

# **BYLAWS**

by and for the

**Colfax Junior Falcons Football and Cheer, Inc.**

Adopted: July 11, 2019

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# **Article I. Introduction**

## **Section 1. Name**

The name of this organization shall be Colfax Junior Falcons Football and Cheer, Inc. (CJFFC).

## **Section 2. Objective**

The objective of this organization is to promote and benefit youth football and cheerleading in the areas surrounding Colfax, Alta, Applegate, Chicago Park, Dutch Flat, Meadow Vista and Weimar as a feeder program for Colfax High School and as a valuable and important part of Colfax Football and Cheerleading Programs.

## **Section 3. Mission Statement**

The Junior Falcon Football & Cheer program is dedicated to athletic, academic, and social development of our youth through involvement in a supportive, team-oriented atmosphere of football and cheerleading. It is our aim to promote success measured by Sportsmanship, Integrity, Fairness and Enjoyment for all involved.

We plan to accomplish this goal through:

- Promoting individual self-worth & value
- Team Work
- Physical conditioning & mental challenges
- Working closely with the staff at Colfax High School
- Ensuring that all adults in the program have and enforce the same integrity and professionalism in the standards of the program

## **Section 4. Non-Profit Statement**

Colfax Junior Falcons Football & Cheer, Inc. shall maintain a Non-Profit status with the proper authorities. Every effort shall be made to ensure that the majority of funds raised by and for CJFFC shall be for the benefit of the youth of CJFFC. No Director, Administrator, Coach or other staff member shall receive cash compensation for their services to and/or for CJFFC.

# Article II. Government

## Section 1. General Membership

- A. Membership shall include parents of all registered players and cheerleaders, coaches and Board of Directors.
- B. The Registrar shall maintain registry of members.
- C. Members are subject to these Bylaws and the rules and regulations of **Colfax Junior Falcons Football & Cheer, Inc. and the Sacramento Youth Football League.**

## Section 2. Board of Directors

- A. CJFFC shall be administered and governed by an elected Board of Directors.
- B. The Board of Directors shall have the responsibility of general supervision of the affairs of CJFFC and Represent and promote CJFFC
- C. The Board of Directors shall consider recommendations from General Members.
- D. The Board of Directors shall be:
  - President
  - Vice-President
  - Secretary
  - Treasurer
  - Cheer Coordinator
  - Coaching Director
  - Coach and Parent Liaison/Field Marshall
  - Concessions Manager
  - Equipment Manager
  - Health and Safety Director
  - Parent Participation Coordinator
  - Public Relations Director
  - Registrar
  - Spirit Wear Coordinator
- E. The Board of Directors shall serve as the nominations and elections committee.
- F. Terms of office shall be 1 year, from January 1 to December 31.
- G. Any Board of Directors position shall be deemed abandoned after three missed meetings without Board Approval.

## Section 3. Appointed Positions

- A. The Board may appoint Members to direct, manage or administer CJFFC programs.
- B. The Board may appoint Members to serve on advisory committees.

- C. All coaches must submit an application to the corresponding Director to be approved by the Board.
- D. Appointed members serve in non-voting advisory positions, and report to the Board.

## **Section 4. Elections**

- A. Nominations for the positions of Directors of the Colfax Junior Falcons Football and Cheer Association shall be opened effective October 1<sup>st</sup> of the current season
- B. Notice shall be made to the community a minimum of one week prior to October 1st, notifying the community of open Elections. Notice shall be made via Facebook and Emails to current roster.
- C. Written and signed Board Applications must be submitted 10 days in advance, by midnight, before the monthly meeting in November to the President.
- D. Notice shall be made to the community a minimum of one week prior to the Board Application due date as a reminder. Notice shall be made via Facebook and by Email to current roster.
- E. Persons eligible to vote are
  - all current Board members of the CJFFC Associations
  - parents and legal guardians of players and cheerleaders
  - interested parties that are Colfax Area residents.
- F. For the purpose of clarity, the Colfax Area will encompass a geographical area starting at Meadow Vista city limits north to Chicago Park east to Boreal south to Iowa Hill and back to Meadow Vista. Exceptions will be the above-mentioned parents or legal guardians who may reside outside this geographical area.
- G. The following positions comprise the Director positions:
  - President
  - Vice-President
  - Secretary
  - Treasurer
  - Cheer Coordinator
  - Coaching Director
  - Coach and Parent Liaison/Field Marshall
  - Concessions Manager
  - Equipment Manager
  - Health and Safety Director
  - Parent Participation Coordinator
  - Public Relations Director
  - Registrar
  - Spirit Wear Coordinator
- H. All persons mentioned in Section B (above) are eligible to run for an elected position.
- I. In the event that there are multiple candidates for a position, voting will be done by ballot.

