

GLENDORA JR ALL-AMERICAN FOOTBALL

BYLAWS

ARTICLE I

OBJECTIVE:

The objective of this program is to inspire youth to practice ideals 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. All decisions made by the Executive Board will be made with the best interest of the youth participants in mind.

MEMBERSHIP:

A volunteer member shall be a family member of a child who participates in "GLENDORA JR ALL-AMERICAN FOOTBALL" and any other adults with a sincere interest in the same.

Family member is defined as: spouse; parents; parents-in-law; children; brothers; sisters; grandparents; grandchildren; step parents; step children; foster parents; foster children; guardianship relationships; same sex and opposite sex domestic partners; and spouses or domestic partners of the aforementioned.

Note: Membership is subject to the approval of the Executive Board of this organization and in accordance with SGVJAA Conference membership guidelines. No volunteer member associated with this Organization shall be paid money or compensated for their time, service, abilities, advice, knowledge, status, origin, participation, or support, offered and/or donated.

TERMINOLOGY:

The term: **Conference**, when used within these bylaws, shall refer to the San Gabriel Valley Junior All-American Conference, Inc. or its successor.

The term: **Organization**, when used within these bylaws, shall refer to Glendora Jr All-American Football.

The term **Majority Vote**, when used within these bylaws, shall mean 2/3 of the vote of the Executive and General Board members present.

The term **Executive Board**, when used within these bylaws, shall consist of:

1. President*
2. Vice President*
3. Secretary*
4. Treasurer*
5. Conference Representative*
6. City Athletic Director*
7. City Cheer Coordinator*
8. Executive Advisor
9. Parliamentarian/Auditor
10. Player Safety Coordinator*
11. Player Safety Coordinator
12. Designated Agent*

**Required by conference*

To constitute a **quorum** for the transaction of business at any Board meeting a minimum of eight of the twelve Executive Board members must be present or their designated assistant.

Executive Board Members are to preside over monthly open Board Meetings. In addition, all Executive Board Members will be asked to attend special closed sessions as needed. Executive Board Members shall vote on all issues brought before this organization.

The **General Board** member, when used within these bylaws, shall consist of:

1. Assistant Secretary
2. Assistant Treasurer
3. Assistant City Athletic Director
4. Assistant Conference Representative
5. Assistant Cheer Coordinator
6. Equipment Coordinator
7. Fundraising Director
8. Sponsorship Coordinator
9. Special Events Director
10. Snack Bar Director
11. Social Media/Website Director

The term **Member** when referred to in these bylaws shall consist of any carded member, parent, player, family member or spectator.

ARTICLE II

SECTION 1:

The current **EXECUTIVE BOARD** members shall elect all the Officers of the Organization by secret ballot. The Officers to be elected are:

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Treasurer
- 5) Conference Representative
- 6) City Athletic Director
- 7) City Cheer Coordinator
- 8) Executive Advisor
- 9) Parliamentarian/Auditor
- 10) Player Safety Coordinator
- 11) Player Safety Coordinator
- 12) Designated Agent
- 13) Assistant Secretary
- 14) Assistant Treasurer
- 15) Assistant City Athletic Director
- 16) Assistant Conference Representative
- 17) Assistant Cheer Coordinator
- 18) Head Equipment and Field Coordinator
- 19) Fundraising Director
- 20) Sponsorship Coordinator
- 21) Special Events Director
- 22) Snack Bar Director
- 23) Social Media/Website Director

The term of service for a Board Member is two (2) YEARS. A board member may be re- elected through the process of an open re-election. A board member may accept a new position mid- term if nominated and elected.

Note: Any General Board member may have assistants/managers to assist with their duties; however, must be approved by the Board and they will not have a board vote. Attendance at board meetings must be approved by the President with prior notice. General Board Members are to attend monthly open Board Meetings. General Board Members shall have a vote at all General Board Meetings, as it relates to the general operations of this organization. Only

members of the Executive Board shall have voting rights on matters presented in closed door Executive Board meetings. Votes at all Executive Board Meetings are reserved for Executive Board Members who are in attendance. Proxy voting at Executive Meetings is strictly prohibited.

SECTION 2:

Should any Executive Board Member resign their position it shall be filled by a qualified candidate chosen by majority vote of the remaining Executive Board members. The candidate pool should be considered in the following order:

1. Existing Executive Board Members
2. Existing General Board Members
3. Existing Directors
4. Other qualified candidates (See Membership, page 1)

Should any General Board Member resign their position it shall be filled by a qualified candidate chosen by majority vote of the remaining Board members. The candidate pool should be considered in the following order:

1. Existing General Board Members
2. Existing Directors
3. Other qualified candidates (See Membership, page 1)

Should the office of President be vacated by resignation, the Vice-President shall assume the responsibilities of President. If the Vice President is unable to assume the responsibilities of the President, then one of the remaining nine (10) Executive Board Members shall be nominated as a candidate, for the position of President and a secret vote by the Executive Board will be taken. The Candidate receiving the largest number of votes will be the newly elected President.

Note: Upon resignation, all Board members lose all Board privileges, including voting rights. Any person accepting the vacated post of President, Vice President, Secretary, Treasurer, City Athletic Director, City Cheer Coordinator, Designated Agent or Safety Coordinator shall resign from all coaching position(s) at the direction of Conference. Resignation from the coaching position may be immediate or the following season and must be discussed with Conference prior to final acceptance of the new position.

SECTION 3:

Should any General Board Member fail to perform the duties of their position as prescribed by the Conference bylaws and the bylaws of this Organization, then the Executive Board of this Organization shall hold a special closed executive meeting for the purpose of selecting and appointing a replacement for that particular position. The candidate will be voted into the respective position by receiving the largest number of votes by the remaining Executive Board.

Note: Any Board Member that is to be replaced, due to performance deficiencies, shall not have the privilege of a vote for their replacement.

SECTION 4:

In order to avoid a conflict of interest and maintain an objective Board, there shall be no more than three (3) family member(s) on the board at any time. Family members defined herein are: spouse; parents; parents-in-law; children; brothers; sisters; grandparents; grandchildren; step parents; step children; foster parents; foster children; guardianship relationships; same sex and opposite sex domestic partners; and spouses or domestic partners of the aforementioned.

