

## By-Laws of Conejo Rams Football and Cheer

### **ARTICLE I - GENERAL STATEMENT**

The name of this organization is the Conejo Rams Football and Cheer (CRFC). It is headquartered in Agoura Hills, in Los Angeles County, California. Its mailing address is P.O. Box 713, Agoura Hills, CA 91376, or such other address as may from time to time be designated by the Executive Board of Directors.

### **ARTICLE II A – INTERNAL REVENUE SERVICES CODE**

This Corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized and operated exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

No substantial part of the activities of this Corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

The property of this Corporation is irrevocably dedicated to educational purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the Corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this Corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for educational purposes, and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

It is the binding responsibility of each member of the Board of Directors to not discuss or reveal any information to anyone regarding subjects either approved or rejected by the Board of Directors.

### **ARTICLE II B – SPECIFIC PURPOSES**

The specific purposes of the CRFC, which are to be primarily achieved through a supervised, competitive athletic program, are:

1. To educate youth concerning the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority.
2. To provide competitive football and/or cheerleading programs for the youth in and around the Conejo Valley, California area, wherein each young person enjoys the fun of participating in an organized football and/or cheerleading program.
3. To encourage the youth to strive for the highest standards of academic achievement.
4. To promote the importance of a healthy lifestyle and good citizenship for youth.

### **ARTICLE III – MEMBERSHIP**

#### **Section I. Qualifications for Membership**

Membership in the CRFC consists of all persons who:

- 1.1 Are the set of parents and/or legal guardians (e.g. family) of any boy or girl who actively participates in the competitive portion of any CRFC sponsored program.

- 1.2 Are former Executive Board Members of the CRFC, who have been awarded membership in the CRFC by the Board of Directors.
- 1.3 Are Honorary Members of CRFC because of a vote of the Board of Directors.
- 1.4 Are persons eighteen (18) years of age or older who volunteer their time in a beneficial manner to the CRFC and have been approved by the Board of Directors.

## Section 2. Term of Membership

- 2.1 Term of Membership is from receipt of registration fees, in full, to December 31 yearly.
- 2.2 There shall be no dues or membership fees required other than the youth participant's registration fee. The registration fee shall be an annual fee, in the amount set by the Executive Board of Directors prior to sign-ups each year.

## Section 3. Rights, Privileges and Responsibilities of Membership

- 3.1 CRFC Members in Good Standing have the right and privilege to vote on all issues requiring a membership vote as set forth herein, including the election and of the members of the Board of Directors.
  - 3.1.1 Each CRFC Member (e.g., family) in Good Standing is entitled to one (1) vote for each child in a CRFC sponsored program.
  - 3.1.2 CRFC Members, upon the approval of the Executive Board of Directors, may serve on authorized committees of the CRFC in a designated capacity.
  - 3.1.3 CRFC Members may participate in programs sponsored by the CRFC, except when participation is expressly limited or prohibited in these By-Laws.

## Section 4. Cancellation of Membership

Membership in the CRFC may be cancelled for the following reasons:

- 4.1 By a written resignation to the Board of Directors.
- 4.2 For failure to pay any monies owed or return any issued equipment to the CRFC. Enforcement of this alternative requires a vote by the Executive Board of Directors, at any regular or special meeting.
- 4.3 For non-participation of a youth participant in required practices or games, membership (youth and adult) is terminated. Enforcement of this alternative requires a vote by the Executive Board of Directors, at any regular or special meeting.
- 4.4 By Termination for Cause. The Executive Board of Directors at any regular or special meeting may terminate by majority vote the membership of any individual who has been found in violation of a League Rule or the Parental Code of Conduct, Appendix A (as may be amended from time to time by majority vote of the Executive Board of Directors). The Member in question shall be given written notice of the accusations against him/her and an opportunity for a hearing before the CRFC Executive Board of Directors. Witnesses on behalf of the concerned Member may be present at said hearing.
- 4.5 For being expelled by vote of the Executive Board, said Member has all rights of defense as previously stated in Article III, Section 4, Paragraph 4.4, above.

## Section 5. No Right, Title, or Interest in Properties

Membership in the CRFC does not vest or give to any Member the right, title and/or interest to any asset or property of the CRFC. Said property is solely and entirely vested in the CRFC and is dedicated exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

## **ACTICLE IV – BOARD OF DIRECTORS**

The government and responsibility to conduct business for the CRFC is vested in an Executive Board of Directors.