- J. "Write In" names on ballots will not be counted if the community was notified within the time frame in Article II, Section 4, B & D
- K. The Board will count the ballots immediately at the November meeting after all ballots have been submitted and voting is closed.
- L. The Installation of Directors event will be organized by the outgoing Board of Directors to take place at a location and time to be determined during the month of December.
- M. Incoming Directors take office on January 1<sup>st</sup> of each year.

## **Section 5. Vacancies**

- A. Positions not filled by election shall be appointed by a majority vote of the Board
- B. Vacancies that occur during the year shall be filled by the Board
- C. For vacancies filled outside of normal election dates, applicant requesting to a fill position is required to submit their completed Board Member Application prior to board vote for acceptance/denial.

## **Section 6. Voting Rights**

- A. Each elected position shall have one vote in the election of the Board of Directors and during Ratification and/or Amendment of the Bylaws
- B. Board members must be present at the election to cast their vote
- C. Each Board Member shall have one vote during meetings where the business and affairs of CJFFC is conducted
- D. The President shall vote only to break a tie vote
- E. When necessary and for the sake of expediency, an email vote may be taken on CJFFC matters. The party raising the question will pose the question in the clear with all directors copied
- F. Responses shall be done using "Reply All" so everyone is aware of the discussion
- G. Discussion shall follow
- H. The President shall make sure that all Directors are aware of this discussion
- I. If any Director has not responded in any manner, a telephone call shall be made to make sure that the party is aware of the discussion before a vote can take place

## **Section 7. Resignation, Discipline, Suspension or Termination**

- A. Members in the association may resign at any time.
- B. The Board of Directors has the authority to discipline, suspend or terminate the membership of any member whose conduct is considered detrimental to the goals and objectives of the **Colfax Junior Falcons Football & Cheer, Inc. or**

**the Sacramento Youth Football League.** The recommendation for discipline, suspension or termination must be approved by a majority vote of those Board members present at any duly constituted meeting.

- C. Any board member not fulfilling their agreed-upon duties as per their job description and Board Member Application shall be put to a board vote for Discipline, Suspension, or Termination as the board sees appropriate.

## **Section 8. Live Scan**

- A. All elected and appointed positions are subject to a “Live Scan” background check

# **Article III. Duties of Directors**

## **Section 1. Powers**

- A. Subject to the limitations of the Articles of Non-Profit Associations and laws of the State of California, the Board of Directors shall have all authority to conduct the business and affairs of CJFFC
- B. All Non-Profit powers shall be exercised by and under the direction of the Board of Directors

## **Section 2. Responsibilities**

- A. Responsibilities of the Board include but are not limited to:
  - Approve and oversee all CJFFC functions
  - Approve and oversee all fundraising activities
  - Approve finance and budget
  - Approve all contracts
  - Selection of additional staff
  - Disciplinary actions

## **Section 3. President**

- A. Granted discretionary powers to execute and carry out the policies of CJFFC
- B. Administer these Bylaws and all rules and regulations of CJFFC and League/Conference
- C. Preside over all meetings
- D. Ex-Officio member of all committees
- E. Appoint and oversee committees with input from the Board of Directors
- F. Promote CJFFC
- G. Represent CJFFC



- H. Oversee daily administration of CJFFC
- I. Co-Signatory on all CJFFC bank accounts
- J. Executes all contracts on behalf of CJFFC
- K. Act as a liaison to League/Conference
- L. To vote only in the event of a tied vote as per Robert's Rules of Order
- M. Other duties as pertains to the office of President or as directed by the Board
- N. Prepare agenda for Board meetings
- O. Initiates bank account set-up in January of every year for newly elected Board Members
- P. President must have either held a board position the previous year or had prior board experience. Otherwise needs Board approval.