Note: The Executive Board shall never consist of more than (2) members from any one family.

ARTICLE III

EXECUTIVE OFFICERS

PRESIDENT:

It shall be the duty of the President to preside at all meetings of the organization and to perform all duties pertaining to their office as Chief Administrator including their attendance at all regularly scheduled Organization Meetings. The President shall be responsible to the Executive Board, General Board, and to its Directors. The President shall be tasked with the duty of cultivating our organization by presiding over judgments generated by the Executive Board. The President shall remain neutral in every aspect of their authority.

The President is considered a Conference Representative and shall attend all Conference Meetings to establish Organization representation. The President shall record and assist in the dissemination of all vital information to the organizational Executive Board.

Note: The President may designate someone to attend Conference Meetings on their behalf.

The President shall promote this Organization by directing the recruitment process through means of establishing sign-up dates and closures of team rosters. The President shall work in unison with the Vice President, 2nd Vice President (FO), Executive Advisor, City Cheer Coordinator and City Athletic Director to establish player/cheerleader uniformity, coach's eligibility, and team staffing, for each team/squad. As such, this process of selection and de-selection will take place each year prior to the beginning of the new season.

The President shall plan and negotiate all contracts for field usage of football and cheer, and any other location(s) that benefit this organization. The President shall also act as a liaison between the City government and the local public and private school boards.

The President shall maintain a good working relationship with all other Executive Board members and shall be apprised of all Board communications and correspondences relating to Board and Organization matters.

The President shall request a monthly accounting of all payables and receivables from the Treasurer.

The President, City Cheer Coordinator and Equipment & Field Coordinator shall be the sole ordering agents for all football and cheer equipment for this organization. As to this duty, the assigned agents shall only act upon the approval of the Executive Board when completing equipment orders that exceed \$500.00.

It is recommended that the individual have at least one (1) year of prior experience as an officer of the Franchise Board. The Franchise President may petition the Conference Executive Board after Certification to become an assistant coach or assistant AD position for a team.

The President shall be the last figure of authority to determine unresolved grievances and/or complaints. The President shall make a final decision regarding unresolved disputes upon evaluating the facts. (See Article 5: Problem Resolution)

VICE PRESIDENT:

It shall be the duty of the Vice President to assist in the daily functions of the organization and managerial processes of this program.

In the absence of the President, the Vice President shall perform the duties of the President. Additionally, if the President resigns, the Vice President shall assume the responsibility of the President.

The Vice President shall have partial responsibility of completing the selection and de-selection process of all Head Football Coaches. The Vice President shall assist the President and City Athletic Director in the effort to produce a fair and safe environment for the players and the supporting Community.

The Vice President shall be tasked with assisting all recruitment efforts. The Vice President shall support the President in the promotion of this Organization by establishing a healthy liaison between city government and the local public and private school boards. In addition, the Vice President may be asked to attend meetings of negotiation for football and cheer field use. It shall be the responsibility of the Vice President to become familiar with all required applications demanded by the Conference and city governments.

It is recommended that the individual have at least one (1) year of prior experience as an officer of the Franchise Board. The Vice President may not simultaneously serve as a Head Coach or Head AD unless approved by the Conference Executive Board.

SECRETARY:

The Secretary shall keep and maintain all the Organization's monthly records and meeting minutes, including Board Meeting attendance. On a monthly basis the Secretary shall provide a copy of the prior month's Board meeting minutes to each Executive Board member and to Conference. The Secretary shall be responsible for: notifying board members of future meeting details, creating and disseminating correspondence on behalf of the Board, and performing other office type duties as may become necessary.

The Secretary will be responsible for checking the organization's post office box.

The Secretary may not simultaneously serve as a Head Coach or Team AD unless approved by the Conference Executive Board.

TREASURER:

The treasurer shall be responsible for the following duties:

- Shall receive and keep the Organizations funds in a financial institution authorized by the Executive Board and have the authority to sign the organization's checks for accounts payable and receivables.
- Shall maintain an accurate record of all corporate financial transactions.
- The Treasurer is required to be bonded.
- Maintain and provide a financial report to Executive Board members at each

- meeting and at the end of the year that details all corporate financial transactions.
- Shall cause the following policies to be followed in all financial transactions.
 1. All purchases in excess of \$500.00 shall be paid by check and signed by two (2) Board members. (Treasurer, Assistant Treasurer or Secretary). Checks will be approved at monthly Board meetings for payment of outstanding bills.
 2. Maintain and file all receipts for all transactions. Note: Receipts can be electronically stored per State and Federal guidelines.
 - Shall present to the Executive Board a proposed budget for the New Year no later than the February Board meeting.
 - May be elected or assigned other post or position(s) that will not hinder, in any way, the elected position and service of Treasurer.
 - Maintain copious records and account of the Organization's budget for income tax submittal and complete the tax process in an expedient and professional manner.
 - Maintain a close liaison with the City Cheer Coordinator in the collection of monies for cheer operations.
 - Maintain a close liaison with the Sponsorship Coordinator, Fund Raising Director and Snack Bar Director in the collection of all fund-raisers, promotions, and snack stand monies.
 - All money submitted to the Treasurer shall be validated and documented by two (2) Executive Board Members prior to submission to the Treasurer.

Note: All U.S. currency and/or personal checks collected on behalf of this Organization shall be submitted to the Treasurer within **72 hours of receipt**.

All files are permitted to be stored electronically following State and Federal guidelines. Exception: At Cheer Fittings the CCC will have seven days to submit the money to the Treasurer.

Electronic share payment accounts, such as Venmo, are not permitted to be set up by a Team or Parent.

It is recommended that the individual have at least one (1) year of prior experience as an officer of the Franchise Board, and also some prior bookkeeping or accounting experience. No Franchise Treasurer may simultaneously serve as a Team Staff member unless approved by the Conference Executive Board.

CONFERENCE REPRESENTATIVE (CR):

The Conference Representative (CR) shall be the liaison between the Conference and this Organization. They shall represent the Organization at all regular and special meetings of the Conference and shall vote based on their conscience or as directed by the Organization and always in the best interest of this program.

The CR shall disseminate all monthly Conference information that includes updates, rule changes, scheduling dates, and times.

The CR shall immediately notify the President of major changes within the Conference to avoid miscommunications and costly delays. Additionally, the CR is required to attend all monthly Executive Board meetings.