### **Section 1. The Executive Board of Directors**

- 1.1 The Executive Board of the CRFC shall consist of seven (7) Members all of whom shall be elected by the general membership at the annual meeting held each year during the month of December (or as close to December as possible). The Executive Board will consist of the following Officers: President, Vice President, Secretary, Treasurer, Player Agent, and Equipment Director (2).
- 1.2 Other Members of the Board of Directors. The Executive Board shall, if possible, also appoint additional Directors as the Executive Board deems necessary. The Directorships can include but are not limited to: Director of Concessions, Director of Cheerleading, Director of Social Media and Marketing, Director of Recruiting, Director of Community Outreach, Director of Disciplinary Action.
- 1.3 Any Director may choose an Assistant Director, subject to approval by the Executive Board of Directors. Any Assistant so approved may attend all CRFC Board of Directors meetings, but none of said Assistants shall be entitled to vote on any matter as a member of the Board of Directors. In the absence of the Director, the Assistant may take all actions of the Director (except voting).
- 1.4 Code of Conduct. All Members of the Board shall be expected to act in the best interest of the CRFC. The actions of all Board Members must be above reproach. Any Board Member who violates a League Rule or the Parental Code of Conduct is subject to termination by the Executive Board. All Board Members are encouraged to represent the findings and actions of the Board in the best possible light and to convey the actions of the Board in an accurate manner. Where confidentiality is necessary, all Board Members are required to maintain such confidentiality.

### **Section 2. Method of Selecting the Members of the Executive Board of Directors**

- 2.1 Prior to December 15th of each year, the Executive Board in office shall be responsible for selecting, screening, and presenting to the CRFC Secretary of that year, seven (7) nominees for the elected positions to the Executive Board of Directors. Members of the current Board of Directors are not excluded from being nominated and becoming candidates.
  - 2.1.1 The responsibility for informing the general membership of the candidates and the time, date and place of the Annual Meeting is to reside with and be under the direction of the CRFC Secretary. Informing the general membership is to be accomplished on or before December 15<sup>th</sup> each year via electronic posting on the CRFC website.
  - 2.1.2 The CRFC Secretary is responsible for preparing and having ready for distribution, at the Annual Election in December, the ballot containing the names of all the nominees selected by the Executive Board of Directors for election to the CRFC Executive Board of Directors.
- 2.2 Additional nominations for the seven (7) elected Board positions may be made as follows:

- 2.2.1 Nomination for President and Treasurer may be submitted for a candidate who currently holds an Executive Board or Director's position. Members not presently on the Board of Directors are excluded from being nominated for the positions of President and Treasurer (unless voted on by the Executive Board)
- 2.2.2 Any CRFC Member in good standing may submit to the CRFC Secretary, in writing, its nomination for one or more candidates for the Executive Board positions, prior to November 30<sup>th</sup> each year, subject to Article IV, Section 2.21 above.
- 2.2.3 Additional nominations for the seven (7) elected Board positions may be made from the floor at the Annual Election, by any CRFC Member in good standing, subject to Article IV, Section 2.2.1 above.
- 2.2.4 Any Member exercising a right as defined in Section 2.2.1, 2.2.2 or 2.2.3 above must have the nominee's written consent, in hand, at the time of such nomination.

### Section 3. Method and Time for Electing the Executive Board of Directors

- 3.1 The Annual Election shall be held at 7:00 pm on the first Wednesday in December of each year, unless an alternate meeting is scheduled by the Executive Board of Directors and the Membership is notified by the CRFC Secretary as defined in Article IV, Section 2.1.1 a minimum ten (10) days prior to an alternative date. The election of the Executive Board of Directors shall proceed by written ballot at said meeting.
- 3.2 The Candidate for each Office who receives the most votes cast by the General Membership present at the annual meeting shall be elected to the Executive Board of Directors provided they receive 50% of the votes. No absentee voting is permitted unless a proxy vote is given to the President. No write in votes accepted.
- 3.3 New Executive Board Officers shall assume office at the annual election meeting. The new Executive Board of Directors shall conduct their first meeting following the annual meeting of the membership and shall designate the remaining Directors prior to the second meeting following the annual meeting.

