

**MOTHERLODE VALLEY
FOOTBALL LEAGUE**



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

**CONSTITUTION
AND
BYLAWS**

**Voted 2/6/2023 acknowledged and approved by
all HYFC board members 3/7/2023**

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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 6 and no more than 15 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 |
| - League Rep* | - Fundraising/ Event Coordinator |
| - Vice-President* | - Concessions/Volunteer Coordinator |
| - Secretary* | - Merchandise Coordinator |
| - Treasurer* | - 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 with 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
- F. In order to serve as the president role you must have held a board position for a two year consecutive term.

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 member's 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 will be reviewed and voted on during the January public meeting.

Each parent or guardian of a registered player from the season prior that chooses to attend the January regular meeting will be given one vote per family per vacant board position.

Section 6- Vacancies

The President may fill vacancies due to the expiration of a member's 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.
- B. Temporary board positions shall be opened up at the end of the current year's term and put to a vote per Article III Section 5.

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 and MVFL bylaws.
- 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. Regular meetings shall be closed to the public. Items to be added to the agenda shall be submitted to the secretary no less than seven (7) days prior to the meeting via group me. The secretary will 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 if 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.

- D. Public meetings: These meetings will be held in January, April, July and October. These meetings will be opened to the public. The meeting date and agenda shall be posted online no later than 7 days prior to the meeting. During this meeting there will be a public participation section. This will be open to bring questions and concerns to the board publicly.* With the exception of the January meeting only board members are allowed to vote during these meetings.*

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 vice president 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. Presides all board meetings.
- B. Acts as ex-office member at all committee meetings.
- C. Maintains the general supervision, direction and control of business and affairs of the organization. Signs checks.
- D. Appoint any vacant board position with approval of board.
- E. Act as parent liaison.
- F. Outlines agendas and forwards them to the secretary for meeting preparation and distribution.
- G. Votes on all motions presented by the board. Casts an additional vote in case of a tie in any board motions.
- H. Helps secure a CPA and helps with tax preparation.
- I. Attend all practices and games (home and away) and ensure all MVFL and HYFC rules are being followed.
- J. Present any grievances with players, coaches and parents to the board.
- K. Act as liaison between Hughson High School Football Coaches and the board.
- L. MAY NOT BE HEAD COACH

Section 3- Vice President

- A. Assist the President and perform such duties designated by the President.
- B. Step in as President in the absence of the President.
- C. Assist with collecting and maintaining all paperwork for football participants.
- D. Vote in any motion presented by the board.
- E. Attend all practices and games (home and away).
- F. Oversees all football related operations including, but not limited to, preparation and breakdown of field for all home games (i.e., field and yardage markers, striping of field, PA system, etc).
- G. Act as liaison between high school football coaches and the board.
- H. Bring any grievances with players, coaches, and parents to the board

Section 4- Secretary

- A. Keep accurate records of general membership.
- B. Keep accurate minutes of board meetings and ensure approval by the board.
- C. Maintain a file with all correspondence approved by the President and Vice-President.
- D. Schedule all football and cheer registrations and monthly meetings.
- E. Provide registration materials for all sign-ups.
- F. Assist with collecting and maintaining all paperwork for football and cheer participants
- G. Compile, reproduce and distribute required number of football and cheerleader files to proper personnel/agency.
- H. Generate and distribute all team communications.
- I. Inform all board members about all meetings.
- J. Vote in any motion presented by the board. Maintain current rules and by laws.
- K. Be the only contact with Hughson Unified School District.
- L. Maintain all coach's binders, responsible for training of coach staff and keeping coaches informed of any rule changes.

Section 5- Treasurer

- A. Keep, disburse and distribute all funds.
- B. Making sure all bills are paid on time.
- C. Keep a detailed accounting of all financial transactions.
- D. Prepare a monthly statement of activities to present to the board at each monthly meeting.
- E. Maintain financial books and records current and present them to the board upon request.
- F. Ensure that all required State and Federal financial paperwork is prepared and filed on time.
- G. Sign checks.
- H. Vote in any motion presented by the board.
- I. Obtain and prepare cash boxes for games, snack bar, merchandise and gate.
- J. Deposit funds in a timely manner.