CITY ATHLETIC DIRECTOR (CAD):

The City Athletic Director (CAD) shall function as the chief manager of all football Athletic Directors. The CAD shall also review and assist all football Team ADs with the preparation and recordation of team files as required by Conference Bylaws. The CAD shall be the direct chain of command for all football Team ADs and subsequently make themselves available to provide advice and assistance. The CAD shall be responsible for assisting the football Team ADs with football Team AD type problems that may arise on a yearly basis. The CAD shall be tasked with the duties of attending all City Athletic Director Meetings coupled with the recording and disseminating of vital information to the Executive Board at each Board Meeting. The CAD shall insure that any incident and/or injury are properly reported in a timely matter as outlined in these organization bylaws (Article XIII) and that a review is done by either the President or Vice President. The CAD shall maintain a file (electronically or hard copy) of these forms. The CAD has the authority to expel and/or remove any football Team AD that is not properly performing the duties as assigned of their position. Additionally, the CAD is required to attend all monthly Executive Board Meetings scheduled for this Organization and/or any other Conference AD Meetings that might arise. The CAD shall be the AD liaison between the Conference and this program.

It is recommended that the individual have at least one (1) year of prior experience as an Athletic Director. No Franchise Athletic Director may simultaneously serve as a Head Coach or Team Athletic Director unless approved by the Conference Executive Board.

CITY CHEER COORDINATOR (CCC):

The City Cheer Coordinator (CCC) is responsible for the overall coordination of the cheer organization following the Conference Bylaws and policies set forth by this Organization. In addition, the responsibility of the CCC shall include but are not limited to:

- Attend all Conference Cheer Meetings/Events.
- Participate in selection and de-selection of head Cheer Coaches.
- Attend all Executive Board meetings and report on all current and future events.

- Coordinate Cheer sign ups with football.
- Act as liaison between Conference and the Executive Board. Shall be a liaison between the Executive Board and the Cheer Coaches.
- Ensure proper conduct of all Cheer Staff.
- Ensure proper conduct and safety of all participating Cheerleaders.
- Ensure that any incident and/or injury are properly reported in a timely matter as outlined in these organization bylaws (Article XIII).
- Ensure a review of the Incident/Injury Reporting Form by the President or Vice President.
- Maintain a file (electronically or hard copy) of the Incident/Injury Reporting Forms.
- Coordinate camps and/or clinics as needed.
- Ensure timely registration of all Conference approved competitions. Identify uniform and uniform accessory needs for each season.
- Coordinate uniform fitting, ordering, and delivery for each Cheerleader. Maintain documentation of all orders and ensure all funds are collected prior to Cheerleader receiving ordered items.
- Maintain liaison with the program's Treasurer to determine and track NSF personal checks assessed against the Organization's banking account for purchases made by Cheerleaders that fall into this category.
- Ensure that all NSF money including costly penalty fees are collected and the money transferred to the Treasurer in a timely manner for deposit.
- Prepare and present all required documents for Conference certification (Aug.) and re-certification (Oct.)
- Submit annual Cheer expenditure budget to the Treasurer by January 31 for approval by the Executive Board.
- Coordinate with the President any interim events relating to Cheer, to be disseminated to the Football staff.
- Shall abide by Article XXXII of the Conference Bylaws.
- Shall assign the Assistant Cheer Coordinator responsibilities identified by the Cheer Coordinator.

The City Cheer Coordinator (CCC) shall not function as a Head Coach, Assistant Coach, or Athletic Director, for any team within this Organization or as instructed by the current Conference bylaws.

EXECUTIVE ADVISOR (EA)

The Executive Advisor shall be responsible for tasks delegated by the President and shall be a liaison when requested by the President. The EA shall be tasked with conflict resolution presented by both Football and Cheer. Additionally, the EA is required to attend all monthly Executive and General Board Meetings scheduled by this organization.

PARLIAMENTARIAN / AUDITOR (PA):

The Parliamentarian shall aid Board members with interpreting the rules and usage of parliamentary procedure as well as rules set forth in the bylaws, rule book and established procedures for this Organization and other governing bodies with which the Organization has an affiliation. The Parliamentarian shall assist the President in a smooth flowing of the agenda and assist the President of moving the agenda along for all special executive or general board meetings of this organization. The Parliamentarian shall organize, supervise, call for and prepare for the annual review (by the end of January) of the bylaws by the Executive Board.

The Parliamentarian shall also research and follow up on all matters relating to rules of procedure that are not immediately solved at any meetings.

The Auditor's duties include an audit of the books and financial records of the program on a semi-annual basis. Prepare a mid-term audit to be completed on or before July 1st of each year and a final audit that shall be completed no later than January 31st or after the close of the officer's term. The mid-year audit shall be presented to the Board no later than the August Meeting. The final audit shall be presented to the Board no later than the February Meeting. Should the Auditor's term expire, or elect to leave office, they shall assist the President and new Auditor in completing the necessary review of the organization's books. The auditor shall be responsible for hiring an outside auditing organization and ensure the annual audit of the organization as outlined in Article IV under the heading of Auditing of this organization's bylaws. The Auditor shall audit the books immediately upon resignation of the Treasurer and at any time deemed necessary by the Executive Board and/ or President.

Note: It shall be the responsibility of every Executive Officer to enforce the rules and policies set forth by this organization.

PLAYER SAFETY COORDINATOR:

The role of the Player Safety Coordinator in this organization is to ensure all coaches have successfully completed the USA Football Coach Clinic. Ensure all coaches have completed the Heads-Up Coaches Clinic. Conduct one Player Safety Clinic for all parents and players. Check that coaches are using approved practice plans, properly teaching Heads Up Tackling and using the Levels of Contact approach to reduce helmet contact in practices. Observe practices and attend games. Provide guidance to coaches as needed. Communicate organization concerns, questions and successes to Conference.

The Player Safety Coordinator also must coordinate emergency action plans and manage rosters for medical concerns. Ensure each team has first aid kit and AED is operable. Player Safety Coordinator also works with organization to schedule proper medical personnel for all home games.

It is recommended that the individual have at least one (1) year of prior coaching experience. The Player Safety Coordinator may not serve simultaneously as a Head Football coach or Team Athletic Director unless approved by the Conference Executive Board.