### Section 4. Quorum Requirements

- 4.1 A simple majority of the members of the entire Board of Directors must be present at any regular or special meeting to constitute a quorum for the transaction of official CRFC business.
- 4.2 Four (4) members of the Executive Board of Directors shall constitute a quorum.

### Section 5. Authority to Act

- 5.1 Every act or decision made by the Executive Board of Directors, at a meeting duly held, at which a quorum is present, is regarded as a decision of the Board of Directors and is thus binding on the CRFC, unless such a decision is specifically prohibited by these By-Laws.

### Section 6. Term of Office

- 6.1 Members of the Executive Board of Directors hold office for a term of one (1) year or until their resignation, removal or their respective successors are duly elected or appointed as provided herein.

### Section 7. Removal from Office

- 7.1 Any member of the Board of Directors may resign or be removed from office by resignation in writing, served upon the remaining members of the Board of Directors.

- 7.2 An affirmative recall vote of two-thirds (2/3) of the other members of the Board of Directors at any regular or special board meeting duly held, at which a quorum is present.
- 7.3 By being absent from three (3) consecutive regular Board meetings and after a removal vote of 2/3 of the other members of the Board of Directors at any regular or special board meeting, at which a quorum is present.
  - 7.3.1 Any Director removed due to meeting absence may be reinstated for his/her unexpired term as a Director by vote of the Executive Board of Directors for compelling reasons.
  - 7.3.2 A Director is not regarded as being absent from any meeting if before said meeting he/she was excused by the presiding members of the Executive Board.

#### Section 8. Method of Filling Vacancies on the Board

In the event a vacancy should occur on the Board, or if the authorized number of Board members is increased, the Executive Board in office is empowered to fill the vacancy by appointment from the CRFC general membership roster. The appointment must be accompanied by an affirmative vote of the majority of Executive Board Members.

#### Section 9. Action without Meeting

Any action required or permitted to be taken by the Board of Directors may be taken without a meeting if all members of the Executive Board shall individually or collectively consent in writing to that action. Such action by written consent shall have the same force and effect of a unanimous vote of the Board of Directors. Such written consent shall be filed with the minutes of the proceedings of the Board.

#### Section 10. Fees and Compensation of Directors

Neither Officers, Directors nor Members of Committees shall receive any compensation for their services, but shall be entitled to full reimbursement of any reasonable expense incurred by them on behalf of the Organization.

### **ARTICLE V – OFFICERS**

#### Section 1. Definition of Officers

The Officers of the CRFC are those duly elected members to the Executive Board of Directors and their appointed Directors who serve the CRFC in the capacity to which each was appointed.

#### Section 2. Duties of the Officers

##### **2.1 PRESIDENT**

The President is the chief executive officer of the CRFC and, subject to the control of the Executive Board of Directors, is responsible for the general supervision, direction, and control of the business affairs of the CRFC.

- 2.1.1 The President is responsible for scheduling all meetings of the Board of Directors, as well as presiding at all duly scheduled meetings of the CRFC.
- 2.1.2 The President has the general powers and duties of management usually vested in the office of President except where such powers and duties are specifically vested in another officer; the President may assume such powers and duties as may be prescribed or added to him/her by the Board of Directors.
- 2.1.3 The President is responsible for assisting all other members of the Board of Directors in accomplishing their specific and assigned CRFC tasks.

- 2.1.4 The President is responsible for coordinating Opening Day ceremonies, Homecoming, Season Program as well as any other similar event or activity sponsored and/or associated with the CRFC.
- 2.1.5 The President and/or the Athletic Director represents CRFC at all League meetings. It is their responsibility to honor and protect the interests of the CRFC and keep the Board of Directors, Coaches and Managers informed of League actions, decisions and proceedings.
- 2.1.6 The President and Vice President are responsible for certifying with the League and maintaining the appropriate related records on all individuals participating in CRFC sponsored activities.

## **2.2 VICE PRESIDENT**

- 2.2.1 The Vice President, in the absence of the President, performs all the duties designated to the President. When so acting, he/she has the vested powers of the President as well as any restrictions so imposed upon that office.
- 2.2.2 The Vice President is responsible for reserving and/or making necessary arrangements for use of game/practice fields, gymnasiums, rooms, etc., for teams and/or meetings duly sponsored by the CRFC. This responsibility includes coordination of necessary field markings, seating arrangements, facility/gate openings, lighting facilities, etc.
- 2.2.3 The Vice President has such other papers and/or duties as prescribed by the Board of Directors and/or these By-Laws, which are not consistent with the By-Laws or Articles of Incorporation.

