

**MOTHERLODE VALLEY
FOOTBALL LEAGUE**



**HUGHSON YOUTH
FOOTBALL AND CHEER
HUGHSON, CA**

**CONSTITUTION
AND
BYLAWS**

Revised November 21, 2019
Table of Contents

ARTICLE I Name5
 Section 1: Organization Name
 Section 2: Definitions
 Section 3: Compliance
 Section 4: Demographics

ARTICLE II Purpose and Limitation5
 Section 1: General Purpose
 Section 2: Specific Purpose
 Section 3: Powers
 Section 4: Exempt Activities Limitation
 Section 5: Distribution Upon Dissolution

ARTICLE III Executive Board7
 Section 1: Number of Board Members
 Section 2: Executive Board Positions
 Section 3: Authority
 Section 4: Terms
 Section 5: Qualifications and Election of Board Members
 Section 6: Vacancies
 Section 7: Removal of Board Members
 Section 8: Executive Board Meetings
 Section 9: Manner of Acting

ARTICLE IV Duties of Board Members10
 Section 1: Purpose
 Section 2: President
 Section 3: Vice President
 Section 4: Secretary
 Section 5: Treasurer
 Section 6: League Representative
 Section 7: Parent Liaison
 Section 8: Cheer Coordinator
 Section 9: Assistant Cheer Coordinator
 Section 10: Equipment Manager
 Section 11: Fundraising/ Event Coordinator
 Section 12: Concessions/ Volunteer Coordinator
 Section 13: Merchandise Coordinator
 Section 14: Sponsorship Coordinator
 Section 15: Sergeant at Arms
 Section 16: Member at Large

Table of Contents

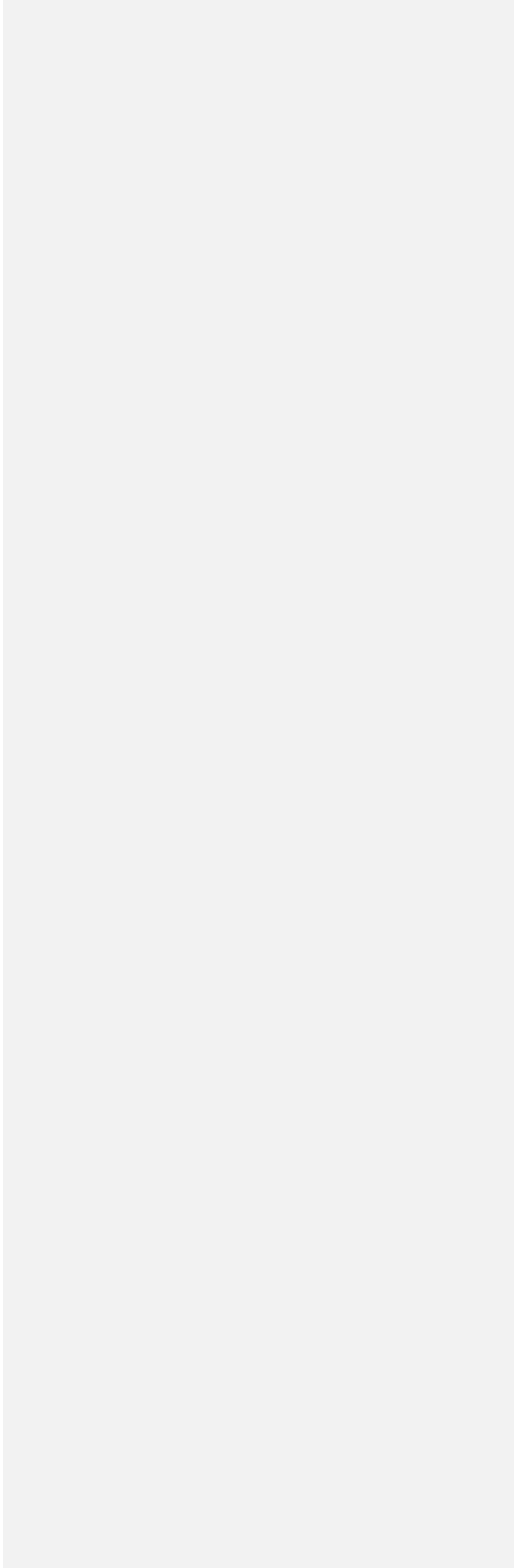
ARTICLE V	Contracts, Checks, Loans, Indemnification and Related Matters	15
	Section 1: Contracts and Other Writings	
	Section 2: Incurring Debt	
	Section 3: Accounts Payable	
	Section 4: Check Signing Procedure	
	Section 5: Financial Accounting	
	Section 6: Loans	
	Section 7: Indemnification	
ARTICLE VI	Fiscal and Legal	17
	Section 1: Fiscal Year	
	Section 2: Books and Records	
	Section 3: Conflict of Interest	
	Section 4: Nondiscrimination Policy	
	Section 5: State Filing	
	Section 6: Insurance	
	Section 7: League Applications	
	Section 8: Bylaw Amendment	
ARTICLE VII	Miscellaneous	19
	Section 1: Grievances	
	Section 2: Discipline	
	Section 3: Standard Operating Procedures	
ARTICLE VIII	Document Retention Policy	20
	Section 1: Purpose	
	Section 2: Policy	
	Section 3: Minimum Retention Period for Specific Categories	
ARTICLE IX	Transparency and Accountability	21
	Section 1: Purpose	
	Section 2: Financial and IRS Documents	
	Section 3: Means and Conditions of Disclosure	
	Section 4: IRS Annual Information Returns (Form 990)	
	Section 5: Board	
	Section 6: Sponsor Records	

