Shall record the minutes of all meetings and keep filed in chronological order after minutes have been approved and signed by the President and the Secretary.
11. Shall have other duties as are customarily held by a Secretary.

(D) Treasurer:

1. Receive and act as custodian of League funds. Shall disperse the League funds as prescribed by the article entitled "FINANCIAL POLICY" herein.
2. The Treasurer shall receive and collect monies of the League and deposit such receipts in the League bank account as provided in the article entitled "FINANCIAL POLICY" of these By-Laws.
3. Keep the financial records of the League.
 - A. Keep the usual book of accounts and other records as the Board of Directors may decide.
4. Assist in preparing an annual budget of estimated receipts and expenditures.
5. Along with the Board of Directors and after Board approval devise appropriate ways and means of financing League activities.
6. Pay out League funds as authorized.
7. Prepare financial statements and reports.
8. Encourage systematic saving and League thrift.
9. Build up League financial standing.
10. Serve as thrift bank treasurer unless another member is designated for the position.
11. Treasurer will maintain and keep a locking cash box to be used at all games and fund raising events pertaining to MVL – Vacaville Jr. Bulldogs, Inc. functions.
12. Shall have such other duties as are customarily held by a Treasurer.

(E) Equipment Manager:

1. The Equipment Manager, with prior approval and by the direction of the Board of Directors, shall be empowered to order and/or buy those items of equipment that are necessary to the operation of the League.
2. May not enter into any long-term agreement or contract for the purchase or equipment, goods, or services until:
 - A. The terms and conditions of any anticipated agreement or contract are presented in their written entirety to the Board of Directors.

- B. The Board of Directors, by a majority vote, approves the agreement and authorizes the Equipment Manager to execute and sign the agreement, along with the counter-signature of the President.
3. Shall at the conclusion of each playing season and with the assistance of the team Head Coach, conduct an annual inventory of the playing equipment to determine the amounts and condition of such equipment. The inventory will be submitted to the Board of Directors for inclusion in the annual report.
4. Shall make recommendations to the Board of Directors as to the renewal, replacement and additions of playing equipment. Recommendations for replacements or purchase of equipment shall include the cost of each item as determined after investigating the quality and cost of items from at least two (2) bonafide vendors.
5. Shall issue all playing equipment to team Head Coaches only and shall collect equipment and uniforms at each Head Coaches' last game.
6. Must have signed requisition form before purchasing equipment.

(F) Coaches Coordinator:

1. The Coaches Coordinator of the League is responsible for conducting the affairs of the League under the guidance of the League President and with the approval of the Board of Directors.
2. Shall see that all coaches and assistant coaches abide by all rules as set forth in the official rules and regulations of the MVL rule book and the National Federation of State High School Association rule book.
3. The coaches' coordinator conducts the annual registration of players and assists the President in checking birth records and eligibility of players.
4. Maintains the League records of all players and generally supervises and coordinates the transfer of players to or from teams, according to the regulations of the MVL.

5. Will see that all rules of MVL and the National Federation of State High School, both local and state, that affect the players, are followed and shall report any and all violations to the President and the Board of Directors.
6. Will see that all coaches and assistant coaches attend MVL coaches' clinic, and turn in a list of coaches that attended to the Board of Directors.
7. Will hold a coaches meeting monthly with all Head Coaches and Assistant Coaches from all five (5) teams.
8. Will see that a list of coaches is turned in to the Board of Directors to help at home games and any/all events pertaining to MVL – Vacaville Jr. Bulldogs, Inc. functions.
9. Shall have such other duties as are customarily held by a Coaches Coordinator.

(G) Cheer Coordinator:

1. The Cheer Coordinator of the League is responsible for conducting the affairs of the League under the guidance of the League President and with the approval of the Board of Directors.
2. Shall see that all Cheer Coaches and Assistant Coaches abide by all rules as set forth in the official rules and regulations of the MVL rule book and all rules pertaining to the National Federation of State High School Association rule book.
3. The Cheer Coordinator conducts the annual registration of cheerleaders and assists the Secretary in checking birth records and eligibility of cheerleaders.
4. Maintains the League records of all cheerleaders and generally supervises and coordinates the transfer of cheerleaders to or from teams, according to the regulations of the MVL.
5. Shall be responsible for organizing any events pertaining to cheerleading, i.e. competitions.

