

Montebello Youth Football and Cheer, Inc.
1012 W. Beverly Blvd., #183
Montebello, CA 90640
Non-Profit Tax I.D. Number 95-4224871

By-Laws

(As Amended Tuesday, May 12, 2009)

A California Non-Profit Public Benefit Organization

ARTICLE I-NAME

The name of this organization is Montebello Youth Football and Cheer, Inc.

AKA: Montebello Athletic Association, Inc.

AKA: Montebello Pop Warner Football, Inc.

AKA: Montebello Youth Football Association, Inc.

ARTICLE II-OFFICE

SECTION 2.01-PRINCIPLE OFFICE

The principle office of this organization for the transaction of its activities and affairs is located in the County of Los Angeles.

SECTION 2.02-CHANGE OF ADDRESS

The county of the organization's principle office can only be changed by an amendment of these By-Laws and no other means. The Board of Directors may change the principle office from one location to another with the name of the county. Such changes shall not be deemed an amendment of the By-Laws.

ARTICLE III-PURPOSE AND OBJECTIVE

SECTION 3.01-PURPOSE

This is a nonprofit organization and is not for the private gain of any person or persons. The purpose of the organization is to provide a sense of sportsmanship and fellowship; to provide our youth with moral, scholastic, and physical and mental fitness by providing vehicle through football and cheerleading to accomplish these goals.

SECTION 3.02-OBJECTIVE

The objective of this program is to inspire youth to practice ideas of health, citizenship, and character; to bring our youth closer together through the means of a common interest in sportsmanship, fair play, and fellowship; to impart to the game elements of safety, sanity, and intelligent supervision; to keep the welfare of the player first, foremost, and entirely free of adult lust for glory.

ARTICLE IV-BOOSTER CLUB, MEMBERSHIP, AND DUES

SECTION 4.01-AUTOMATIC MEMBERSHIP

All Board of Director members, coaching staff (football and cheer), and respective parents or guardians of all participating youth will be automatically provided the membership in the Montebello Youth Football and Cheer, Inc. Booster Club.

SECTION 4.02-MEMBERSHIP AND DUES

All other individuals not identified in Section 4.01 (**i.e.: vendors, sponsors, etc.**) wishing to join the Booster Club will pay an annual fee as prescribed by the Board of Directors.

SECTION 4.03-MEMBERSHIP RULES AND REGUALTIONS

- A.) All members of Section 4.01 and 4.02 will adhere to the rules and regulations of the San Gabriel Valley Junior All-American Football Conference, Inc. as well as the By-Laws of the Montebello Youth Football and Cheer, Inc.
- B.) All members of Section 4.01 and 4.02 will accept the Board of Directors of the Montebello Youth Football and Cheer, Inc. as final arbitrators in any and all decisions pertaining to the association described hereinbefore and will abide by its decisions.
- C.) **No person will use the name, logo, or other form of identifying trademarks of the Montebello Youth Football and Cheer, Inc. for any reason without prior approval of the Montebello Youth Football and Cheer, Inc. Board of Directors.**
- D.) In order to promote uniformity, all coaching staff must be outfitted with staff attire decided by the majority vote and approved by the Board of Directors. Coaching staff members not wearing proper staff uniform will not be allowed on the game field.

ARTICLE V- GOVERNING BODY:SELECTION, TERMS, POWERS AND DUTIES

SECTION 5.01-GOVERNING BODY

The governing body of this organization will collectively be known as the "Board of Directors." The Board of Directors will consist of a: President, Vice-President, Treasurer, Secretary, Special Activities Coordinator, two(2) minimum, four(4) maximum Board Advisors, two (2) Conference Representatives, one (1) Football Coach Advisor, one (1) Cheer Coordinator, one (1) Equipment Manager, one (1) Designated Agent, one (1) City Athletic Director and a Snack Bar Manager.

SECTION 5.02-SELECTION

- A.) The Board of Directors will be elected at a general staff meeting to take place no later than December 31st of that year. All election candidates must have held a Head Coach, Assistant Coach, Athletic Director, or Assistant Athletic Director position current and continuous for at least two (2) years with the Montebello Youth Football and Cheer, Inc. or carded as a San Gabriel Valley Junior All-American Football Conference, Inc. Board of Director prior to running for a Board of Director position. Team Parents are not eligible. The deadline for submission of candidates will be no later than one week prior to the day of election. The elected officers will begin serving their terms effective February 1st of the following year for the term identified in Section 5.03. All persons identified in Article IV are eligible to vote. If an elected Board Member resigns or is removed as a Board Member, the Board of Directors may appoint someone to fill the vacant position with the above qualifications.
- B.) The Vice-President will be appointed by the President with the approval of the Board of Directors.

