**FULLERTON YOUTH FOOTBALL ASSOCIATION, INC.**

**BY LAWS 2025**

Fullerton Youth Football Association, Inc.

P.O. Box 2262

Fullerton CA. 92837

www.FullertonPopWarner.com

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**SECTION 1. NAME AND OBJECTIVE**

The name of the Corporation shall be FULLERTON YOUTH FOOTBALL, ASSOCIATION INC. as it was established and may also be referred to as Fullerton Pop Warner (FPW), Fullerton Pop Warner Football and Cheer or Fullerton Little Scholars. The objectives of the association shall be set forth in its Articles of Incorporation. The Objective of the association shall be to impart firmly in the youth of the community the ideals of good sportsmanship, honesty, loyalty and courage so that they may be finer, stronger, healthier and happier youth who may reflect credit upon themselves, their parents and their community. This objective shall be achieved by providing a supervised, safety-oriented football and cheer program. The supervisors of the program shall bear in mind and provide truth to heart that the attainment of exceptional athletic skill or the winning of games is secondary and that the molding of future adults and scholastic achievement are of prime and most importance.

**SECTION 2. ADMINISTRATION**

1. The affairs of this association shall be administered by a Board of Directors (Board), also known as the Executive Board, consisting of an elected Board's Officers (President, Vice President, Treasurer, Secretary and Cheer Director) and its Directors as listed:
2. President- Officer
3. Vice President- Officer
4. Treasurer- Officer
5. Secretary- Officer
6. Cheer Director- Officer
7. Athletic Director
8. Player Safety Agent
9. Weigh Master / Field Manager
10. Business Manager
11. Equipment Manager
12. Snack Bar Coordinator
13. Little Scholars Director
14. Registration Director
15. Publicity Director
16. Team Parent Director

**B**. In the event of a vacancy in the office of President, the line of succession is delineated above in Section 2A.

**C**. The elected and appointed Board of Directors shall serve för a term of two (2) years, ending midnight December 31.

**D**. The Board shall alternate election years so that half of the Board shall remain each year for the stability of Fullerton Pop Warner. Resetting in 2024 as year 1 the open positions will be as follows:

President

Secretary

Cheer Director

Equipment Manager

Snack Bar Coordinator

Registration Director

Team Parent Director

**Resetting in 2025** as year 2 the open board positions will be as follows:

Vice President

Treasurer

Athletic Director

Player Safety Director

Weigh Master/Field Manager

Business Manager

Little Scholars Director

Publicity Director

Auxiliary Board Positions shall be appointed by the President as necessary to run specific tasks, business, or league events. Auxiliary Board positions terms shall be the current calendar year ending midnight December 31. Examples of Auxiliary Board duties may include, but not limited to:

1. Treasurer Assistant

2. Registrar Assistant

3. Cheer Director Assistant

4. Athletic Director Assistant

**E**. The Board of Directors shall vote to approve all teams Head Coaches presented

by the Athletic Director. All other team positions including, but not limited to,

assistant coaches, team parents, business manager and player representative agent will be reviewed and approved by the Athletic Director. Team position terms shall not extend beyond the current calendar year ending midnight December 31st.

## **SECTION 3. ELECTION OF DIRECTORS**

Nominations for the Board of Directors shall be made from among the entire membership of the organization by

the duly appointed Nomination Committee in accordance with the following requirements:

l) Candidates for the office of President shall be a current Board member with at least 36 consecutive months of board service as of January of the current year. Twelve months of the 36 months of service shall be in an Officer position. Should no person with the requirements be nominated, then candidates for the office of President shall be a current Board member with the same requirements as the Vice President as noted in item "A2" below. Should no person with the requirements of the President or Vice President be nominated, candidates for the office of President shall be any member who meets the requirements of any other Board position as noted in item "A3" below.

2) Candidates for the office of Vice President, Treasurer and Secretary shall be a current board member with at least 12 consecutive months of board service as of January 1st, of the current year. Should no person with the aforementioned requirements of the Vice President Treasurer and Secretary be nominated, the candidates for the office of Vice President, Treasurer and Secretary shall be any member who meets the requirements for any other Board position as noted in item "A3 " below.

3) Candidates for offices other than President, Vice President, Treasurer and Secretary shall be from among the entire membership.

4) All candidates, regardless of position, must meet the following requirements:

**a**. At the Board's discretion, any person who had disciplinary action taken against them, by the Board, during the current year shall be deemed an ineligible candidate. This shall include, but not limited to suspension, ejection from a game or practice, or notification of improper conduct by the Board.