Table of Contents

ARTICLE X Code of Ethics23
Preamble
Section 1: Board Members
Section 2: Head Coaches
Section 3: Assistant/Junior Coaches
Section 4: Players/Cheerleaders
Section 5: Parents/Guardians
CERTIFICATE OF SECRETARY26

ARTICLE I

NAME



Section 1- Organization Name

This organization shall be known as Hughson Youth Football, Inc.

Section 2- Definitions

References in this Constitution and By-Laws to "HYFC" shall refer to the organization as set forth in Section 1 above and references to "League" shall refer to the Motherlode Valley Football League.

Section 3- Compliance

The HYFC, its board members, representatives, parents and players, shall recognize, observe and be bound by the By-laws of the HYFC and the Rules & Regulations as set forth by the League. The constitution and by-laws of HYFC shall conform to the authority granted by the League to participate as an organization of the League.

Section 4- Demographics

The HYFC resides in the City of Hughson, County of Stanislaus, California. All corresponding mail shall be sent to Hughson Youth Football, Inc., P.O. Box 811, Hughson, CA 95326.

ARTICLE II

PURPOSE AND LIMITATION

Section 1- General Purpose

The general purpose of the HYFC is to provide boys and girls the opportunity to participate in football and cheerleading activities while ensuring the HYFC is organized exclusively for charitable and educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code. To maximize our impact on current efforts, we may seek to collaborate with other non-profit organizations which fall under the 501 (c)(3) section of the internal revenue code and are operated exclusively for educational and charitable purposes.

Section 2- Specific Purpose

Within the context of the general purpose stated above, the HYFC's specific purposes are:

- A. To challenge boys and girls to choose a lifestyle of excellence by using their talent to achieve the highest standards of sportsmanship in football and cheerleading.
- B. Provide boys and girls healthy managed sports training and physical development.
- C. To ensure all participants are focusing on maximizing self-esteem, character, integrity, maturity, goal setting and cooperation of themselves and others.

Section 3- Powers

The HYFC shall have the power, directly or indirectly alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the HYFC is organized, and to aid or assist other organizations or person whose activities further accomplish, foster, or attain such purposes. The powers of the HYFC may include, but not limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

Section 4- Exempt Activities Limitation

The board will ensure that at all times no part of the net earnings of the HYFC shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the HYFC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the HYFC shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the HYFC shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 5- Distribution Upon Dissolution

Upon dissolution of the organization, all remaining assets must be used exclusively for exempt purpose(s). This includes but is not limited to donations to groups such as charitable, religious or groups dedicated to educational purposes. In the absence of an existing board directing the assets to a specific acceptable charity, all funds are to be donated to the Hughson High School Athletic Department.

ARTICLE III

EXECUTIVE BOARD

Section 1- Number of Board Members

HYFC shall have an executive board consisting of at least 7 and no more than 18 members. Within these limits, the board may increase or decrease the number of members serving on the board, including for the purpose of staggering the terms of members.

Section 2- Executive Board Positions

- | | |
|-------------------------------|-------------------------------------|
| - President* | - Equipment Manager |
| - Vice-President* | - Fundraising/ Event Coordinator |
| - Secretary* | - Concessions/Volunteer Coordinator |
| - Treasurer* | - Merchandise Coordinator |
| - League Representative* | - Sponsorship Coordinator |
| - Parent Liaison* | - Sergeant at Arms |
| - Cheer Coordinator* | - Member at Large** (2 positions) |
| - Assistant Cheer Coordinator | |

*Indicates a required position of the Executive Board

**Will be filled once all other positions are filled

Section 3- Authority

The board has control, authority and management of all business affairs of this organization. With the consensus of 2 non related board members or more consisting of at least one league representative, they also have the authority to carry out disciplinary action at practices and games should they witness a grievous infraction of the code of conduct. Disciplinary action will be handled by the executive board of the HYFC in accordance to the HYFC disciplinary policy. If an incident involves a minor, the parent/guardian will be notified immediately.