## **Section 4. Vice-President**

- A. Assist and advise the President on all matters relating to the operation of CJFFC
- B. Oversee daily operations of CJFFC
- C. Co-Signatory on all CJFFC bank accounts
- D. Serve as Arbitration Committee member
- E. Assure Bylaws, rules and regulations are followed
- F. Acts on behalf of the President in his/her absence
- G. Oversee athletes representation of CJFFC
- H. Other duties as pertains to the office of Vice-President or as directed by the Board

## **Section 5. Secretary**

- A. Record and maintain minutes of all meetings of CJFFC
- B. Conduct general correspondence as directed by the President or Board
- C. Distribute minutes of meetings
- D. Maintain master/corporate non-profit book
- E. Maintain archive of records via file sharing through the cloud
- F. Co-signatory on CJFFC bank accounts
- G. Acts on behalf of treasurer in his/her absence
- H. Other duties as pertains to the office of Secretary or as directed by the Board

## **Section 6. Treasurer**

- A. Custodian of funds for CJFFC
- B. Receive all monies and distribute all funds
- C. Develop annual budget for approval of the Board
- D. Create financial statements for all events
- E. Present monthly financial statement to the Board at monthly meetings
- F. Present annual financial statement to the Board
- G. Maintain financial record to be presented to members upon request

- H. Acts on behalf of Secretary in his/her absence
- I. Organize/Audit documents needed by all members and participants of CJFFC
- J. Order ATM cards at US Bank for approved users
- K. Co-Signatory on all CJFFC bank accounts
- L. Other duties as pertains to the office of Treasurer or as directed by the Board

## **Section 7. Cheer Coordinator**

- A. Assist and advise the Board on all matters relating to cheerleading
- B. Assures CJFFC and League/Conference rules and policies are followed
- C. Maintaining cheer player card master book
- D. Recruitment and processing of application for Cheer Coaches
- E. Submittal of annual cheer budget for Board approval
- F. Equipment/Uniform purchasing distribution, and collection
- G. Oversee Cheer Coaches, staff and team parents, assist and advise as needed
- H. Maintain/organize practice schedule for Cheer program
- I. Organization of CJFFC participation in mandatory SYF annual competition
- J. Act as liaison between CJFFC Cheer and Colfax High School Cheer program to establish volunteers and participation for camps, clinics, etc.
- K. Attend SYFL Cheer meetings
- L. Serve as Arbitration Committee member for cheer related disputes
- M. Other duties as pertains to the office of Cheer Coordinator or as directed by the Board

## **Section 8. Coaching Director**

- A. Recruitment and processing of application for Football Coaches
- B. Assist and advise the Board on all matters relating to football
- C. Mentor, Appoint & Monitor Sacramento Youth Football coaching activities
- D. Serve as Arbitration Committee member for football related issues
- E. Recommend termination of coaches using poor judgment; to be brought to the board for official vote
- F. Other duties as pertains to the office of Coaching Director or as directed by the Board
- G. Act as liaison between CJFFC Football and Colfax High School Football program to establish volunteers and participation for camps, clinics, etc.

## **Section 9. Coach and Parent Liaison/Field Marshall**

- A. Arrange for practice field use with necessary schools/city & submit required liability insurance certificates