## **2.3 SECRETARY**

- 2.3.1 The Secretary is the custodian of the Articles of Incorporation, Minutes, and the By-Laws of the CRFC.
- 2.3.2 The Secretary shall keep and/or cause to be kept a book of minutes on all meetings of the CRFC. In addition to the proceedings of the meeting, these minutes should include such items as: time and place of meeting; whether is it a regular or special meeting; what notice was given, a listing of the Board of Directors present; and a listing of the general membership in attendance. The Secretary is responsible for having these minutes and a copy of the By-Laws at all meetings conducted by the CRFC. In addition, the Secretary will maintain league insurance documents, Post Office Box records, all official league documents and have League By-Laws at all League meetings.
- 2.3.3 The Secretary shall keep and/or cause to be kept a CRFC Membership Roster, which include addresses and telephone numbers of all members.
- 2.3.4 The Secretary shall give and/or cause to be given notice of all meetings of the Board of Directors as well as all other meetings conducted by the CRFC, which are provided for in the By-Laws.
- 2.3.5 The Vice President and Secretary are responsible for securing required insurance coverage while participating in League and CRFC sponsored activities. In addition, the Secretary assumes the responsibility of making such insurance forms and informative data available to all coaches and/or managers associated with any CRFC sponsored program.
- 2.3.6 Prior to the commitment of funds for any CRFC insurance coverage, the Vice President and Secretary are responsible for informing the remaining Executive Board Members of the insurance program in detail. Board concurrence is required per Article IV, Section 4.

- 2.3.7 The Secretary has such other powers and/or duties as prescribed by the Board of Directors and/or these By-Laws and which are not inconsistent with these By-Laws or Articles of Incorporation.

## **2.4 TREASURER**

- 2.4.1 The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the monies, properties, income tax information returns and business transactions of the CRFC. This includes accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and/or income, from any source of kind, derived by the CRFC from any of its activities.
- 2.4.2 The Treasurer shall prepare or cause to be prepared annual federal and state income tax information returns, which must be filed in a timely manner with the Internal Revenue Service and State of California Franchise Tax Board. The Treasurer shall keep a copy of such returns and always maintain all such copies for inspection.
- 2.4.3 The Treasurer shall permit any or all the records to be inspected upon written demand to the Board from any CRFC Member in good standing. Such an inspection shall occur within twenty (20) days of receiving the written request, unless postponed by the requestor.
- 2.4.4 The Treasurer must promptly deposit all monies and valuables in the name of and to the credit of CRFC account with such depositories as designated by the Executive Board of Directors.
- 2.4.5 The Treasurer shall disburse the funds of the CRFC in such a manner as may be ordered by the Executive Board of Directors. Upon a request from the Executive Board of Directors, the Treasurer will render an accounting of all or any of his transactions on behalf of the CRFC. In addition, at each duly scheduled meeting of the Board of Directors and/or General Membership the Treasurer will present a report concerning the financial condition of the CRFC.
- 2.4.6 The Treasurer is responsible to ensure that the CRFC has a duplicate receipt for all money disbursements made on behalf of the CRFC.
- 2.4.7 The Treasurer shall submit the financial records of the CRFC upon request of the Executive Board of Directors. Audits may be requested by the Executive Board of Directors whenever the Treasurer is replaced or at such other times as the Executive Board of Directors deems advisable.
- 2.4.8 The Treasurer is responsible for submitting to the Executive Board of Directors a budget for each coming CRFC sponsored program, one (1) month prior to commencement of such an event.
- 2.4.9 The Treasurer has such powers and/or duties as prescribed by the Board of Directors and/or these By-Laws, which are not inconsistent with these By-Laws.

## **2.5 EQUIPMENT DIRECTOR**

- 2.5.1 The Equipment Director is responsible for locating sources of all uniforms, equipment and materials required by the CRFC in its sponsored programs. He/She is responsible for obtaining bids and placing orders, at approved purchase sources, in the quantities and at such times as may be directed and approved by the Executive Board of Directors per Article IV, Section 4.
- 2.5.1.1 On purchases which total less than \$500.00, formal bids are not required.