Section 4- Terms

- A. All board members shall be elected to serve a two year term.
- B. Board members shall be staggered so that approximately half the number of members will end their terms in any given year.
- C. No board member shall hold the same position for more than 2 consecutive terms.
- D. Board members may be re-elected to the board at the end of their term, but must re-submit their application
- E. The term of office shall be considered to begin January 1 and end December 31

Section 5- Qualifications and Election of Board Members

In order to be eligible to serve as a member of the executive board, the individual must be at least 18 years of age at the time of application submission. At the end of each board members term their position will be considered vacant. The existing board member may apply for the same position again (See Article III, Section 4-Terms) All vacancies will be posted online and made public no later than November of each year. Applications for vacant positions will be available on the HYFC website or from any board member. Applications are due no later than December 15th of each year. Applications will be reviewed and voted on during the January regular meeting.

Each parent or guardian that chooses to attend the January regular meeting will be given one vote per family per vacant board position.

Section 6- Vacancies

The executive board may fill vacancies due to the expiration of a members term of office, resignation, death, or removal of a board member or may appoint new board members to fill a previously unfilled board position, subject to the maximum number of board members under these by-laws.

- A. Unexpected Vacancies: In the event of a mid-term vacancy due to resignation, death or removal shall be filled by the appointment of the President and ratified by vote of the remaining board members.

Section 7- Removal of Board Members

A board member may be removed by a two-thirds (2/3) vote of the executive board then in office, if:

- A. The board member is absent and unexcused from 3 or more of the board meetings in a twelve month period. The board president is empowered to excuse board members from attendance for the following reasons: The board member is not able to get time off work, the board member is sick, reason deemed adequate by the board president.

- B. The board member has violated the code of conduct set forth in these by-laws.
- C. The board member has not fulfilled the duties of their office or it is determined that it would be in the best interest of the organization

Before any meeting of the board at which a vote on removal will be made the board member in question will be given electronic or written notification of the board's intention to discuss his/her case and will be given the opportunity to be heard at the meeting of the board.

Section 8- Executive Board Meetings

- A. Regular Meetings: The executive board shall hold monthly meetings at a time and place fixed by the board. Board meetings may be attended by anyone who wishes to attend. Items to be added to the agenda shall be submitted to the secretary no less than seven (7) days prior to the meeting. The secretary will post and distribute the agenda 72 hours in advance of the meeting.
- B. Special Meetings: Special meetings of the executive board may be called by the president or by a majority of the current board members. A special meeting must be preceded by at least three (3) days notice to each member of the date, time, and place, but not the purpose, of the meeting. The three (3) day precedence may be bypassed in the circumstances dictate more urgency.
- C. Orientation Meeting: A mandatory player/parent orientation meeting shall be held at a time and place determined by the board preceding each football season. The purpose of this meeting will be to inform the player/parent(s) about the program, HYFC and League rules, as well as the upcoming season.

Section 9- Manner of Acting

- A. Quorum: A simple majority (50% +1) of the executive board in office immediately before a meeting shall constitute a quorum for the transaction of business at that meeting of the executive board. No business shall be considered by the board at any meeting at which a quorum is not present.
- B. Majority Vote: Except otherwise required by law or by the articles of incorporation, the act of the majority of the board members present at the meeting at which a quorum is present shall be the act of the board.
- C. Compensation: All members of the board shall perform their duties and responsibilities as a volunteer without compensation.
- D. Hung Board Decisions: On the occasion that members of the board are unable to make a decision based on a tied number of votes, the president or treasurer in the order of presence shall have the power to swing the vote based on his/her

discretion.

- E. Participation: Except as required otherwise by law, the Articles of Incorporation, or these By-Laws, board members may participate in a regular or special meeting through the use of any means of communication by which all members participating may simultaneously hear each other during the meeting, including in person, internet video meeting or by telephonic conference call.

- F. Rules for Meetings: The rules contained in Atwood's Rules of Order shall govern the meetings of this executive board in all cases not in conflict with this constitution and by-laws, or the by-laws of the League.

ARTICLE IV

DUTIES OF BOARD MEMBERS

Section 1- Purpose

The members of the board shall have such powers and perform such duties as outlined below, as well as, any other duties and responsibilities which the board may deem necessary and appropriate.