DESIGNATED AGENT (DA):

The role of the DA in this organization is one of the most important roles to ensure the staff and kids can participate. It is recommended that the individual have at least one (1) year of prior experience as a member of the Franchise Board. The DA is responsible for ensuring that all volunteer staff (adult or trainers) properly complete all Conference required applications in order to obtain their volunteer ID Card. The DA will also have the responsibility of working with Conference to make sure all adult volunteers have completed the proper DOJ Live Scan requirements.

The DA will track and collect the required fees for each ID application submitted to Conference. The DA shall work with the Treasurer of the organization to deposit the monies collected. The Treasurer shall provide the DA with league issued checks for all payments made to Conference for ID Cards. If the DA submits cash or personal check as payment to Conference, a Conference issued receipt must be turned into the Treasurer for reimbursement.

The DA is also responsible for tracking all player ID cards. The DA will need to verify expiration dates, and submit replacement pictures and logs for expired cards. For all new players, the DA will be required to obtain player ID cards. The DA is tasked with completing all player ID cards during the reduced Conference pricing dates.

The DA will be responsible with coordinating a Conference ID card verification day at our field prior to Certification. The DA is required to hold all player ID cards, until all cards (new or replacement) for a team roster have been approved. At the conclusion of the season, the DA must collect all player ID cards.

The DA will assist the President and Head Coach Selection Committee in receiving Head Coach Applications and setting up interview dates and times and any other duties designated by the President and/or Head Coach Selection Committee.

No Franchise DA may simultaneously serve as Head Coach or Team Athletic Director unless approved by the Conference Executive Board.

GENERAL BOARD MEMBERS

ASSISTANT SECRETARY (AS):

The Assistant Secretary (AS) is responsible for assisting the Secretary in their duties within the organization. In the absence of the Secretary the AS has substituted authority to exercise and execute all functions made privy to the Secretary. Additionally, the AS is required to attend all monthly Executive Board Meetings scheduled on behalf of this organization and/or in the absence of the Secretary. The duties of this position are subject to change as required by the Organization and advisement of the Secretary.

ASSISTANT TREASURER (AT)

The Assistant Treasurer (AT) is responsible for assisting the Treasurer in their duties within the organization. In the absence of the Treasurer the AT has substituted authority to exercise and execute all functions made privy to the Treasurer. Additionally, the AT is required to attend all monthly Executive Board Meetings scheduled on behalf of this organization and/or in the absence of the Treasurer. The duties of this position are subject to change as required by the Organization and advisement of the Treasurer.

ASSISTANT CITY ATHLETIC DIRECTOR (ACAD):

The Assistant City Athletic Director (ACAD) is responsible for assisting the CAD in their duties within the organization. In the absence of the CAD the ACAD has substitute authority to exercise and execute all functions made privy to the CAD. Additionally, the ACAD is required to attend all monthly Executive Board Meetings scheduled on behalf of this organization and or in the absence of the CAD any other Conference AD Meetings that might arise. The duties of this position are subject to change as required by the organization and advisement of the CAD.

The ACAD shall not function as a Head Coach or Head Athletic Director for any team within this organization, unless the position remains vacant and gains Board approval. The ACAD may hold the position of Assistant Coach or Assistant Athletic Director for any team within this organization. The ACAD, must be able to vacate their Coach or AD position at any time (including practices, game-days, or league functions) in the absence of the City Athletic Director (CAD) to handle the duties of the CAD.

ASSISTANT CONFERENCE REPRESENTATIVE (ACR):

The position of Assistant Conference Representative (ACR) shall assume the same responsibilities as listed above, and it will be expected that this person adheres to the duties of the Conference Representative (CR) if the CR cannot fulfill the duties as

assigned.

Additionally, the ACR is required to attend all monthly Executive Board Meetings scheduled by this Organization.

ASSISTANT CHEER COORDINATOR (ACC):

The Assistant Cheer Coordinator (ACC) is responsible for assisting with the overall coordination of the Cheer organization following the Conference and the policies set forth by the Glendora Youth Football and Cheer.

The ACC shall act in the absence of the City Cheer Coordinator (CCC). The ACC shall perform all necessary duties required of the CCC.

The ACC is responsible but not limited to:

- Attend all City Board meetings and report current and future events.
- Attend Conference meetings with the CCC.
- Assist the CCC with uniforms, sign-ups, competition, certification, and addressing any undesirable Staff conduct.
- The ACC shall assume the responsibility for functions as designated by the CCC that also include, communication activities, pictures, pep rallies, Parent Info Night, and the Parade.
- The ACC shall present all disputes or concerns to the CCC for prompt and immediate resolution.
- In the absence of the CCC all unresolved major disputes shall be presented to the ACC followed by the EA for resolution.

The Assistant Cheer Coordinator (ACC) shall not function as a Head Coach or Head Athletic Director for any team within this organization, unless the position remains vacant and gains Board approval. The ACC may hold the position of Assistant Coach or Assistant Athletic Director for any team within this organization. The ACC, but must be able to vacate their position at any time (including practices, game-days, or league functions) in the absence of the City Cheer Coordinator (CCC) to handle the day-to-day operations of the Cheer Program.

EQUIPMENT & FIELD COORDINATOR (EFC):

The Equipment & Field Coordinator (EFC) shall be responsible for the following duties:

- Shall keep an inventory of the current football and cheer equipment.
- Responsible for field preparation prior to every home game and the assigned clean up duties at all assigned field locations.

- Shall be their duty to issue all football and cheer equipment to players and head coaches and maintain an assignment log.
- Shall have the responsibility for the collection and storage of said equipment at the end of each football season. When equipment is returned, the EFC shall evaluate the condition of the equipment and inventory it to maintain a proper recordation of the program's property. The EFC shall then report their findings to the Board.
- Shall establish an annual budgetary report of equipment needs and/or repairs for the Executive Board's approval.

Note: The EFC has the authority to determine if the level of damage is beyond normal wear and tear and assess penalties subject to the Executive Board approval. Under no circumstances shall any Executive Officer, Director and/or Staff, take it upon themselves to store, borrow, or use any equipment out of season that is designated as sole property of the Glendora Youth Football and Cheer Program. The EFC, AEM, CAD, Vice President, 2nd Vice President (FO) and President of the Organization are the only individuals that will have access to the storage bins during the course of the season. If equipment is reallocated, above mentioned board members have a responsibility to report changes to EFC. Violators of the policies set forth hereon with regards to this directive shall be responsible for the cost of partial and/or full replacement of all equipment.