- B. Monitors the fields needs at all home games unless relieved by another Board Member.
- C. During games ensures only authorized persons are on the field.
- D. Addresses any unauthorized person on the field.
- E. Serve as a liaison to the Coaching Director and Cheer Coordinator to resolve parent/athlete/coach concerns
- F. Fields any questions or concerns a Coach or parent may have and will either answer them or refer them to the proper club official to help them.
- G. Mediate any issues that arise, refer unresolved issued to the Arbitration Committee for further review and present findings to the Board of Directors.
- H. Oversees Arbitration Committee.
- I. Attend Coaches meetings and Parent meetings.
- J. Oversee Team parents, prior to all games, emails all needed information to the team parents of the team, play schedule, address of game, arrival time.
- K. Will be CC'd on any communication between coaches and parents.
- L. Enforcing code of conduct at all times.
- M. Ensure that all players, coaches & parents have signed the code of conduct.
- N. Ensuring Coaches, athletes and parents follow SYF field rules during games and practices.
- O. Prepare policies on consequences for unsportsmanlike conduct \*\*and/or not following the code of conduct.

## **Section 10. Concessions Manager**

- A. Responsible for managing concession services for all association sponsored events
- B. Submittal of annual concession budget for Board approval
- C. Selecting and purchasing snack bar items
- D. Maintains accurate inventory of product
- E. Organization, Set-up, Take down/Clean up of snack bar at home games
- F. Acts as liaison between CJFFC and Colfax High School Concession Manager
- G. Following established cash box protocol as stated in Article VIII. Section 4(E)
- H. Ensures that League/Conference and CJFFC rules and regulations are followed
- I. Other duties as pertains to the office of Concessions Manager or as directed by the Board

## **Section 11. Equipment Manager**

- A. Assist and advise the Board on all matters relating to equipment
- B. Submittal of annual football equipment budget for Board approval
- C. Solicits bids from equipment vendors for Board approval
- D. Create/Maintain equipment inventory system to track inventory items (Helmets, Jerseys, Shoulder Pads, Pants)
- E. Oversees equipment issuance and return

- F. Solicit bids and arrange for reconditioning of equipment for preparation of upcoming season
- G. Manages and assists each team's equipment volunteer assistant as needed throughout the season
- H. Copies registrar on equipment inventory list
- I. Assures League/Conference and CJFFC Rules and Regulation are followed
- J. Other Duties as pertains to the office of Equipment Manager or as directed by the Board

## **Section 12. Health & Safety Director**

- A. Assist and advise the Board on all medical matters
- B. Prepare and distribute coach's medical bags for football and cheer
- C. Coordinates and schedules all medical emergency coverage for all home games
- D. Ensures that League/Conference and CJFFC safety rules and regulations are enforced-including injured player guidelines
- E. Other duties as pertains to the office of the Medical Director or as directed by the Board

## **Section 13. Parent Participation Coordinator**

- A. Assist and advise the Board on all matters relating to parent volunteers
- B. Create/Maintain parent volunteer forms/explanation of duties, buyout guidelines, volunteer refund guidelines, etc. to go with registrar forms
- C. Create/maintain parent volunteer schedule for season
- D. Attend registration, camp, etc as needed to secure parent participation for the season
- E. Act as liaison between coaches, team parents concerning participation schedule
- F. Track parent participation hours to ensure timely parent refunds
- G. Find replacements for parents unable to fulfill their schedule time/no shows
- H. Other duties as pertains to Parent Participation Coordinator or as directed by the Board

## **Section 14. Public Relations Director**

- A. Provides timely information to the public via print or electronic media
- B. Oversee any Fundraising Committees
- C. In charge of athlete recruitment efforts
- D. Promotes Junior Falcons at service clubs or organizations if requested and if available
- E. Provides Board with advance copy of any press release or presentations

- F. In the case of simultaneous absence of the President and Vice-President, serves as official spokesman for the Association.
- G. Other duties as pertains to Community Liaison as directed by the Board
- H. Hang/remove Sponsor Banners in designated areas

## **Section 15. Registrar**

- A. Organize and schedule player registration dates
- B. Prepare master participant books for certification (taking required player photos)
- C. Update/maintain player registration templates/forms as needed
- D. Creating Player Cards/Certification Binder
- E. Maintain original records of all participants
- F. Maintain league mass email list and send emails as needed/ upon request via blind copy
- G. Original records to include
  - Copy of school demographic (should include DOB, grade, and age) or any other identification required by SFYL
  - Original medical clearance
  - Original signed participant waivers
  - Original parent permission forms
  - Master list of addresses, phone 3's, email addresses
  - Equipment inventory list
- H. Other duties as pertains to Registrar or as directed by the Board