- C.) In the event the President is unable to complete the term of office, the Vice-President will assume the office for the unexpired term with the approval of the Board of Directors. If the existing Vice-President refuses the office of President, the Board of Directors will elect a President.
- D.) Both the Football Coach Advisor and the Cheer Coordinator will endorse all coaching staffs for a one year term with the approval of the Board of Directors. For staff requirements, please refer to the San Gabriel Valley Junior All-American Football Conference, Inc. Rules and Regulations manual.
- E.) The Board of Directors will appoint one individual as the City Athletic Director. This individual will be required to have been an Athletic Director or Assistant Athletic Director for a minimum of two (2) years prior to the appointment. The term of the City Athletic Director is for one (1) year. If no individual meets such requirements, the Board of Directors will appoint someone with the qualifications listed in Section 5.02 A.
- F.) The Board of Directors will appoint one individual as the Treasurer. This individual will be required to have been a Montebello Youth Football and Cheer, Inc. Board of Director for a minimum of two (2) years prior to the appointment. The term of the Treasurer is for two (2) years.
- G.) Upon resignation or removal of any officer of the Board of Directors, the vacancy will be filled by a majority vote of the Board of Directors.

SECTION 5.03-TERMS OF OFFICE

The officers elected or appointed by the Board of Directors, in accordance with Section 3.02 (A, B, C) will serve the following terms in office:

ELECTED POSITIONS

PRESIDENT	2 YEARS	SNACK BAR MANAGER	2 YEARS
VICE PRESIDENT	2 YEARS	BOARD ADVISORS	2 YEARS
SECRETARY	2 YEARS	FOOTBALL COACH ADVISOR	2 YEARS
SPECIAL ACTIVITIES COORDINATOR	2 YEARS	CHEER COORDINATOR	2 YEARS
EQUIPMENT MANAGER	2 YEARS	CONFERENCE REPRESENTATTIVES	2 YEARS

APPOINTED POSITIONS

TREASURER	2 YEARS	CITY ATHLETIC DIRECTOR	1 YEAR
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SECTION 5.04-POWERS

- A.) Subject to the provisions and limitations of the California Non-Profit Public Benefit Corporation Law and other applicable laws, and any limitations in the Articles of Incorporation and of these By-Laws, the activities and affairs of this organization shall be managed and conducted and all corporate powers shall be exercised by or under the directions of the Board of Directors.
- B.) Every act or decision made by the Board of Directors shall become official only if a majority of the officers present constitutes a quorum.
- C.) Any action required or permitted to be taken by the Board of Directors may be taken without a meeting, if all officers of the board are notified and a quorum given consent verbally or in writing to such action. Such action shall be made part of the minutes of the next Board of Directors meeting.

- D.) The Board of Directors may change any number of officers on its board by amending these By-Laws or by repeal of these By-Laws and the adoption of the new By-Laws.
- E.) The Board of Directors may remove or suspend any member of the organization for whose conduct directly or indirectly violates these By-Laws or those of the San Gabriel Valley Junior All-American Football Conference, Inc.
- F.) There shall not be any solicitation made for an individual team, but rather for the Montebello Youth Football and Cheer, Inc. as a whole. The Board of Directors shall be the only persons authorized to approve and collect any and all contributions that may be solicited for the benefit of the Montebello Youth Football and Cheer, Inc.
- G.) The Board of Directors shall have exclusive authority to collect all monies for the benefit of Montebello Youth Football and Cheer, Inc. including, but not limited to, registration, fundraiser proceeds, donations, etc.