**b**. Only applicants in good financial standing with the FPWF will be considered eligible

candidate.

**c.** The Nomination Committee reserves itself the right to note any other reasonable cause for identifying a candidate as ineligible.

**d**. The Nomination Committee shall have the right to review the eligibility, as described herein, of successful "write in" candidates, and if necessary, nullify ballots for the "write in" candidates determined ineligible (nullification of said ballots shall only be for the affected position(s).

**The rules and guidelines for holding a FPWF election will be as follows:**

A. There shall be one (l) vote per fully paid registration contract for Parents or Guardians

Regular Membership and only one (l) vote för all other Regular Membership.

B. Any eligible candidate receiving a majority (as defined in Section D below) of the vote

shall be declared the winner. Ties will be resolved by Board of Directors vote. If tie remains, it

will be resolved by Board's Officers vote. And if it remains a tie, the President will select the

winner.

C. All ballots cast shall be counted toward the total vote. Therefore, to be declared the

winner, the candidate of choice must be specified as the candidate of choice by most

ballots cast. Board positions that do not meet such sufficiency of vote as described herein

shall be declared vacant.

D. After the Board election, Board positions left vacant for the subsequent year may be filled

by appointment of the President and with the confirmation of 2/3 votes by a quorum of the

Board of the current year in accordance with the office requirements noted in "A" above.

E. Misconduct of a Board Member elect prior to their installation in January shall be grounds

for said Board Member elects’ exclusion from installation.

## **SECTION 4. BOARD MEETINGS AND GAMEDAY FIELD DUTY**

A. There shall be at least one (1) monthly board meeting- time and place shall be left to the discretion of the President or the acting President. There shall be additional special board meetings as necessary to conduct the association business. The League Secretary shall notify each Board Member of any meeting.

B. The President or two (2) active board members may call a special board meeting. All meetings shall be conducted under Robert's Rules of Order.

C. All board meetings will require a quorum consisting of the lesser of two thirds or ten (10) members of the board membership.

D. Any Board members absent to three (3) consecutive or non-consecutive monthly meetings (other than those absences excused by the President) shall be deemed to have submitted their resignation. As an addendum to this rule elected Board members must fulfill/attend 80% of yearly board meetings. (Per By-Laws) For 18 possible yearly board meetings, only 4 missed meetings per board member would be allowed, after 4 missed meetings the board officer positions shall meet to discuss the next disciplinary steps.

E. Any director may be removed from the Board, with or without cause, by a majority vote of all members of the association or by a two-thirds majority vote of the Executive Board.

F. Any individual that holds two positions on the Board shall have only one (l) vote.

G. Elected Board Members must fulfill/attend 80% of home game and playoff field duties. (possible 8 out of 10 games) As long as game schedule allows for Board members who are also coaches/team parents.

H. Elected Board Members must along with previous rule fulfill/attend a mandatory minimum 2 hours of field duty coverage on Gamedays (Saturdays) at home field. (10 possible games).

## **SECTION 5. MEMBERSHIP**

1. Membership in the association shall consist of regular members and such other associates, as may be provided by the Board of Directors.

Regular Membership is as follows:

l. Board of Directors

2. Team Staff

3. Parents or Guardians of children participating in Fullerton Pop Warner Football for the current season.

1. Regular membership shall entitle the holder to one (l) vote at all "General Membership" meetings and one (l) vote per registration contract at annual "Election of Directors". Regular Members without a registered participant will be entitled to one (1) vote at Election of Directors.
2. All voting members must be at least eighteen (18) years of age.
3. The natural term of membership for players and cheerleaders shall be from the time a valid membership registration form has been submitted (including any required dues, assessments, or fees and any required accompanying forms) (and said registration is accepted by FPWF) until midnight of December 31st of the calendar year in which the application was submitted. A player or cheerleader may voluntarily resign at any time.

## **SECTION 6. TERMINATION OF MEMBERSHIP**

A. Any member, regular or otherwise, may terminate membership at any time upon delivery to the

League Secretary of the association a written resignation, signed by the resigning member, stating

the effective date of such resignation.

B. The association, at its option, may terminate any membership of whatever class, for any of the By

Laws, rules or regulations of the association or for other good and valid reasons as the Board of

Directors shall determine.

C. Any member will be terminated immediately from any position held in the organization when deemed

necessary by the Board of Directors. He or she will not be eligible to hold or retain an office until such

time as disciplinary action has been terminated.

## **SECTION 7. LIABILITY OF MEMBERS**

A. No members of the association whether regular or otherwise, shall be personally or otherwise

liable for any of the debts, liabilities, or obligations of the association.