Section 6- 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 to the respective board member.
- D. Receives and disseminates feedback/complaints to the board.
- E. Votes on all motions presented by the board.

Section 7- Cheer Coordinator

- A. Assist with collecting and maintaining all paperwork for cheer participants.
- B. Coordinate uniform fittings and be responsible for homecoming activities.
- C. Vote in any motion presented by the board.
- D. Attend all MVFL monthly cheer meetings and report back to the board.
- E. Attend all practices and games (home and away) and ensure all MVFL and HYFC rules are being followed.
- F. Attend all practices.
- G. Fulfill MVFL requirements for Cheer League Representatives.
- H. Have an assistant approved by the board to act on his/her behalf during any absences.
- I. Responsible for training of coaching staff and keeping coaches informed of any rule changes.
- J. Present any grievances with players, coaches and parents to the board.

Section 8- Assistant Cheer Coordinator

- A. Shall be responsible for attending all MVFL monthly cheer meetings and report back to the board.
- B. Act as assistant to the Cheer League Rep. and perform any duties as designated by the President.
- C. Help in uniform fittings and assist with homecoming activities.
- D. Vote in any motion presented by the board.
- E. Assist with 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 players, coaches, and parents to the board.

Section 9- Equipment Manager

- A. Maintains all equipment inventory and is in proper working order.
- B. Manage the distribution and collection of equipment to and from players.
- C. Must be present at all practices and games to repair or replace equipment as needed.
- D. Will work with each team's equipment assistant.
- E. Vote in any motion presented by the board.
- F. Submit equipment purchase(s) recommendations to the board for approval.

Section 10- Fundraising Coordinator

- A. Develop an annual fundraising plan and present it to the board for approval.
- B. Inform parents of all fundraising opportunities.
- C. Collect and submit all receipts and money to the treasurer.
- D. Maintain records of contacts, suppliers, etc., for future reference.
- E. Work with the Secretary to have all fundraisers posted on the website.
- F. Take and gather pictures and collect forms from parents to put the program together.
- G. Present photographer options to board for approval.
- H. Schedule and coordinate picture day.
- I. Present action photographer options to board for approval.
- J. Schedule action photographer(s) for all home games.
- K. In charge of the slide show for the banquet.
- L. Vote in any motion presented by the board.

Section 11- Concessions/ Volunteer Coordinator

- A. Set up schedules and get volunteers to help at the game concession stand, front gate, clean-up, etc.
- B. Keep a log of all parents that have worked.
- C. Inform the treasurer when deposit refunds are due.
- D. Organizes and oversees all concession activities and staffing for snack bar.
- E. Purchases all food related items as needed to sell in snack bar during practices and home games.
- F. Make sure the concession stand is set-up prior to the start of practice and games.
- G. Must be "food safe certified".
- H. Prepare itemized budget for board approval.
- I. Will maintain inventory list of snack bar equipment and consumables.
- J. Prepare for review concessions menu and prices for board approval.
- K. Submits all receipts and proceeds to the treasurer.
- L. Maintain records of contacts, suppliers, etc. for future reference.
- M. Vote in any motion presented by the board.

Section 12- Merchandise Coordinator

- A. Organize and oversee all merchandising activities.
- B. Obtains samples and prepares a suggested list for board approval.
- 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 clean-up.
- E. Responsible for all ordering/purchasing and inventory of merchandise, presenting all receipts to the treasurer immediately.
- F. Maintain, collect and submit receipts and net proceeds of merchandise sales to the treasurer.
- G. Vote in any motion presented by the board.

Section 13- Sponsorship Coordinator

- A. Reach out to businesses for donations and sponsorships for the Organization.
- B. Responsible for banners and passes to games as well as end of year acknowledgement.
- C. Votes on all motions presented by the board.