- 2.5.1.2 On purchases which total more than \$500.00, a minimum of two (2) competitive bids must be obtained.
- 2.5.1.3 The Equipment Director is responsible for detailing in writing the exact bid specifications, determining the conditions necessary for a responsive bid, distributing, and collecting the bid sheets in a timely fashion. All local (Conejo Valley) merchants, who can meet the bid specifications, may be given the privilege to bid on any given purchase.
- 2.5.1.4 Merchants, who are not local to the Conejo Valley, may be extended the privilege of a bid invitation provided such a merchant has been presented to and approved by the Executive Board of Directors.
- 2.5.1.5 All competitive bids shall be presented by the Equipment Director at a duly scheduled meeting of the Executive Board of Directors at which a quorum is present.
- 2.5.1.6 The making of a major purchase and/or awarding of a purchase bid shall always require a concurring vote by the Executive Board of Directors per Article IV, Section 4, of the By-Laws.
- 2.5.1.7 Bids are awarded based on the data provided by the bidding merchants. Influencing factors with respect to the bid award are price, delivery date, replacement factors, available quantities, quality of merchandise, program support and bid responsiveness.
- 2.5.1.8 The Executive Board of Directors reserves the right to make purchases from any merchant and/or to purchase any or all items submitted in response to a bid invitation.
- 2.5.1.9 It is the binding responsibility of each member of the Board of Directors to not discuss or reveal any bid information to anyone until after all bids have been either approved or rejected by the Executive Board of Directors.
- 2.5.2 The Equipment Director is responsible for keeping the Executive Board of Directors informed as to the condition of all uniforms and equipment. He/She is to make every reasonable effort to anticipate replacement needs and present to the Executive Board of Directors order requests for such replacement items sufficiently in advance of the actual need. He/She is required to ensure that needed material and equipment is always on hand during each playing season.
- 2.5.3 The Equipment Director is responsible for seeing that all equipment required by the teams for regularly scheduled practices and games is conveniently available to such teams.
- 2.5.4 The Equipment Director, along with the Athletic Director and each Head Coach, is responsible for the proper and recorded distribution of all uniforms and seasonally issued equipment at the beginning of each playing season; to arrange for the repair and/or cleaning of equipment and uniforms as required; and for the safe storage of all items in a place designated and provided by the Board of Directors between playing seasons.
- 2.5.5 The Equipment Director has such other powers and/or duties prescribed by the Board of Directors and/or these By-Laws, which are not inconsistent with these By-Laws or Articles of Incorporation.

## **2.6 PLAYER AGENT**

- 2.6.1 The Player Agent (PA) along with the President represents the CRFC at all League meetings. The PA shall honor and protect the interests of the CRFC



- and to keep the Board of Directors, coaches and managers informed of League actions, decisions, and proceedings.
- 2.6.2 The PA shall directly supervise the actions and activities of all Head Coaches, general managers, coaching staffs, and Game Commissioners associated with the CRFC. He/She will solicit and interview head coaching applicants then present recommendations to the Executive Board of Directors as defined in Article IV, Section 4. (It is the responsibility of each Head Coach to select its coaching staff and present them to the Athletic Director for approval.)
  - 2.6.3 The PA is responsible for communicating scores and team standings to the League and Team Managers on a weekly basis, when applicable and available. This duty may be assigned to another Director created for this and other responsibilities at the direction of the Board of Directors.
  - 2.6.4 The PA is responsible for conducting a pre-season coaching meeting; for holding at least one additional coach's meeting during the season; and for conducting one debriefing session for coaches at the conclusion of each season.
  - 2.6.5 The PA is responsible for conducting a pre-season Parent Meeting, which attendance by the CRFC Membership shall be mandatory.
  - 2.6.6 The PA is responsible for developing and implementing an evaluation or rating system for coaches associated with the CRFC. Upon a majority vote of the Executive Board of Directors, the PA shall be permitted to immediately remove any Head Coach or Assistant Coach for any reason whatsoever, including but not limited for a Coach found to have violated any League Rule or CRFC By-Law. At the conclusion of each season, the PA is to provide a report to the Executive Board of Directors concerning each team's coaching activities and evaluations of the just completed season.
  - 2.6.7 The PA may appoint an Assistant Athletic Director to assist with the prescribed duties as contained in Article V, Section 2.6 of these By-Laws. Such an appointee must be concurred upon by an affirmative vote of the CRFC Executive Board of Directors, as defined in Article IV, Section 4.2.
    - 2.6.7.1 The Assistant Athletic Director may attend all meetings of the CRFC Board of Directors.
    - 2.6.7.2 The Assistant Athletic Director does not have a vote on the CRFC Board of Directors.
    - 2.6.7.3 The Assistant Athletic Director, in the absence of the PA, may perform all the duties performed by the PA. When so acting, he/she has the vested powers of the PA as well as any restrictions so imposed upon that position.
  - 2.6.8 The PA has such other powers and/or duties as prescribed by the Board of Directors and/or these By-Laws or Articles of Incorporation.