Section 2- President

- A. Preside at all board meetings
- B. Act as ex-officio member at all committee meetings
- C. Maintain the general supervision, direction and control of business and affairs of the organization
- D. Sign checks
- E. Appoint any vacant board position with approval of the board
- F. Create meeting agenda's and forward them to the Secretary for meeting preparation and distribution
- G. Vote on any motion presented by the board
- H. Help secure a CPA and help prepare tax documents for tax returns
- I. Attend all MVFL monthly football meetings and report results to the board
- J. Fulfill MVFL requirements for league representative in their absence
- K. Attend all games (home and away) and ensure that the rules of the organization and those of the MVFL are being followed during practice and/or game proceedings
- L. Attend all practices
- M. Bring any grievances involving players, coaches or parents to the board
- N. Act as a liaison between Hughson High School Football coaches and the board

- O. May not hold a coaching position

Section 3- Vice President

- A. Act as assistant to the President and perform such duties as designated by the President
- B. Become acting president in the absence of the President
- C. Vote on any motion presented by the board
- D. Attend all MVFL monthly football meeting and report results to board in the absence of the current president
- E. Attend all games (home and away) and practices in the absence of the president
- F. Act as liaison between Hughson High School Football coaches and the board
- G. Maintain all coaches binders.
- H. Bring any grievances involving players, coaches or parents to the board
- I. Works with Football Coordinator on the training of coaching staff. Keep coaches informed of any rule changes

Section 4- Secretary

- A. Keep accurate records of board membership
- B. Keep accurate minutes of board meetings and insure approval by the board
- C. Schedule all facility requests with the President and Vice-President
- D. Schedule all football and cheer registrations
- E. Provide registration materials for all sign-ups
- F. Schedule and coordinate individual and team pictures
- G. Maintain a file containing all correspondences that have been approved by the President, Vice-President, and/or the board
- H. Let all board members know about all meetings
- I. Vote on any motion presented by the board
- J. Facilitate all facility requests with the help of the Vice President, Football Coordinator and Cheer Coordinator
- K. Maintain current rules, policies and bylaws

Section 5- Treasurer

- A. Maintain current financial books and records and present them to the board upon request
- B. Keep, disburse and distribute all funds making sure that all bills are paid on time
- C. Keep a detailed accounting of all financial transactions
- D. Prepare a monthly statement of activities to be presented to the board at each regular monthly meeting
- E. Ensure that all required State and Federal financial paperwork is prepared and filed on time. This includes but is not limited to annual tax returns, annual firework sales information and maintain non-profit paperwork with the state. If needed, the treasurer can, with board approval, hire a professional tax preparer or CPA to assist in this process with the help of the President and Vice-President.

- F. Sign checks
- G. Vote on any motion presented by the board
- H. Obtain and prepare cash boxes for games, snack bars, merchandise and gate
- I. Deposit funds in a timely manner

Section 6- League Representative

- A. Vote on any motion presented by the board
- B. Attend all MVFL monthly football meetings and report results to the board
- C. Attend all games (home and away) and ensure that the rules of the organization and those of the MVFL are being followed during practice and/or game proceedings
- D. Fulfill MVFL requirements for League Representative
- E. Bring any grievances involving players, coaches, or parents to the board
- F. Act as liaison between Hughson High School Football coaches and the board

Section 7- Parent Liaison

- A. Acts as the point person between the parents/guardians of the participants and the board
- B. Initial point of contact for all grievances
- C. Answers questions from parents/guardians and refers them up to the respective board member for further
- D. Receives and disseminates feedback/complaints to the board
- E. Votes in any motion presented by the board

Section 8- Cheer Coordinator

- A. Collect and maintain all paperwork for all cheer participants
- B. Coordinate uniform fittings
- C. Vote on any motion presented by the board
- D. Attend all MVFL monthly cheer meetings and report results to board
- E. Attend all games (home and away) and ensure that the rules of the organization and those of the MVFL are being followed during practice and/or game proceedings
- F. Attend all practices
- G. Maintain all cheer coach's binders
- H. Fulfill MVFL requirements for cheer league representative
- I. Responsible for training of coaching staff. Keep coaches informed of any rule changes
- J. Act as Cheer Parent Liaison
- K. Bring any grievances involving players, coaches or parents to the board

Section 9- Assistant Cheer Coordinator

- A. Attend all MVFL monthly cheer meeting in the absence of the cheer coordinator and report results to board
- B. Act as assistant to the cheer coordinator and perform such duties as designated by the president
- C. Help in uniform fittings
- D. Vote in any motion presented by the board
- E. Collect and maintain all paperwork for all cheer participants
- F. Attend all practices
- G. Attend all games (home and away) and ensure that the rules of the organization and those of MVFL are being followed during practice and/or game proceedings
- H. Bring any grievances with player, coaches and parents to the board