- Shall also maintain all receipts for all purchases made for recordation by the Treasurer.
- Shall coordinate with the football team AD's in preparing schedules for parents to volunteer in field set-up and take down before and after each home game.

Note: These schedules will be comprised of parents and coaching staff assigned to field tasks on game days as well as every day practices.

- Shall also be responsible for the electrical operation of the scoreboard, PA system, field lighting, and restroom supervision, (if necessary).
- Shall have the duty of coordinating the setting up and breaking down of all designated field areas established as boundaries for fan and player safety.

The EFC and Board Members (Executive and General) shall make part of their duties to monitor all fans that attempt to enter our field area with coolers or containers. The EFC or their designee (Equipment and/or Field Manager) has the authority to expel any fan from the field of any school or park grounds that refuse to allow the examination of suspicious containers that may contain illegal substances, items, or alcohol beverages that are not permitted on school grounds. The field of play that includes the school grounds and parks, used by Conference which are governed by City and State laws that protect our children against those that use alcohol and tobacco on any of the aforementioned sites. Therefore, as a designated enforcer of those rules, the EFC shall complete this task with the respect for the individuals involved, avoiding any criminal or civil confrontations that might arise. The EFC is required to attend all General Board Meetings scheduled by this organization.

Note: The Executive Board has the sole authority of voting to deviate from the rules set forth

in regards to this directive of authority. The EFC shall have the authority to appoint an Equipment and/or Field Manager to assist them in their duties upon the President's approval.

FUND RAISING DIRECTOR (FRD):

The Fund-Raising Director (FRD) shall be responsible for coordinating all fundraising activities for the organization. The City AD and Cheer Coordinator shall work with the FRD as it relates to fundraising activities for their respective teams. The FRD will also be responsible for 50/50 coordination and raffles.

SPONSORSHIP COORDINATOR:

The Sponsorship Coordinator is responsible for acquiring and maintaining good relations with sponsors for the Organization. The administrative duties of this position shall include the coordination of all special donations, advertisement signs for business donors for the Organization.

The Sponsorship Coordinator shall communicate with the Social Media/Website Director regarding current sponsors of the program.

SPECIAL EVENT DIRECTOR (SED):

The Special Event Director shall be responsible for coordinating all home game support including but not limited to: homecoming preparations and set-up, team booth set-ups during home event games, on-field game support; and game announcers

SNACK BAR DIRECTOR (SBD):

The Snack Bar Director (SBD) shall be responsible for coordinating all snack bar activities including but not limited to: Creating a snack bar duty log which will be available during all operating hours for a player/cheerleader's family member to schedule shifts in the snack bar. The SBD shall be responsible for the ordering and stocking of the snack bar and organizing menu options for the snack bar. The SBD shall coordinate the opening and closing of the snack bar and ensure the payment of funds to those working the snack bar.

The SBD must close out the cash drawer each day and fill out the required daily close out form. All cash (except coin) must be counted daily and verified (via signature) by a member of the Executive Board. All funds from the snack bar, including the daily close out forms, must be transferred to the Treasurer within 72 hours of closing. The SBD will be required to

maintain a running log sheet of all monies collected, paid out, and the date submitted to the Treasurer.

The SBD shall have the authority to appoint Snack Bar managers to assist them in their duties upon the President's approval.

SOCIAL MEDIA/WEBSITE DIRECTOR:

The Social Media/Website Director shall be the administrator for the Organization Website, Social Media accounts and Band App groups. This position is responsible for planning, implementing and monitoring the Organization's social media platforms.

ARTICLE IV

DIRECTORS:

Directors shall consist of not more than 24 persons. The General Board on an as-needed basis shall elect the Directors. The Executive Board shall strive to maintain an equal balance of representation between Football and Cheer among its members. Although, this formula of equality is desired, the outcome of each season varies and therefore the Executive Board will annually evaluate the results of the balance and/or inequality of this directive. The Directors shall be elected for the remainder of the current term; the position shall have no voting privileges. Directors will be asked to serve on committees chaired by Executive Board Members. Committees will include, but are not limited to, Recruiting, Equipment collection and maintenance, Snack stand preparation and clean-up, Home game field preparations and field maintenance, Photos, Promotions, Advertising, Fund Raising, etc. The Director members may be asked by the chairperson of said committees to make and present reports at monthly General Board Meetings.

Note: The only "Director" that is a voting member is the City Athletic Director which is an Executive Officer and is in keeping with the title as outlined in the Conference bylaws.

COMMITTEES:

The definition of committees shall refer to those individuals selected to complete an assigned task in the interest of the Organization.

AUDITING:

The Organization's Treasurer and Auditor shall prepare all yearly "Auditing" requirements

set forth by the Conference Bylaws. An annual audit shall be performed by an outside auditing organization prior to March 15th for the previous season.

NOMINATING:

During the month of September, a list shall be created with open board positions that shall be both e-mailed to everyone associated in the organization and posted outside of the snack bar for anyone wanting to put their name down for nomination.

At a closed Executive Board meeting held in October, the Executive Board members shall present the names of eligible candidates for open board positions. At this time, an open discussion will be held to establish those individuals that are eligible. Following the discussion period, the eligible names will be pooled.

ELECTIONS:

The election process shall be handled by the Secretary and CR and titled for this purpose only as the "Preparatory Election Committee." The voting for new Executive and General Board members shall be completed at a Special Election Meeting held in early November. It shall be the duty of the Preparatory Election Committee to prepare all ballots and govern the election procedures for the new positions of Executives and General Board Members. The candidate receiving the largest number of votes will be deemed elected.

The President shall supervise ballot counting and tallying of votes. The Preparatory Election Committee shall notify candidates of their nomination and confirm the nominee's acceptance and eligibility of the elected position.