## **ARTICLE VI – MEETINGS**

### **Section 1. Meetings of the Board of Directors**

- 1.1 The Board of Directors will meet as required but at least once a month.
- 1.2 All meetings shall be conducted in an orderly manner in accordance with the newly revised Robert's Rules of Order.
- 1.3 It is the binding responsibility of each member of the Board of Directors not to discuss or reveal any information of conversations that take place at Board of Directors meetings.

## Section 2. Meetings of the General Membership

2.1 Additional meetings of the general membership may be called at the discretion of the Board of Directors.

## **ARTICLE VII – COMMITTEES**

### Section 1. Standing Committee

- 1.1 All Officers of the Executive Board of Directors have the authority to appoint Committees and/or individuals to assist them in the performance of their duties.
- 1.2 All individuals selected to serve on a Committee must be Members of the CRFC in good standing.
- 1.3 The number of individuals allowed to serve on a Committee shall be controlled by the Executive Board of Directors.
- 1.4 The Executive Officer requiring the Committee is responsible for presenting the goals of such a committee and its prospective Members to the remaining Officers for approval.
- 1.5 Members of a Standing Committee do not have a direct vote in any actions and/or decisions of the CRFC Board of Directors.

### Section 2. Special Committees

- 2.1 The Board of Directors has the right to authorize the formation of special committees when required to study and perform any special functions associated with the operation of the CRFC, which are not in conflict with these By-Laws or the Articles of Incorporation.
- 2.2 The individuals selected to serve on a Special Committee must be a Member of the CRFC in good standing.
- 2.3 The number of individuals allowed to serve on Special Committees is controlled by the Executive Board of Directors.
- 2.4 Members of a Special Committee do not have a direct vote in any actions and/or decisions of the CRFC Board of Directors.
- 2.5 The formation of a Special Committee, its numbers and members must be agreed upon by the Executive Board of Directors as defined in Article IV, Section 4.

## **ARTICLE VIII – EQUIPMENT**

### Section 1. Minimum Equipment

- 2.11 All teams must be equipped during all practice contact sessions, scrimmages, and games with equipment meeting the minimum protective standards found to exist in the following equipment
  - 1.1.1 Helmet---The helmet is the single most important piece of equipment a football player wears because it protects the nerve center of the entire head. The helmet shall be either one or two-piece construction of high-quality fiber or plastic-type material, head cushion or head suspension type. At a minimum, a double bar shall be attached to the helmet. The chinstrap will be standard equipment for all helmets. Helmet must be NOCSAE approved.
  - 1.1.2 Shoulder Pads---Shoulder pads shall be corrugated molded fiber or plastic material (for sanitary reasons) and shall be padded with coated washable finish, have adjustable elastic underarm straps, and should be of a cantilever type.
  - 1.1.3 Girdle and Hip Pads---Hip and kidney pads shall be made of heavy padding to protect the kidneys, hips, and spine. They can be of vinyl coated material, with or without fiber inserts. Care must be taken to guard the exposed edge of the hipbone, the base of the spine, and the kidney area.