Section 10- Equipment Manager

- A. Maintain equipment inventory in proper working order including annual reconditioning in a timely manner per MVFL rules
- B. Manage the distribution and collection of equipment to and from players
- C. Must be available to all team equipment managers ?
- D. Vote in any motion presented by the board
- E. Submit equipment purchase(s) recommendation to the board for approval
- F. Obtain jersey samples and prices for board approval
- G. Responsible for the HYFC equipment trailer and its contents

Section 11- Fundraising/ Event Coordinator

- A. Develop annual fundraising plan for board for approval
- B. Keep parents informed of all fundraising opportunities
- C. Collect and submit all receipts and money to the treasurer immediately
- D. Vote in any motion presented by the board
- E. Maintain record of contacts, supplies, etc., for future reference on all fundraising event
- F. Work with the media relations to post all fundraisers online
- G. Present photographer options to board for individual and team pictures for approval
- H. Present action photographer options to board for approval
- I. Responsible for obtaining any venue site for events that the HYFC hosts or participate at
- J. Coordinates with caterers and/or vendors for events
- K. Oversee all scheduled events and delegates out job duties as necessary
- L. Responsible for the purchasing and tracking of all food, supplies and decor for each event
- M. Attend event committee meetings involving the City of Hughson

Section 12- Concessions/ Volunteer Coordinator

- A. Organize and oversee all concession activities

- B. Purchase all food related items as needed to sell in practice and game snack bars
- C. Make sure concession stand is setup prior to the start of practice and games
- D. Vote in any motion presented by the board
- E. Prepare itemized budget for board approval
- F. Maintains inventory list of snack shack equipment and consumables
- G. Prepare for review concessions menu and prices for Board approval
- H. Submits all receipts and proceeds to treasurer
- I. Maintains records of contacts, suppliers, etc. for future reference
- J. Set up schedules and get volunteers to work in the game concession stand, the gate, clean up, etc.
- K. Keep a log of all parents that have worked
- L. Inform the treasurer when a deposit refund is due
- M. Oversee staffing of snack bar

Section 13- Merchandise Coordinator

- A. Organize and oversee all merchandising activities
- B. Prepare list of suggested merchandise to board for approval for current season
- C. Manage and maintain merchandise sold during all events as determined by the Board
- D. Directs parent volunteers in merchandise set-up, daily operation and cleanup
- E. Responsible for all shopping/ordering and inventorying of merchandise, presenting all receipts to the Treasurer immediately
- F. Maintains, collects receipts and submits net proceeds of merchandise sales to Treasurer
- G. Vote in any motion presented by the board

Section 14- Sponsorship Coordinator

- A. Reach out and acquire sponsors within the community
- B. Responsible for banners and passes to games as well as end of year acknowledgement
- C. Establish a list of sponsors for recognition during games and events
- D. Vote in any motion presented to the board

Section 15- Sergeant at Arms

- A. Organizes equipment and refreshments for board meetings

- B. Sets up board meeting room configuration and cleans up meeting location at the conclusion of a meeting
- C. Provides sign in documentation and ensures meetings start on time
- D. Vote on any motion presented by the board
- E. Maintains order during meetings. Has the authority to warn and in extreme cases eject board members or attendees from the meeting
- F. Collect ballots, tally votes and record attendance
- G. Works with other board members to explain and answer questions regarding the constitution and bylaws, policies and rules of the HYFC, as well as, the bylaws and rules & regulations of the League

Section 16- Member at Large

- A. Perform duties that become necessary, which are agreed upon and approved by the board
- B. Required to work all home games (at least 2 shifts plus an opening or closing shift)
- C. Vote on any motion presented by the board

ARTICLE V

CONTRACTS, CHECKS, LOANS, INDEMNIFICATION AND RELATED MATTERS

Section 1- Contracts and other Writings

No member of the board shall incur any expenses, contracts, leases and other agreements of the corporation without prior approval of the board.

Section 2- Incurring Debts

No member of the board shall incur any expense or contract any expenditure over one hundred dollars (\$100.00) without prior approval of the board. No member shall break up the payment of any item or contract into amounts less than (\$100.00) in order to complete the transaction. The total invoice amount must be under one hundred (\$100.00).

Section 3- Accounts Payable

All accounts payable shall be submitted to the treasurer for payment by check and approved by the board. Purchases by debit/credit card will be done as needed by approval of the treasurer or president. The vice president may approve in the absence of the president.