EXECUTIVE BOARD COMMITTEE'S:

Executive and General Board members may chair a committee to ensure all aspects of the Organization are being met and handled properly. These committees include but are not limited to: reporting, budgeting, and following thru with specific tasks. The committees will be chaired as followed:

- Recruiting for football and cheer
- Equipment
- Donations
- Snack Stand duties
- Pictures
- Promotions
- Advertising
- Fund Raising

- Field preparations

All Committee Chairperson(s) will furnish an itemized account of all assigned projects. The recordation of this account will include the gross income, cost, and net profit for the assigned projects. A copy of the recordation of the accounts shall be presented to the Executive Board and Treasurer. The committee will outline programs and give an annual budget for the program by the June monthly meeting. The Committee shall continuously maintain a notebook that outlines the particulars of their respective committee. The integrity of the notebook shall be maintained and if necessary, passed to any new Chairperson(s) that is assigned to the Committee.

ARTICLE V

CONFLICT RESOLUTION:

The football or cheer AD is responsible to start the resolution process for all team/squad disputes that may arise with players, cheerleaders, parents, or staff members throughout the year by utilizing the policies set forth by this Organization. The steps for resolution are clearly defined in Exhibit #2 of this document.

All members of this program, which includes but is not limited to players, cheerleaders, parents, carded staff, and Board Members, are to resolve all matters of the program through the problem resolution process. This organization reserves the right to resolve any and all matters concerning this franchise. All decisions of this organization are final and may not be appealed. Any member of this organization that fails to follow the resolution process as defined in exhibit #2 or seeks resolution through any SGVJAA Conference member will be subject to disciplinary action which could include the immediate dismissal from the organization.

Note: If a special Executive Board meeting is held to review an issue which could not be resolved as referenced above, the party will be given an hour to present their information. The Executive Board will review the information in a closed session and will provide written notification to the party of their finding(s) within ten (10) calendar days. All decisions of the Executive Board are final and may not be appealed.

ARTICLE VI

CONDUCT:

Conduct considered not to be in compliance with the integrity of the organization shall be reported to the Executive Board immediately.

This Organization will observe a **ZERO TOLERANCE** policy to “Bullying, Cyberbullying and/or Hazing”. Bullying, Cyberbullying and/or Hazing are defined as:

Bullying is the use of force or coercion to abuse or intimidate others. The behavior can be habitual and involve an imbalance of social or physical power. It can include verbal harassment or threat, physical assault or coercion and may be directed repeatedly towards particular victims, perhaps on grounds of race, religion, gender, sexuality, or ability.

Cyberbullying is the sending or posting of hurtful or embarrassing e-mails, images, on the Internet via text, or other electronic device or on social networking sites (e.g., Facebook, Instagram, Twitter, etc.).

Hazing is something that causes embarrassment, harassment or ridicule. Risks emotional and/or physical harm to members of a group or team whether new or not and regardless of the person's willingness to participate. Hazing is done to a person or group of people in order to gain entrance or acceptance into a club, organization, team, workplace or formal group.

Each conduct violation shall be reviewed, investigated, evaluated, and ruled upon by the Executive Board in accordance with ARTICLE VIII.

Any “member” who is found to be bullying, cyberbullying and/or hazing another member of this organization will be immediately suspended for seven (7) calendar days, required to enroll and complete at the member’s own expense an approved anti-bullying class and write an apology letter to the offending party for the first offense. A second offense will result in the immediate dismissal from this organization and put on file with Conference as a lifetime suspended member.

Note: The anti-bullying class will be required to be completed within 60 days from the date of suspension. This Organization will assist the member in locating an anti-bullying class.

Any “member” who does bodily harm to another member of this program or that of any Conference Franchise will be immediately dismissed from this organization and put on file with Conference as a lifetime suspended member.

Any “member” who is involved in a verbal altercation with a threat of bodily harm to another “member” while in the presence of any player will be suspended immediately. The length of the suspension will carry a minimum of 7 calendar days. The Executive Board will review the facts and determine the length of the suspension within the initial 7-day suspension. The suspended member may request a “special” 1 hour meeting with the Executive Board to provide their point of view prior to the final decision. The member will be placed on probation immediately following the suspension for a period of 2 years and

Conference will be notified of the incident.

Note: The Executive Board will deliberate in a closed-door session. The final decision, once reached, is not open for discussion or reconsideration. If the suspended member fails to request a “special” meeting within the initial 7-day suspension period, no such meeting will be granted. The Executive Board reserves the right to extend the suspension/decision for an additional 10 calendar days following any “special” meetings. The suspended member must follow standard procedure for a special meeting, See Article VII – Special Meetings.

ARTICLE VII

ATTENDANCE:

Executive and General Board Members must contact the President or Secretary to notify of an absence or representation by an appointed assistant/manager prior to any scheduled or planned meeting. Any Executive or General Board Member who misses two (2) consecutive meetings, or a total of four (4) within a year without notification or representation will be subject to suspension or probationary review.

GENERAL BOARD MEETINGS:

General Board Meetings are open and Executive Board Meetings are closed; however, any member as defined in this organization’s bylaws may request attendance to address the General or Executive Board upon notification to the President at least 32-hours before the meeting date. The member upon approval will be invited to go before the General or Executive Board during the last twenty minutes of the meeting.

SPECIAL MEETINGS:

Any General Board Member has the right to request a special meeting of the Executive Board to address a subject that pertains directly to the operation of the organization. The request must be in writing and given to the President for Executive Board Review. The request must be made within 48 hours of the triggering event, and the President must respond to the request and schedule the special meeting within 72 hours of having received the request.

Any “member” may request a special meeting with the Executive Board only for matters they deemed were not resolved by the Conflict Resolution Process (See Exhibit #2). To request a special meeting an individual must be a member as defined in the terminology of these bylaws. All requests must be submitted in writing on a GJAAF Incident/Injury Reporting Form to the secretary of this organization. The written complaint must state the specific details of the issue at hand. The Executive Board will review the written complaint

at the next scheduled General Board Meeting and determine if a special meeting is warranted. If a special meeting is granted, the individual will be given a minimum of 72 hours' notice prior to a meeting and have a maximum of one hour to present their argument. These meetings will be closed and only parties who are directly involved will be allowed to attend. A minimum of (5) Executive Members must be present to conduct such a meeting. The Executive Board will discuss the matter immediately following the special meeting, and provide a written notice to the parties involved within 7 business days. All decisions are final and not open for appeal.