## **SECTION 8. COMMITTEES**

A. The President or Board of Directors shall appoint such various committees as necessary to run

Association business.

B. Each committee shall keep regular minutes of their proceedings and report the minutes and results

to the Board when required.

## **SECTION 9. BOARD POSITIONS AND DUTIES**

## **PRESIDENT**

The President shall preside over all the meetings of the "Board of Directors. The President may also appoint such committee or committees as he/she may be authorized to appoint by the By-Laws. The President, at any time in case of emergency, on a temporary basis, may appoint any member of the Board to another position in the organization without the appointee relinquishing his/her current duties on the Board during said appointment. The President shall appoint at least one (l) alternate representative from the Board to the Conference Board of Presidents no later than the last day of February of each year. If Fullerton Youth Football Association, Inc. loses its vote on the Conference Board of Presidents due to lack of attendance at Conference Board Meetings, the President will be immediately terminated from office for the remainder of his/her term. The President shall have the responsibility of enforcing all disciplinary procedures as outlined in the Rules and Regulations. At the end of the November elections, the out-going President shall appoint an Audit Committee with the approval of the Board of Directors, consisting of two (2) current Board Members and two (2) incoming Board Members to audit the financial records. The President's Primary Job Responsibility (PJR) duties shall be such as follows:

A. Attend all mandatory OEC meetings as expected and relay the information to the rest of the Board

Of Directors.

B. Maintain open and continual communication with OEC and the City of Fullerton.

C. Submit all require documentation to OEC as requested in timely manner.

Such documentation includes, but not limited to: Treasurers Report, Board Meeting Minutes, Budget, Alternate FPW Representative, and Number of teams and divisions.

D. Submit all require documentation to the city of Fullerton per the City of Fullerton provided M.O.U.’s

meeting all of their deadlines requested in timely manner. Such

documentation includes, but not limited to: Treasurers Report, Board Meeting Minutes, Budget,

Alternate FPW Representative, and Number of' teams and divisions.

E. Assign practice field locations to teams.

F. Coordinate and oversee, with Registration Director, OEC Certification Day.

G. Select the Election Committee Chair and members.

H. Procure and maintain insurance for the association and Board of Directors as required.

I. Regularly review, develop, and documents policies and procedures pertaining to the President's PJR

### **VICE PRESIDENT**

The Vice President shall, in the absence of the President, perform all the duties and have all the

powers of the President. The Vice President's Primary Job Responsibility (PJR) duties shall be

such as follows:

A. Be always adhering to the President’s business to be in the ready to fill-in in the event of absence.

B. Be the liaison between FPW and the city of Fullerton and obtain all permits for the fields; and have

the responsibility to attend all Fullerton city field users’ meetings.

C. Be the primary lead in regularly reviewing and updating FPW By-Laws as necessary.

D. Be the primary Custodian of Records for all Live Scans and background checks with Department

of Justice.

E. Regularly review, develop, and documents policies and procedures pertaining to the Vice

President's PJR duties.

### **ATHLETIC DIRECTOR**

The Athletic Director shall investigate and report to the President, any and all complaints regarding football coaches or managers. The Athletic Director, for review by the Board of Directors, must submit said complaints in writing in duplicate. He/she shall be responsible for bowl game arrangements. He/she shall recruit and present the Board any person interested in coaching teams for the association. He/she shall oversee the functions of all football personnel. He/she shall preside, in conjunction with the registration director, over player sign-ups. He/she shall be responsible for team assignments, coaches training requirements and determine practice field assignments. The Athletic Director's Primary Job Responsibility (PJR) duties shall be such as follows:

1. Be the Chair of the Coaches Interview Committee and present the coaches selected to the Board of Directors for final approval.
2. Hold FPW Head Coaches meeting to provide them with key event dates and required documentation for team staff.
3. Ensure the collections of all required documentation and that all staff members are complying prior to engaging in their duties and interacting with kids.
4. In conjunction with the Registration Director, form team books and provide team books to the Head Coach of each team.
5. Lead all investigation of coaches / staff complaints while following due process.
6. Present all investigation findings report to FPW Board of Director for final decision.
7. In conjunction with the President, coordinate Bowl Games

H. Regularly review, develop, and documents policies and procedures pertaining to the Athletic

Director's PJR duties

**PLAYER SAFETY AGENT**

The Player Safety Agent will also assume the responsibilities required by OEC of Player Safety

Coach: coordinating CPR and first aid courses for board members and coaches; attending player tackling technique courses; providing tackling technique training to the football coaches of the association; and conduct safety clinics with parents and players. The Player Safety Agent Primary Job Responsibility (PJR) duties shall be such as follows:

1. Ensure FPW in whole is in complete compliance with the State of California Assembly Bill AB1 in regard to youth football.
2. Work with Athletic Director to ensure all required coaches have gone through Heads Up training.
3. Keep a record of league wide injuries and make sure the teams are held to compliance.
4. Keep a record of referees and EMT’s names and check in times for game days
5. Throughout the season continue to monitor practices to ensure proper Heads-Up techniques are being used.