SECTION 5.05-DUTIES

- A.) **Duties of the President:** The President shall be the Chief Executive Officer of the organization and shall, subject to the control of the Board of Directors, oversee and control the officers of the organization and the activities of the members. The President or his designee shall represent the organization at all outside meetings or functions. The President shall also preside at all meetings of the Board of Directors or in his absence, the Vice-President. The President shall exercise and perform such other duties as may be prescribed by the Board of Directors.
- B.) **Duties of the Vice-President:** In the absence, disability, or the refusal to act of the President, the Vice-President shall perform all duties of the President. The Vice-President shall then have all powers and be subject to all restrictions of the President. The Vice-President shall have other powers and duties as may be prescribed by the Board of Directors.
- C.) **Duties of the Secretary:** The Secretary shall keep an original or a copy of the organization's Articles of Incorporation and By-Laws. The Secretary shall also take and keep minutes of all meetings and actions of the Board of Directors and the committees of the board; shall distribute copies of all minutes to the Board of Directors and other agencies; notify all officers of meetings and keep record of attendance. **The Secretary shall oversee the distribution of all notices, flyers and advertisements from the organization to all participants.** The Secretary shall perform other duties as may be prescribed by the Board of Directors.
- D.) **Duties of the Treasurer:** The Treasurer shall have charge and custody of and responsibility for all monies of the organization. The Treasurer shall deposit all monies and other valuables in the name and to the credit of the organization with such depositories as may be designated by the Board of Directors; shall distribute the monies as may be ordered; shall receive and give credit for monies due and payable to the organization from any source whatsoever; shall keep and maintain adequate and correct books of all the account and financial records; shall prepare monthly financial statements; shall render to the President or the Board of Directors whenever requested an account of any and all transactions and of the financial condition of the organization; shall prepare or cause to be prepared all financial statements or reports as are required by law. The Treasurer shall also perform other duties as may be prescribed by the Board of Directors. An assistant can be appointed by the Treasurer, with the approval of the Board of Directors. The Assistant Treasurer will be empowered to vote by proxy in the absence of the Treasurer.

- E.) **Duties of the Football Coaches Advisor and Cheer Coordinator:** The Coach Advisor and Cheer Coordinator shall appoint, with the approval of the Board of Directors, all head coaches, athletic directors, assistant coaches, and assistant athletic directors; shall provide guidance and direction to all coaches to ensure that they are properly certified and carded by the San Gabriel Valley Junior All-American Football Conference, Inc.; shall be directly responsible for the actions of the coaches and athletic directors and may take necessary action with approval of the Board of Directors to discipline those who may not perform or act in the best interest of the organization. The Coach Advisor and Cheer Coordinator shall also perform other duties as may be prescribed by the Board of Directors. Both the Coaches Advisor and Cheer Coordinator can appoint an assistant, with the approval of the Board of Directors. The Assistant Coach Advisor or Assistant Cheer Coordinator will be empowered to vote by proxy in the absence of the Coach Advisor and Cheer Coordinator.
- F.) **Duties of the City Athletic Director:** The City Athletic Director shall coordinate with each division AD and/or Assistant AD to ensure that all teams will certify on certification day. The City AD shall provide guidance and direction to all ADs/Assistant ADs to ensure that reinforce all rules as set forth by the Board of Directors and the San Gabriel Valley Junior All-American Football Conference, Inc. The City AD is responsible for informing all ADs/Assistant ADs of any and all mandatory conference meeting they must attend. The City AD is responsible for overseeing and checking all paperwork for all athletes in every football division. The City AD is responsible for the collection of all binders and athlete identification cards at the end of each season. The City AD shall also perform other duties as prescribed by the Board of Directors. An assistant can be appointed by the City AD, with the approval of the Board of Directors. The Assistant City AD will be empowered the vote by proxy in the absence of the City AD.
- G.) **Duties of the Special Activities Coordinator:** The Special Activities Coordinator shall initiate, coordinate, and implement fund-raising activities with approval of the Board of Directors; shall act as chairperson for the Booster Club. The Special Activities Coordinator shall also perform other duties as may be prescribed by the Board of Directors. An Assistant Activities coordinator can be appointed with the approval of the Board of Directors. The Assistant Activities Coordinator will be empowered to vote by proxy in the absence of the Activities Coordinator.
- H.) **Duties of the Equipment Manager:** The Equipment Manager shall have complete responsibility for the equipment room and all that is kept in such area. The Equipment Manager shall keep inventory of all items in the equipment room and be the only person authorized to check equipment out to coaches and players unless such duties are delegated to another board member. He/she shall also be responsible for the collection of said items at the end of each practice session or season as deemed necessary. The Equipment Manager shall also perform other duties as may be prescribed by the Board of Directors. An assistant can be appointed by the Equipment Manager, with the approval of the Board of Directors. The Assistant Equipment Manager will be empowered to vote by proxy in the absence of the Equipment Manager.
- I.) **Duties of the Conference Representatives:** The Conference Representatives shall represent the organization at all conference meetings, as their attendance is required by the San Gabriel Valley Junior All-American Football conference, Inc.; shall keep or cause to be kept minutes of said meetings and report it to the Board of Directors. The Conference Representatives shall also perform other duties as may be prescribed by the Board of Directors.
- J.) **Duties of the Board Advisors:** The Board Advisors shall assist and provide advice to the Board of Directors in performing its duties; shall act as lead person on special committees deemed

necessary by the board. The Board Advisor shall also perform other duties as may be prescribed by the Board of Directors.