SECTION IV – ELECTION AND TERMS OF OFFICE

The Board of Directors shall be elected by the current Board of Directors at a designated meeting after the playing season has ended, for a

term of three (3) years, or until a successor has been elected, appointed and installed. All elections or approval of appointments shall be by majority vote of all members present or represented by proxy. The Board of Directors shall be eligible for re-election.

SECTION V – VACANCIES

In the event of a vacancy in office it shall be filled by a majority vote of the remaining directors at any regular meeting or special meeting called for that purpose.

SECTION VI – REMOVAL FROM OFFICE

Any officer may be removed from his or her office in any of the following ways:

1. By resignation.
2. By the affirmative vote of a majority vote of the Board of Directors at any regular or special meeting. Due cause must be shown and the opportunity given for a hearing.
3. In the event of his/her unexcused absence (No call/No show) from four (4) consecutive board, general or special meetings. An officer shall not be regarded as absent from any meeting if before said meeting is held they have been excused by the President or any other person presiding at said meeting.

SECTION VII – MEETINGS

Meetings will be held monthly during the off-season. Meetings during the playing season will be held only when deemed necessary for the good of the league. Special meetings may be called at any time with proper notice by the President stating the purpose for which the meeting is being called.

ARTICLE V

HEAD COACHES AND ASSISTANT COACHES

(A) A Head Coach and Assistant Coach may be removed by resignation or by the affirmative vote of a majority vote of the Board of Directors at any regular or special meeting. Due cause must be shown and the opportunity given for a hearing.

(B) If a Head Coach is absent or not represented or excused by the President or Cheer or Coaches Coordinators from the general meeting they shall be subject to removal from their Head Coach position in accordance with (A) above.

ARTICLE VI

FINANCIAL POLICY

(A) The Board of Directors shall decide all matters pertaining to the finances of the League and it shall place all income, including ways and means funds, in a common League treasury.

(B) All monies received shall be deposited in a bank approved by the Board of Directors and all disbursements made by check signed by the treasurer and co-signed by approved signatures.

(C) The Board of Directors shall permit the contribution of funds of property to individual teams, but shall solicit same for the common treasury of the League.

(D) The Board of Directors shall not permit the solicitation of funds in the name of MVL – Vacaville Jr. Bulldogs, Inc. unless all funds so raised are placed in the League treasury. The Board of Directors shall not permit the disbursement of League funds for the purposes other than the conduct of MVL – Vacaville Jr. Bulldogs, Inc. activities, supply materials, and equipment.

(E) Any fees incurred by Vacaville Jr. Bulldogs, Inc. due to Non-sufficient funds items deposited to bank account will be the sole responsibility of the writer of said item. In addition to all fees incurred, the writer of NSF item will be responsible to pay back the original amount of said item.

ARTICLE VII

CHARTER

The official playing rules and regulations as published by MVL and the National Federation of State High School Association shall be adopted by the Board of Directors at a meeting to be held not less than one (1) month previous to the first scheduled game of the season. Local rules shall in no way conflict with or restrict free exercise of the rules and regulations of MVL and the National Federation of State High School Association rule book.

ARTICLE VIII

AMENDMENTS

(A) By-laws of the League may be amended, repealed or altered in the whole or in part by a majority vote at any meeting provided:

1. Said amendment shall have been proposed in writing at the meeting preceding the meeting at which such vote is taken.
2. Said amendment shall have been approved by a majority vote of the Board of Directors prior to the meeting.
3. The general membership will be notified in writing after approval of said amendments by the Board of Directors.

ARTICLE IX

(A) Roberts Rules of Order Revised shall be the authority governing all corporation procedures when not in conflict with these By-laws.

(2006)