ARTICLE VIII

SUSPENDING MEMBER:

During a special meeting with the member in question, the Executive Board will evaluate the severity of the complaint and make a ruling.

The authority to suspend any organization member must be the product of a majority vote by the Executive Board present at the closed special meeting. If the member's conduct was detrimental to the best interest of the Organization, the Executive Board can reprimand or suspend the member for any time period deemed appropriate. All rulings by the Executive Board are final and not subject to appeal.

Any member suspended from the organization is subject to a probationary period for one year following their date of return.

PROBATION - MEMBER:

The Executive Board has the right to establish "Probationary" standards for those members of this Organization that are found guilty of violating the rules, bylaws, and policies set forth by this organization. This authority shall be met by obtaining a majority vote of the Executive Board present. Probation will be based on the severity of the violation.

ARTICLE IX

RULES:

All rules, bylaws, and policies, concerning football and cheer for this Organization, in conjunction with the Constitutional Manual of the SGVJAAF Conference, are subject to change and interpretation by the Executive Board.

ARTICLE X

AMENDMENTS:

These Bylaws may be amended by a majority vote of the General Board present prior to the Conference defined deadline. Any changes or amendments to these bylaws must be proposed in writing and given to the Parliamentarian for presentation to the Executive Board prior to completing the voting process.

ARTICLE XI

COACH SELECTION PROCESS:

The Executive Board shall cause two Head Coach Selection Committees to be formed and tasked with the process of selecting and de-selecting Head Football and Cheer Coaches. The Committees shall be tasked with arranging interviews with all perspective candidates with the assistance of the DA.

The Football Program's Head Coach Selection Committee shall be comprised of the President, Vice President and 2nd Vice President (FO). The Cheer Program's Head Coach Selection Committee shall be comprised of the President, City Cheer Coordinator and Assistant City Cheer Coordinator.

The committee shall remain neutral for all candidates being interviewed. Should there be a conflict of interest (i.e., competing candidate, family member, your player/cheerleader's perspective coach) for any committee member, they should excuse themselves from being part of the interview process for that Division if they cannot be neutral in their decision. The committee member will not be allowed to participate in discussions or provide a vote in the selection of any perspective candidate in the same competing Division if neutrality cannot be obtained by the conflicting committee member. The President will be the deciding factor to determine a conflicted committee member's neutrality of a candidate.

At the conclusion of all interviews, the Head Coach Selection Committee must discuss all candidates and form a recommendation to the Executive Board. The Selection Committee must meet with the Executive Board at the next earliest meeting date to discuss the candidates and provide a list of recommendations. The committee has the right to recommend any candidate, but the Executive Board will have final vote based on a majority vote by those members who are present. Should the committee have non-Executive Board Members, those members will be excused prior to final discussion and voting by the Executive Board.

Note: The Executive Board reserves the right to accept the committee's recommendation as a whole or individually, reject any/all of the recommendations without prejudice, or hold any coaching position as "open" until they find a candidate that best fits the needs of the organization. If there is a vacant Head Coach for football and/or cheer and the season is

approaching and/or sign-ups have passed, the President shall be given the authority to appoint a Head Coach; however, the President along with one other Executive Board member shall interview the perspective candidate and at the next scheduled General Board Meeting, make notification of the appointment.

HEAD COACHES FOR FOOTBALL:

The Head Coaches will be responsible for the selection of their staff such as the Athletic Director and assistant coaches. Tackle Football staff shall consist of a minimum of five (5) members and a maximum of thirteen (13) members. A minimum of three (3) must be present at each practice and game, including the head coach, athletic director, assistant athletic director and assistant coaches. Flag Football staff shall consist of a minimum of three (3) and a maximum of seven (7) members. The athletic director, assistant athletic director, and head coach must be over 21 years of age as outlined the SGVJAA Conference bylaws.

Note: When the selection of an Athletic Director is chosen, that person is the head administrator of that team and has the final authority; however, it is encouraged that both the Athletic Director and Head Coach work in partnership with one another for the smooth administration of the team. The Athletic Director will be responsible for the selection of their staff. The Athletic Director and Head Coach should work in partnership when selecting their staff to ensure the maximum number of staff members allowed is not compromised as outlined in Conference bylaws.

All football coaches and their staffs are subject to review and approval by the Head Coach Selection Committee on a yearly basis. Due to potential conflict of interest, any person affiliated with a club or organization with similar activities as this organization may not be considered for any coaching or AD position. The removal of a Head Coach or Athletic Director is the sole responsibility of the Executive Board as outlined in this organization's bylaws.

Following the review, evaluation, and selection of the candidates, the President shall notify the applicants and provide the Head Coach Selection Committee and Executive Board with the names and contact numbers, of the selected head football coaches for each division.

HEAD COACHES FOR CHEER:

The Head Cheer Coaches will be responsible for the selection of their staffs such as athletic director, assistant coaches and cheer trainers. Cheer squads must be under the supervision of a minimum of two (2) staff members over the age of 21 and a maximum of thirteen (13) members. The athletic director, assistant athletic director, and head coach must be over 21

years of age. Cheer trainers must be at least 15 years of age provided they have participated as a cheerleader in this organization or in conference as outlined the SGVJAA Conference bylaws.

Note: When the selection of an Athletic Director is chosen, that person is the head administrator of that team and has the final authority; however, it is encouraged that both the Athletic Director and Head Coach work in partnership with one another for the smooth administration of the team. The Athletic Director will be responsible for the selection of their staff. The Athletic Director and Head Coach should work in partnership when selecting their staff to ensure the maximum number of staff members allowed is not compromised as outlined in SGVJAA Conference bylaws.

All Cheer coaches and their staffs are subject to review and approval by the Head Coach Selection Committee on a yearly basis. Due to potential conflict of interest, any person affiliated with a club or organization with similar activities may not be considered for any coaching or AD position. The removal of a Head Coach or Athletic Director is the sole responsibility of the Executive Board as outlined in this organization's bylaws.

Following the review, evaluation, and selection of the candidates, the President shall notify the applicants and provide the Head Coach Selection Committee and Executive Board with the names and contact numbers, of the selected Head Coaches for each division.

ARTICLE XII

AWARDS:

Coaches are encouraged to always give positive feedback to their players and promote teamwork, spirit, and pride within their team. However, giving individual awards goes against those principals and that of the Conference. Individual teams and cheer can receive trophies for participation; however, not individual awards.