Section 14- Sergeant at Arms

- A. Organizes equipment and refreshments for board meetings.
- B. Sets up board meeting room configuration and cleans up the meeting location at the conclusion of the meeting.
- C. Provides sign in documentation and ensures meetings start on time.
- D. Maintains order during meetings.
- E. Has the authority to warn and in extreme cases eject board members or attendees from the meeting. Collect ballots, tally votes and record attendance.
- F. 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 and regulations for the league.
- G. Votes on all motions presented by the board.

Section 15- League Representative

- A. Attend all MVFL monthly football meetings and report the results to the board.
- B. 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.
- C. Fulfill MVFL requirements for Football League Representative.

- D. Bring any grievances with players, coaches, and parents to the board.
- E. Votes on all motions presented by the board.

Section 16- Event Coordinator

- A. Responsible for obtaining any venue site for events that the HYFC hosts or participates at.
- B. Coordinates with caterers and/or vendors for events.
- C. Oversee all scheduled events and delegate job duties as necessary.
- D. Responsible for purchasing and tracking of all food, supplies, and décor for each event.
- E. Attend event committee meetings involving the City of Hughson.
- F. Votes on all motions presented by the board.

Section 17- Member at Large (*2 positions)

- A. Fill in and help with any position that needs it when necessary, which are agreed upon and approved by the board.
- B. Vote in 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 contact 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 corporation's 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 with 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 February 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 to call a special by-law meeting, if needed, at any time 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 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 primarily 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 of 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 members 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.
- J. Maximum of 8 approved coaches are allowed on the sidelines during games. Maximum of 10 coaches will be approved by HYFC and receive MFVL Badges. No level may have more than ten coaches during the season,

- K. All football coaches shall have a current copy of their USA Football coaching certificate on file with the HYFC board
- L. All cheer coaches shall have a current copy of their Pop Warner Course Y101PW on file with the HYFC board

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 an 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
- K. All football coaches shall have a current copy of their USA Football coaching certificate on file with the HYFC board
- L. All cheer coaches shall have a current copy of their Pop Warner Course Y101PW on file with the HYFC board

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.

Section 6- MVFL Code of Ethics

In addition to HYFC Code of Ethics Board members, Coaches, Parents and Players must abide by MVFL Code of Ethics as referenced below.

MVFL CODE OF ETHICS

BOARD, COACHES, PARENT, ATTENDEES AND PLAYERS

A. Preamble

i. The essential elements of character-building and ethics 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."

B. Board Members Code of Ethics

i. (Elected & Appointed)

1. Each elected and appointed Board Member shall pledge to follow and uphold all MVFL Bylaws and Rules & Regulations and to report any violation regardless of the violation or the person or persons involved in the violation.
2. All Board Members will 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.
3. Devote time, thought, and study to the duties and responsibilities of a Board Member so they may render effective and credible service to MVFL.

4. 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 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 MVFL rather than in furtherance of personal interests or the interests of third parties, such as friends and family. Decisions about MVFL and the use or disposition of its assets, are made solely in terms of the benefits to MVFL. 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 organizations with which they are affiliated.
5. To avoid issues with nepotism within an organization. Married or immediate family members that are both board members would only count as one vote when voting on issues pertaining to the respected organization.

C. Coaches Code of Ethics:

- i. (All organization head coaches, assistant coaches and JR coaches.)
 1. Lead by example in demonstrating the six pillars of character, written in the Preamble above, to all my players and cheerleaders.
 2. Treat all athletes, coaches, league officials, refs and parents with respect and dignity.
 3. Place the emotional and physical well-being of all athletes ahead of the personal desire to win.
 4. Treat each athlete as an individual, always remembering the large range of emotional and physical development for each age group.
 5. MVFL will not tolerate the use or influence of drugs and alcohol, including all tobacco products, e-cig, and vape pens during any organization function and in the presence of any minor child as a representative of the MVFL.
 6. Be or become knowledgeable in all the rules of the sport and teach these rules to all athletes.
 7. Do their best to make sure that all practices are well organized, safe, fun, and challenging for all athletes.
 8. Use only those coaching techniques that are appropriate and safe for the skill level of the team that I will be coaching.
 9. Young athletes are to be protected from unsafe and possibly illegal weight loss programs or techniques. Examples: working out in plastic garbage bags; working out under extreme heat conditions; advising parents to have their child fast or use extreme diets; etc.
 10. Will not tolerate any form of abuse of children, should it be physical, verbal, emotional, ethical, or sexual, and will immediately report any such abuse to the proper authorities.
 11. No Profanity, Foul, derogatory language toward event attendees, players, refs, other coaches, or board members will be tolerated.
 12. Always remember that they are a youth sports coach and that the game is for the young athletes, and not for the vicarious interests of adults.