Section 4- Check Signing Procedure

Two (2) signatures are required on all checks issued. The primary check signer shall be the president, treasurer, or concessions coordinator. The second signature can be any non related board member. If a check is being issued to a member of the board for reimbursement, the member receiving the check can not be the primary or secondary signer.

Section 5- Financial Accounting

- A. The treasurer shall maintain all accounting records and have them ready for review and examination by the board any time they are requested.
- B. The treasurer shall provide a treasury report at each board meeting on the most current status of the accounts
- C. The treasurer will provide an annual fiscal report to the board by the end of January of the following year

Section 6- Loans

No loans shall be contracted on behalf of the HYFC and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the board.

Section 7- Indemnification

Board members, by reason of holding office, shall not be personally liable for the debts, liabilities, or obligations of the organization and the organization shall indemnify each of them to the extent and manner allowed by law.

ARTICLE VI

FISCAL AND LEGAL

Section 1- Fiscal Year

The fiscal year of the HYFC shall begin on January 1st and conclude on December 31st of each year.

Section 2- Books and Records

The HYFC shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all meetings of its executive board, a record of all actions taken by members of the board without a meeting, and a record of all actions taken by committees of the board. In addition, the HYFC shall keep a copy of the corporations Articles of Incorporation and by-laws as amended to date.

Section 3- Conflict of Interest

The board shall adopt and periodically review a conflict of interest policy to protect the HYFC's interest when it is contemplating any transaction or arrangement which may benefit any board member, affiliate, representative or board-delegated committee member powers.

Section 4- Nondiscrimination Policy

The board members, representatives, coaches, and players served by the HYFC shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of the League and HYFC not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

Section 5- State Filing

Hughson Youth Football, Inc. is intended to operate as a non-profit organization and shall maintain a registration form on file with the Secretary of State. The record of HYFC's non-profit status shall be updated annually and on time.

Section 6- Insurance

The HYFC will carry an insurance policy covering accidental medical and general liability. The League will be listed as an additional insured entity on the HYFC insurance policy. HYFC will provide the League proof of insurance coverage in accordance to the League bylaws. No practice will be allowed until the League has received proof of insurance.

Section 7- League Applications

The HYFC shall complete and submit the required documentation required by the League or the affiliated parent league.

Section 8- Bylaw Amendment

Procedure:

The HYFC will hold an annual by-law review meeting in April of every year. The by-law review shall cover any changes that have been brought before the board by the participating members of the HYFC, as well as, any new changes that have been imposed on the HYFC by the League.

HYFC reserves the right the call a special by-law meeting, if needed, at anytime during the season. The notification of the special meeting shall follow the rules as lined out in Article III, Section (8)(B).

These by-laws may be amended, altered, repealed, or restated by a vote of two-thirds (2/3) of the seated board members immediately before the meeting, provided, however,

- A. that no amendment shall be made to these by-laws which would cause the HYFC to cease to qualify as an exempt corporation under section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code; and,
- B. that an amendment does not affect the voting rights of the board members. An amendment that does affect the voting rights of board member further requires
- C. that all amendments be consistent with the Articles of Incorporation.

The amended by-laws shall be submitted to the League for approval and documentation purposes within thirty days of approval by the executive board.

ARTICLE VII

MISCELLANEOUS

Section 1- Grievances

It is the goal of the HYFC to address any and all concerns brought to the board regarding coaching staff, players, rules, and operational issues. All grievances shall follow the HYFC grievance policy. A copy of the grievance policy will be available to each family in the HYFC parent handbook and at the request from the HYFC secretary.

Section 2- Discipline

The purpose of the HYFC's disciplinary procedure is to help and encourage all board members, coaches, players and volunteers to achieve and maintain the required code of ethics and expectations of the HYFC. The aim is also to ensure that the HYFC's services are maintained and effective while all volunteers are treated fairly and equitably. The HYFC shall follow the adopted discipline policy for all violations of the bylaws and/or code of ethics of the HYFC, as well as, any violation of the Leagues bylaws or rules and regulations.

Section 3- Standard Operating Procedure

The executive board of the HYFC shall have an established Standard Operational Procedure "SOP" which shall include, but is not limited to:

- A. Football/Cheer practice procedures
- B. Football/Cheer practice times and locations
- C. Itemized annual fee schedule
- D. Participant payment options and timeline
- E. All-Star participant selection, in accordance to the League Rules and Regulations

ARTICLE VIII

DOCUMENT RETENTION POLICY

Section 1- Purpose

The purpose of this documentation retention policy is to establish standards for document integrity, retention and destruction and to promote proper treatment of HYFC records.

Section 2- Policy

Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the from the files. The cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.