## **Section 16. Spirit Wear Coordinator**

- A. Submits ideas to Board for spirit wear sales
- B. Submittal of annual Spirit Wear budget for Board approval
- C. Submits pricing to Board for approval for spirit wear orders
- D. Works with spirit wear vendors ordering inventory for upcoming season
- E. Maintains spirit wear inventory and replenishes as necessary
- F. Manages spirit wear/booster booth at community events and home games
- G. Serve as Arbitration Committee member
- H. Prepares and presents Board/Coaches shirts and hats to the Board for approval.
- I. Other duties as pertains to the office of Spirit Wear or as directed by the Board

# **Article IV. Duties of Appointed Members**

## **Section 1. Powers**

- A. Under supervision of the Board of Directors, appointed members have the authority to conduct the business of their appointed position.

## **Section 2. Coaches**

- A. Coaches must attend Coaching Director's training sessions
- B. Must attend all practices and Sacramento Youth Football League required functions
- C. Report to the Coaching Director
- D. Must select his or her MP tracking person and submit copy to the Coach and Parent Liaison
- E. Ensures that League/Conference/CJFFC rules and regulations are followed
- F. Appoint a Team Mom
- G. May serve as a Director and coach in the same year, excluding Coach and Parent Liaison Director

# **Article V. Affiliations**

## **Section 1. League Affiliations**

- A. CJFFC shall maintain affiliation with the Sacramento Youth Football League and must remain a member in good standing, abiding by the rules and regulations of League/Conference .
- B. This affiliation can be revoked for good cause by a majority vote of the Board of Directors.

## **Section 2. Other Affiliations**

- A. CJFFC should seek and maintain affiliations with groups and organizations that benefit and support the values and mission of CJFFC, such as but not limited to:
  - Colfax High School
  - Placer Union High School District
  - Green Machine
  - All other associations with the League/Conference

# **Article VI. Age Group Requirement**

## **Section 1. Age Group Requirement**

- A. Each player must play on team according to age group

- B. No player may be moved up without board approval

## **Article VII. Minimum Play Requirement**

### **Section 1. Minimum Play Requirement**

- A. As generally stated in our Mission Statement our goal is to have each child play in every game if they are physically and academically able to do so
- B. Each player will be guaranteed a minimum of 5 plays per game
- C. Each player will be guaranteed a minimum of 3 plays per game if a team is 40 players or more
- D. There are no guaranteed minimum plays during playoff games

## **Article VIII. Finances**

### **Section 1. Fiscal Year**

- A. The fiscal year shall be January 1 to December 31

### **Section 2. Budget**

- A. The Board of Directors shall approve all budgets and expenditures
- B. An annual budget for CJFFC shall be prepared by the Treasurer
  - Based on the previous year reports and approved budgets for concessions, spirit wear, cheer and equipment
  - All proposed budgets will be presented to the Board for review by the March meeting and the Annual Budget will be approved at the April meeting
  - Board members and other members may give input or assistance
  - The Board may appoint a committee to develop a budget

### **Section 3. Expenditures**

- A. The Treasurer, with President approval, may expend up to \$500 on budgeted items without specific Board action
- B. Expenditures in excess of \$500 must have specific Board approval
- C. All unbudgeted expenditures must be approved by the Board