13. Head coaches and league reps. Are only people allowed to communicate with refs during and after games.

14. Only 8 coaches with current MVFL badges are allowed on the sideline during the games. **15.** Violations to the code of ethics will not be tolerated. If a violation occurs a fine will be imposed on the coach payable to the MVFL. This will need to be paid to the league within 14 days of violation. Also, a coach may be ejected from the game and/or next game if a violation occurs. This will be determined by the organization board league representative and MVFL. Violations will be a 3-strike rule. 1st offense \$100, 2nd offense \$150, 3rd offense is expulsion of the coach.

D. Parent/ Attendee Code of Ethics:

i. (all game attendees/ volunteers/ chain gang and field crews, etc.)

- 1.** Treat all athletes, coaches, board members, league officials, refs and other attendees of the event with respect and dignity.
- 2.** No inappropriate behavior that is deemed an obstruction to the football game or sideline cheering will be tolerated
- 3.** MVFL will not tolerate the use or influence of drugs and alcohol, including all tobacco products, e-cig, and vape pens during any organization function and in the presence of any minor child as a representative of the MVFL.
- 4.** MVFL Will not tolerate any form of abuse of children, should it be physical, verbal, emotional, ethical, or sexual, and will immediately report any such abuse to the proper authorities.
- 5.** No Profanity, Foul, derogatory language toward event attendees, players, refs, other coaches, or board members will be tolerated.
- 6.** All parents/ attendees must adhere to the rules of the game location and practice site.
- 7.** No parent/ attendees are allowed on the track in the cheer area, on sideline or field during use without a MVFL badge. (This includes before and after game times.)
- 8.** Violations to code of ethics will not be tolerated if a rule is violated a fine will be imposed on the violator payable to the MVFL. This will need to be paid to the league within 14 days of violation. In addition, violators may be ejected from the game and/or the next game. This will be determined by the organization board league representative and MVFL board. Violations will be a 3-strike rule. 1st offense \$100, 2nd offense \$150, 3rd offense permanently banned from MVFL events. MVFL may increase the citation due to severity of violation.

E. Player Code of Ethics:

i. (all game participants)

- 1.** Treat all athletes, coaches, board members, league officials, refs and attendees with respect and dignity. The players and cheerleaders must

- conduct themselves in a respectable manner. 2. No inappropriate behavior that is deemed an obstruction to the football game or sideline cheering.
3. MVFL will not tolerate the use or influence of drugs and alcohol, including all tobacco products, e-cig, and vape pens during any organization function and in the presence of any minor child as a representative of the MVFL.
5. No Profanity, Foul, derogatory language toward other players, refs, coaches, or board members will be tolerated.
6. All players must adhere to the rules of the game location and practice site.
7. No unauthorized players are allowed on the track in the cheer area, on sideline or field during field use without league reps approval.
8. Targeting (illegal helmet contact, late hits) will not be tolerated. If behavior occurs this will be at the league discretion if violation needs to be enforced. Repetitive occurrence from a player of targeting toward another may result in expulsion from the season. MVFL will determine the severity of citation.
9. Violation of the code of ethics may require a player to be removed from the game and/or practice and may also be unable to participate in the following games. This will be determined by the organization league rep and MVFL board. The child's parent or guardian will be notified immediately of the situation.

CERTIFICATE OF SECRETARY

I certify that I am the acting Secretary of the HYFC and that the foregoing Constitution and By-laws, consisting of 24 pages, are the Constitution and By-laws of this organization as amended on 2/6/23.

Executed on 3/7/203 at Hughson, California.

Commented [1]:

Marci K Couch
Secretary