ARTICLE XIII

REPORTING INCIDENTS AND/OR INJURIES:

To ensure that the organization is kept apprised of events occurring in the organization, every injury and/or incident shall be completed on a GJAAF Injury/Incident Reporting Form and turned-in to the GJAAF City Athletic Director within 72 hours (three days) of the injury/incident witnessed by or brought to the attention of a GJAAF League or Division Representative.

COACHES AND STAFF EVALUATION FORMS:

To ensure that we are in keeping with the organizations objective of inspiring our youth to the ideals of health, citizenship, and character, we must measure these goals by ensuring that our coaches, AD's and staff are in keeping with those objectives. The Executive Board shall cause the "Coach, AD and Staff Evaluation Form" be distributed by the beginning of September. The forms shall be collected by the end of September and made available to the Executive Board for discussion and review at the October General Board Meeting.

The forms can be used for the process of evaluating any coaches wishing to return for the following new season when appearing before the Head Coach Selection Committee.

CONFIDENTIALITY OF INFORMATION:

All GJAAF members, as part of this organization as outlined in Article I of these bylaws, must respect the privacy of ALL members. No member of this organization shall distribute or disseminate the contact information for any GJAAF member without written approval of both the Executive Board and the member. Any person caught distributing such information to a 3rd party vendor, supplier, etc. will be immediately suspended by the organization. The suspended member must meet with the Executive Board to discuss the violation(s). The suspension will be a minimum of 7 days, and the maximum penalty will be decided by the Executive Board following a closed-door meeting with the suspended member. If the suspended member holds a coaching or AD position, the suspension will include no on/off the field contact with players, families, and staff. The suspended member, depending upon the severity and/or amount of the information disseminated, does risk being removed from their volunteer position with the organization.

No member or anyone shall use, alter, share, or disseminate the logo and/or name of the Glendora Youth Football and Cheer without the express permission of this organization.

COMMUNICATION BLACKOUT:

To ensure sportsmanship, fair play and fellowship of the players and cheerleaders in keeping with the organization's objectives, there will be no communication to players, cheerleaders, and/or parents regarding off-season practices, conditioning, or playing for another football organization that would evaluate players performance for this organization from any coaching candidate applying for this organization prior to their selection and completion of team rosters. Coaches end their membership with this organization at the end of the season except for Cheer Coaches who ends their season the end of January. This blackout will commence at the end of the season and go until April 30th of each year. For

Cheer Coaches the end of the season will go from January 30th to April 30th of each year. After the conclusion of the blackout and teams have been filled, coaches can then contact players and cheerleaders for off-season practices and/or conditioning; however, it will not be sanctioned by this organization and GJAAF will not be held liable for any injuries and/or incidents occurring during that time as outlined in our insurance policy. Coaches who engage in off-season practices and/or conditioning of players or cheerleaders after the communication blackout **shall not** evaluate any players or cheerleaders for the purpose of playing football or cheerleading prior to the start of the GJAAF program.

Any candidate for coach in violation of this policy could find themselves removed from consideration and/or dismissed from the organization upon approval of the Executive Board and established procedures in these bylaws.

Note: The only approved communication will be by the selected Head Coach or Head AD for recruiting purposes only. Any communication beyond recruiting new or returning players for sign-up purposes is strictly prohibited.

ARTICLE XIV

The articles of this document shall apply to the Football and Cheer programs.

ARTICLE XV

PLEDGE OF LOYALTY:

The Executive Board, General Board, Directors, Coaches, and Staff: shall extend a pledge of loyalty towards this organization and its cause. It is vitally important that those assigned these administrative and auxiliary positions promote and encourage all organization functions such as fundraisers, fan participation in football and cheer, with an emphasis on establishing unification not separatism. It shall also be part of our responsibility to ensure equality and uniformity in all of our daily duties as we mentor the youth of our community. (Refer to Exhibit 1).

Revision History:
March 2013
January 2022
February 2023
March 2023

February 2024
January 2026

Exhibit I

Ratification of 2026 City Bylaws:

President - Jeff Higgins
Vice President – Henry Rodriguez
Secretary – Viki Valenzuela
Treasurer – Jose Banos
Conference Representative – Robert Ranger
City Athletic Director - Janelle Santellan
City Cheer Coordinator – Callan Banos
Executive Advisor – Wendy Higgins
Parliamentarian/Auditor - Liz Suarez
Player Safety Coordinator – McKenna Alexander
Player Safety Coordinator- Dan Faulkner
Designated Agent – Trisha Cortez
Assistant Secretary – Heather Hughes
Assistant Treasurer – OPEN
Assistant City Athletic Director – Heather Rodriguez
Assistant Conference Rep – Jeremy Lachenmyer
Assistant Cheer Coordinator – Francine Alvarez
Equipment & Field Director – Anthony Lanza
Fundraising Director – Letti Cull
Sponsorship Coordinator – Cody Morgan
Special Events Director- Jennifer Morgan
Snack Bar Director- Natalie Parra
Social Media/Website Director- Liz Suarez

CONFLICT RESOLUTION

- **Step 1** – Parent/Player discuss issue with Team AD. Team AD attempts to resolve issue. If AD unable to resolve, proceed to step 2.
- **Step 2** – Team AD includes Head Coach in discussion. Jointly they attempt to resolve issue. If jointly unable to resolve, proceed to step 3.
- **Step 3** – Team AD contacts City AD for football or City Cheer Coordinator for cheer to help resolve issue with parent/player. Unable to resolve, proceed to step 4.
- **Step 4** – Executive Advisor works with the City AD or City Cheer Coordinator, and Team AD to resolve issue with parent/player. If unable to resolve, proceed to step 5.
- **Step 5** – VP works with Executive Coordinator, City AD or City Cheer Coordinator to resolve issue with parent/player. If VP unable to resolve, proceed to step 6.
- **Step 6** – President will attempt to resolve the issue with the Player/Parent after gathering the facts. If the Parent/Player is not satisfied with the President's resolution, then the Parent can request a special meeting with the Executive Board per this organization's bylaws.

*Note: All problems should attempt to be resolved in 72 hours or less, unless a special Executive Board Meeting is required.