From time to time, HYFC may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primary by the application of the document retention policy.

Section 3- Minimum Retention Periods for Specific Categories

- A. Corporate Documents: Corporate records include the HYFC's Articles of Incorporation, Bylaws, and IRS form 1023 and Application for Exemption. Corporate records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.
- B. Tax Records: Tax records include, but may not be limited to, documents concerning, expenses, proof of contributions made by donors, accounting procedures, and other documents coercing the HYFC's revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.
- C. Board and Board Committee Materials: Meeting minutes should be retained in perpetuity in the HYFC's minute book. A clean copy of all other Board and Board committee materials should be kept for no less than three years by the HYFC.
- D. Banking and Accounting: Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, repost slips and checks (unless for important payments and purchases) should be kept for three years. Any inventories of equipment, materials, and supplies and any invoices should be kept

for seven years.

- E. Insurance: Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.
- F. Audit Records: External audit reports should be kept permanently. Internal audit reports should be kept for three years.
- G. Electronic Mail: E-mail that needs to be saved should be either:
 - 1. printed in hard copy and kept in the appropriate file; or
 - 2. downloaded to a computer file and kept electronically or on a disk as a separate file. The retention period depends on the subject matter of the e-mail, as covered elsewhere in this policy.

ARTICLE IX

TRANSPARENCY AND ACCOUNTABILITY

Section 1- Purpose

By making full and accurate information about its mission, activities, finances, and governance publicly available, HYFC practices and encourages transparency and accountability to the general public. This policy will:

- A. indicate which documents and materials produced by HYFC are presumptively open to the board and/or the public
- B. indicate which documents and materials produced by the HYFC are presumptively closed to the board and/or the public
- C. specify the procedures whereby the open/closed status of documents and materials can be altered

Section 2- Financial and IRS Documents

HYFC shall provide its Internal Revenue forms 990, 990-T, 1023 and 5227, bylaws, conflict of interest policy, and financial statements to the general public for inspection free of charge.

Section 3- Means and Conditions of Disclosure

HYFC shall make "Widely Available" the aforementioned documents by request from the general public for view and inspection through the following process:

- A. Verbal or written request to the secretary of the HYFC executive board
- B. The secretary will disclose the requested documents and materials within seven business days to the person making the request if the documents are not immediately available

Section 4- IRS annual Information Returns (Form 990)

HYFC shall submit the Form 990 to its board prior to the filing of the Form 990. While neither the approval or the Form 990 or a review of the 990 is required under Federal law, the HYFC's Form 990 shall be submitted to each member of the board via (hard copy or email) at least 10 days before the Form 990 is filed with the IRS.

Section 5- Board

- A. All board deliberations shall be open to the public except where the board passes a motion to make any specific portion confidential.
- B. All board minutes shall be open to the public once accepted by the board, except where the board passes a motion to make any specific portion confidential.
- C. All papers and materials considered by the board shall be open to the public following the meeting at which they are considered, except where the board passes a motion to make any specific paper or material confidential.

Section 6- Sponsor Records

- A. All sponsor records shall be available for consultation by the members and sponsors concerned or by their legal representatives.
- B. No sponsor records shall be made available to any other person outside the HYFC except the authorized governmental agencies.
- C. Within the HYFC, the sponsor records shall be made available only to those persons with the managerial or personnel responsibilities for dealing with those sponsors,

except that;

- D. sponsor records shall be made available to the board when requested.

ARTICLE X

CODE OF ETHICS

Preamble-

The League's preamble to their code of ethics is adopted by HYFC and is as follows: The essential elements of character-building and this in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when the competition reflects these "six pillars of character."

All board members, coaches and assistant/junior coaches shall pledge to follow and uphold the code of ethics of the HYFC, as well as, the code of ethics and ethics pledge of the League.

Section 1- Board Members

- A. All board members must conduct themselves in a professional manner and treat all other board members, athletes, cheerleaders, coaches, league officials and parents with respect, honesty, integrity and openness.
- B. All acts and duties of each board member shall be conducted in the best interest of the organization.
- C. All board members shall have knowledge and understanding of the League football and cheer regulations and adhere to the requirements of said regulations.
- D. All board members shall have knowledge and understanding of the organization's
- E. All contracts, loans, leases or other agreements with the board members will be negotiated at arm's length, with the stipulation that the amount charged or paid is no more than the fair market value based on either independent publicly available pricing or additional quotes obtained by the board.
- F. Board member will excuse themselves from participation in any discussion or vote in which there may exist a conflict of interest related to their individual participation in an activity or award of responsibility or the establishment of any business related activity for which they stand to gain financially.
- G. Board members will excuse themselves from participation in and voting on disciplinary actions that directly affect either them or any direct family members except that they may give testimony if requested by the remaining board members.