- 1.1.4 Thigh Guards---Thigh guards shall be of a molded, corrugated fiber or plastic material.
- 1.1.5 Knee Pads---Kneepads shall be constructed of a shock absorbing material.
- 1.1.6 Game Jerseys---Game jerseys for all Divisions should consist of an all-cotton, rayon/cotton, cotton/nylon material or other durable fiber. Double shoulders and double elbows are optional. It is recommended that numbers be sewn on; however, air-dye or processed stenciling can be used if desired. It is recommended that 6-inch front numbers and 8-inch back numbers be used. Numbering of jerseys in accordance with CIF Rule Book is not applicable.
- 1.1.7 Pants---Pants may be of either a shell or one-piece construction, natural or colored. One-piece pants must have removable pads. Knit material is recommended, with either tunnel belt loops or attached web belt. Thigh guard pockets should be cotton drill cloths, and for longer wear should be hanging from waistband. Kneepad pockets should be sanitized drill cloth or similar material envelope style.
- 1.1.8 Footwear---Footwear for all Divisions, screw in rubber molded cleat, bar cleated Little League baseball shoes, and tennis shoes are permissible. Steel, aluminum, or nylon with metal cap cleats, is not allowed. All footwear must be in good condition. All one-piece molded shoes are permissible.
- 1.1.9 Mouthpiece---A mouthpiece approved by or prescribed by a licensed doctor or dentist must be always worn.
- 1.1.10 Supporter---An athletic supporter of soft material must be worn at all practices, games, etc. No other device may be used unless approved by a licensed doctor and stated in writing.

## Section 2. Sizing

- 2.1 Sizing is the responsibility of the parents. Once the participant has been fitted it is the parent/guardian's responsibility to make sure sizes are correct and approved.
- 2.2 Parents/guardians are required to pay for incorrect sizing that they have approved.

## **ARTICLE IX – ADOPTION AND CHANGING OF THE BY-LAWS**

### Section 1. Adoption

Initial adoption of these By-Laws shall be made by the Incorporator of the Corporation and thereafter said By-Laws shall be confirmed by the vote of the Members at a duly noticed annual membership meeting.

### Section 2. Proposed Changes and Amendments

Proposed changes and amendments to these By-Laws may be initiated by any CRFC Member in good standing and, shall be voted upon and either adopted or rejected by the Executive Board of Directors. If approved the proposed change will become effective.

### Section 3. Distribution of Proposed Changes

A typewritten or electronic copy of all proposed changes to these By-Laws must be distributed to the Executive Officers at least thirty (30) days prior to the Executive Board of Directors voting on the change.

### Section 4. Majority Vote

A proposed change must be passed by a majority vote of the Executive Board of Directors provided a quorum is present.

Section 5. Effective Date

All approved changes to the By-Laws become immediately binding and effective. The President and Secretary shall certify the amendment on the date of its approval by the general membership.

Section 6. Publication

All approved changes to the By-Laws are to be published as Addendum's to the then current By-Laws and kept with the original By-Laws in the corporate book.

Section 7. Availability of By-Laws

The By-Laws are to be printed on a yearly basis and made available to the CRFC membership at all Board of Directors meetings, and membership meetings of CRFC. They will contain all changes and/or additions as approved, per Article VIII, Paragraph 4, prior to December 31<sup>st</sup> of the said year.

Section 8. Parental Code of Conduct, Appendix A

This Appendix of the By-Laws may be amended from time to time by a quorum of the Executive Board of Directors.

Section 9. Disciplinary Procedures, Appendix B

This Appendix of the By-Laws may be amended from time to time by a quorum of the Executive Board of Directors.

**ARTICLE IX – FINANCIAL PROCEDURES**

Section 1. Checks and/or Drafts

- 1.1 All checks and/or drafts issued in the name of the CRFC for any reason must be signed by two (2) of the following and are authorized to sign checks and/or drafts: CRFC President, Vice President and/or the Treasurer in amounts over \$500.00 and by either of them in amounts up to and including \$500.00. The Executive Board may select the bank or savings and loan as depository for the CRFC funds.
- 1.2 All financial records are the responsibility of the CRFC Treasurer.

Section 2. Contracts

- 2.1 Any contracts which may be executed in the name of the CRFC must be consistent with these By-Laws, the Articles of Incorporation, and the laws of the State of California, and must be in writing, executed by the President of the CRFC, and any other member of the Board of Directors.

Section 3. Fiscal Year

The Fiscal Year of the CRFC shall be a calendar year.

Section 4. Financial Records

The financial records of the CRFC shall be reviewed by a Certified Public Accountant for audit at the direction of the Executive Board of Directors, as often as said Board shall elect.

CERTIFICATE OF ADOPTION

The foregoing By-Laws of the Conejo Rams Football and Cheer were on \_\_\_\_\_, 202\_\_\_\_\_, adopted by the Executive Board of Directors of the Association and constitute the sole and only By-Laws of the Organization.

President:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Secretary:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date