### **Section 4. Financial Records**

- A. The Treasurer shall maintain complete and accurate books and records of accounts, business transactions, assets and liabilities, receipts, disbursements, gains and losses
- B. All members shall, with reasonable notice, have the right to inspect the financial records
- C. The Board of Directors shall maintain a relationship with an independent CPA to prepare annual income tax returns, periodic audits and to provide consultation in all financial matters for the benefit of and at the expense of CJFFC.
- D. The Board of Directors shall present an annual report to the General Membership at the annual meeting that shall include:
  - assets and liabilities
  - revenues and receipts
  - expenses and disbursements
  - other pertinent information
- E. All money received from fundraising, concessions, entry gate, spirit wear, sponsorships, camps and registration must be counted by at least two Board members and accompanied by a signed and dated record of receipt prior to submitting to Treasurer.
- F. Money must be submitted to Treasurer for immediate deposit. If Treasurer is not available, he/she will appoint the President, Vice President or Secretary, to make the deposit in their place.
- G. Gate admission, Spirit Wear and Concessions money will be counted and recorded by two Board Members at the end of each two hour shift and put in a separate tamper proof deposit bag for each department.
- H. recorded after each collected, and deposited separately in the depository
- I. ALL Money collected should be dropped on the same day in the Bank Depository.
- J. Treasurer will keep the bank deposit receipt and original signed and dated record of receipt together for all money collected and deposited.
- K. Board members shall receive a 25% overall discount on registration
- L. CJFFC Bank Signers: President, Vice President, Treasurer, Secretary
- M. CJFFC Bank ATM cardholders: President, Treasurer and Concessions
- N. Related parties (spouses, family members) cannot both be signers on CJFFC Bank account

## **Article IX. Meetings**

### **Section 1. Board Meetings**

- A. The Board of Directors shall hold a regular meeting to conduct the business and affairs of CJFFC
- B. These meetings are open to all members, prospective members, and sponsors
- C. The Board may call for a closed session on “sensitive issues”
- D. Meetings shall be conducted following Robert’s Rules of Order



- E. Notice shall be made a minimum of 1 week prior to regular Board meetings
- F. Minutes will be emailed to all Board Members within one week of the corresponding meeting the minutes were taken from.
- G. Minutes will be emailed again to all Board Members one week prior to the following meeting for review and ready for Approval at the monthly meeting.

## **Section 2. Other Meetings**

- A. Meetings may be called by the Board without prior notice for special circumstances that include but are not limited to:
  - Issues and situations requiring emergency or immediate action
  - Committees
  - Team meetings
  - Staff meetings
- B. These meetings will be limited to advisory roles and discussions. Issues involving policies, procedures or expenditures shall be brought before the Board of Directors
- C. Issues and situations that require immediate action can be resolved by a quorum of the Board

## **Section 3. Quorum**

- A. Action cannot be taken by the Board unless there is a 2/3 majority quorum of Directors present at the meeting

# **Article X. Fee Waiver Eligibility**

## **Section 1. Eligibility**

- A. A player must provide documentation for free or reduced lunch in order to be eligible for a reduction in registration fees; review by board

# **Article XI. Ratification, Amendment and Dissolution**

## **Section 1. Ratification**

- A. Requires a 2/3 majority vote of the Board of Directors

## **Section 2. Amendment**

- A. Requires a 2/3 majority vote of the Board of Directors
- B. By-Laws shall be reviewed at a minimum of every 2 years
- C. Amendments will be approved by the Board and noted in the Minutes.
- D. An Amendment will be written and signed by all Board Members then attached as an additional page to the Bylaws.

### Section 3. Dissolution

- A. Should CJFFC dissolve for any reason, all equipment/assets shall be sold, then donated to a charity chosen by the Board; or simply donated at that time

## Bylaws Board Approval

We, the undersigned individuals, are the Board of Directors of the Colfax Junior Falcons Football and Cheer Association and pursuant to the authority granted to the Board of Directors by these by-laws do hereby certify that these by-laws were adopted by the Colfax Junior Falcons Football and Cheer, Inc. Board of Directors on **July 11, 2019**.

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Bill Meyers  
President

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Brad Collier  
Vice President

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Vacant  
Secretary

---

Sandy Hammock  
Treasurer

---

Dia Divine  
Cheer Coordinator

---

Mike Divine  
Coaching Director

---

Jaclyn Collier  
Concession Manager

---

Kristin Brown  
Community Relations

---

Cheryl Geldien  
Registrar

---

Jack Howard  
Equipment Manager

---

Sean Lomen  
Health & Safety

---

Kara Rawlins  
Spirit Gear

---

Crystal Moon  
Parent/Coach Liaison

---

Tina Meyers  
Parent Participation Coordinator