- H. Work with their fellow board members in a spirit of harmony and cooperation in spite of the many differences of opinion, which may arise. Base their personal decisions upon all available facts in each situation; to vote their honest conviction in every case, un- swayed by partisan bias of any kind; thereafter, to abide by and uphold the majority decision of the board. Board members will act in the best interest of HYFC rather than in furtherance of personal interests or the interests of third parties, such as friends and family. Decisions about HYFC and the use or disposition of its assets, are made solely in terms of the benefits to HYFC. They are neither influenced nor appear to be influenced by any private profit, personal gain or outside benefit for staff, board members and volunteers; their friends and family members or the organization with which they are affiliated. and bylaws and adhere to the requirements of said bylaws.
- I. All closed board meeting business is confidential and shall not be discussed to non board members.

Section 2- Head Coaches

- A. All head coaches must conduct themselves in a professional manner during league activities.
- B. All head coaches must complete the application and interview process and be approved by the board.
- C. All head coaches shall have knowledge and understanding of the MVFL playing and coaching rules and shall adhere to the requirements of said rules.
- D. All head coaches shall treat each player or cheerleader as an individual, remembering the large range of emotional and physical development within each age group, and shall place the emotional and physical well-being of the children ahead of a personal desire to win.
- E. All head coaches shall be knowledgeable in the rules of the sport and shall teach to the players and/or cheerleaders.
- F. All head coaches will be under the direction of the President, Vice-President, the Football Coordinator, the Cheer Coordinator, and Assistant Cheer Coordinator.
- G. Abusive behavior towards a player or cheerleader will be grounds for suspension and/or dismissal.
- H. All coaches serve at the discretion of the board and can be removed by a vote of the board at any time.
- I. All head coaches may select their assistant coaching staff; to be interviewed and approved by the board. All head coaches shall be at all practices and games. If the head coach is ejected the coach must pay the league fine handed down to the organization of \$100.00. Second offense is permanent removal of the coaching staff.

Section 3- Assistant/Junior Coaches

- A. All assistant coaches must conduct themselves in a professional manner during league activities.
- B. All assistant coaches must complete the application.
- C. All assistant coaches shall have knowledge and understanding of the League playing and coaching rules and shall adhere to the requirements of said rules.
- D. All assistant coaches shall treat each player or cheerleader as an individual, remembering the large range of emotional and physical development within each age group, and shall place the emotional and physical well-being of the children ahead of a personal desire to win.
- E. All assistant coaches shall be knowledgeable in the rules of the sport and shall teach the players and/or cheerleaders.
- F. All assistant coaches will be under the direct authority and responsibility of the board and the head coach they are assisting.
- G. Abusive behavior towards a player or cheerleader will be grounds for suspension and/or dismissal.
- H. All coaches serve at the discretion of the board and can be removed by a vote of the board at any time.
- I. One assistant football coach per age level will be assigned the roll of assistant equipment manager.
- J. If and Assistant/Junior coach is ejected the coach must pay the league fine handed down to the organization of \$100.00. Second offense is permanent removal off the coaching staff

Section 4- Players/Cheerleaders

- A. The players and cheerleaders must conduct themselves in a respectable manner and adhere to the current season's code of conduct.
- B. Any head coach football or cheer representative, with board approval, has the right to suspend a player or cheerleader for conduct unbecoming to the organization during league activities. The child's parent or guardian will be notified immediately of the situation.
- C. Bullying, rude language, and intimidation will not be tolerated and is grounds for suspension.
- D. The board reserves the right to approve sponsorships based on current finances.
- E. There may be partial or full scholarships available.

Section 5- Parents/Guardians

- A. Parents shall become voting members of the organization by signing the application for their child to play for, or cheer for, HYFC and shall conduct themselves in a respectable adult manner and in the best interest of the League adhering to the current season's code of conduct.
- B. In the event of a conflict or a complaint against any member of the organization the complaining member shall contact the Parent Liaison in writing. They will then act as the liaison between the Parent/Guardian and the board. In the event where the parent is held liable, the board will follow the disciplinary policy.

C. Parents, Guardians, and spectators are not eligible to assist any coaches via headphones/cell phones from the sidelines.

CERTIFICATE OF SECRETARY

I certify that I am the acting Secretary of the HYFC and that the foregoing Constitution and By-laws, consisting of 26 pages, are the Constitution and By-laws of this organization as amended on November 21, 2019.

Executed on November 21, 2019 at Hughson, California.

Commented [1]:

Secretary