- K.) **Duties of the Snack Bar Coordinator:** The Snack Bar Coordinator shall have complete responsibility for the operation and upkeep of the snack bar. This includes, but not limited to, the purchasing of goods, delegating responsibilities, supervising parents or other help working in the snack bar, the collection of monies, inventory of merchandise, maintenance, as well as other duties that may be prescribed by the Board of Directors.

ARTICLE VI-FINANCE

SECTION 6.01-ACCOUNTS PAYABLE

All accounts payable shall be paid by check bearing two (2) signatures, one being that of the Treasurer and countersigned by any of the appointed officers so designated by the Board of Directors.

- A.) All accounts payable shall have the approval of the Board of Directors, except as otherwise designated by the board.
- B.) All monies received by the organization will be immediately deposited in the bank and necessary books of account kept. The books will be open to inspection at the request of the President or the Board of Directors.
- C.) A monthly financial statement will be prepared by the Treasurer. The Treasurer will also prepare a yearly financial close-out report identifying all transactions of the year.

ARTICLE VII-MEETINGS

SECTION 7.01-PLACE OF MEETINGS

Since the organization does not have a principle office or place, the meeting place for the next meeting will be determined by the Board of Directors during each meeting. All officers shall be notified of the next meeting place whether in attendance or not.

SECTION 7.02-REGULAR MEETINGS

- A.) Regular meetings of the Board of Directors will be held once a month, the week following the Conference Representative meeting or as deemed necessary. Any member of the Board of Directors who is unable to attend a meeting shall contact the President or other to give notification. Any member of the Board of Directors missing three (3) meetings in a row will be removed from his/her position (unless proper communication has been made).
- B.) Regular meetings for coaches will be held as deemed necessary by the Board of Directors. Any coach missing three (3) meetings in a row will be given a warning in writing of being in danger of suspension and a possible request will be submitted to the San Gabriel Valley Junior All-American Football Conference, Inc. for removal of their card.

SECTION 7.03-SPECIAL MEETINGS

Special meetings of the Board of Directors may be called by any officer of the board.

SECTION 7.04-GENERAL MEETINGS

A general meeting of the Montebello Youth Football and Cheer, Inc. will be held at least once a month during the current season. All interested individuals shall be invited to attend.

SECTION 7.05-QUORUM FOR MEETINGS

- A.) A quorum shall consist of 51% of the current officers.
- B.) No business shall be considered by the Board of Directors at any meeting which a quorum, hereinbefore defined, is not present. The only motion that can be entertained is a motion to adjourn.

ARTICLE VIII-SUMMARY OF PENALTIES AND FINES

SECTION 8.01-ACTS OF DISBARMENT

Acts of disbarment will be in conjunction with the rules of the San Gabriel Valley Junior All-American Football and Cheer Conference described on page eight (8) of the By-Laws and Constitution Manual of said Conference.

SECTION 8.02-PENALTIES FOR NON-COMPLIANCE OF RULES

- A.) Missing Three (3) Meetings in a Row – Written warning with danger of suspension and possible removal of coaching card.
- B.) Conduct Unbecoming of a Staff Member – Automatic three (3) day suspension and possible coaching card removal after Board of Directors review.
- C.) Failure to Wear Proper Staff Apparel – Staff member barred from being on or removed from field. Should staff member refuse to leave the field, he/she will be automatically suspended until further review from the Board of Directors.
- D.) Failure to Attend a Mandatory Conference Meeting – Staff members shall be fully responsible for the fine as determined by the San Gabriel Junior All-American Football Conference, Inc.
- E.) All Conference Meetings and Rule Violations – Staff members shall be fully responsible for any and all fines or penalties of any violations of the San Gabriel Valley Junior All-American Football Conference, Inc. and not the Montebello Youth Football and Cheer, Inc.