Regularly review, develop, and document policies and procedures pertaining to the Player Safety Agents Primary Job Responsibility (PJR) duties.

### **CHEER DIRECTOR**

The Director of Cheer shall investigate and report to the president all complaints regarding cheerleaders, head cheer coaches, and assistants. The Director of Cheer must submit said complaints in duplicate for review by the Board of Directors. He/she shall recruit and present to the Board any person interested in coaching cheer teams for this association. He/she shall be responsible for cheer coach training requirements. He/she shall assist the cheer coaches in a training program for cheerleaders. The Cheer Director shall serve as liaison with the Orange Empire Conference in matters concerning the Cheer and their activities. The Cheer Director's Primary Job Responsibility (PJR) duties shall be such as follows:

A. In conjunction with the Athletic Director, interview prospect Cheer Coaches and present the coaches

selected to the Board of Directors for final approval.

B. In conjunction with the Athletic Director, hold Cheer FPW Coaches meeting to provide them with key

event dates and required documentation for team staff.

C. Ensure the collections of all required documentation and that all staff members are complying prior

to engaging in their duties and interacting with kids.

D. In conjunction with the Registration Director, form team books and provide team books to the Cheer

Coach of each team.

E. Regularly review, develop, and documents policies and procedures pertaining to the Cheer Director's

PJR duties.

### **TREASURER**

The Treasurer shall be responsible for maintaining the corporate financial records. The Treasurer shall be bonded by the organization. The Treasurer's Primary Job Responsibility (PJR) duties shall be such as follows:

A. Furnish, prepare and keep a full set of books of accounts showing every detail of the association

activities, accounts, receipts and disbursements; every name and nature and the amount of cash on

hand and money owed by the association or owed to it; and any other such information as may be in

the  judgment of said Treasurer, pertinent or such as may be required by the Board of Directors.

B. Treasurer shall receive all monies and deposit in a depository approved by the Board of Directors.

C. The Treasurer shall keep record for the receipt and disbursement of all monies of the association team

accounts, approve all payments from allocated funds and draw checks. The account shall be kept current with the signature card for the account reflecting the signatures of the present Board of

Directors.

D. The Treasurer shall receive, review and maintain files of each team's financial report and bank

statements.

E. The Treasurer shall present a detailed financial statement to the Board on a monthly basis, which

shall include an accounting of money in each individual team account.

F. Arrange for audits of the league when necessary.

G. File the proper tax forms or contract a pre-approved professional to do so.

H. Prepare and submit current year's budget by February meeting, review the budget at each monthly

meeting and report any deviations.

I. Regularly review, develop, and documents policies and procedures pertaining to the Treasurers

PJR duties.

**LEAGUE SECRETARY**

The League Secretary shall maintain the corporate record which shall include the following: minutes of all meetings of the Board of Directors including those of committees; copy of all Treasurer Reports; copy of all board attendance records; copy of all resolutions numbered for reference. He/she shall serve all notices required by law or the By-Laws of the association. He/she shall notify all Board of Directors prior to any meetings requiring their presence. The Secretary's Primary Job Responsibility (PJR) duties shall be such as follows:

A. Maintain the Secretary Book containing all meeting minutes, attendance records, OEC documents,

and any other documentation presented or processed during Board meetings.

B. Maintain Board of Director's contact list and share with all its members.

C. In conjunction with the President, prepare the meeting agenda prior to each meeting.

D. Record meeting minutes at each meeting, proof and distribute to all members for review prior to next

meeting for approval of minutes.

E. Provide to President all meeting records when requested for OEC.

F. Maintain record of Old Business, New Business, and Action Items to be reviewed at each meeting.

G. Maintain FPW Annual Calendar and bring to the Board of Directors meetings to remind of key events

coming due.

H. Regularly review, develop, and documents policies and procedures pertaining to the Secretary's PJR

duties

### **FIELD MANAGER/LEAGUE PA**

### The Field Manager/League PA shall: ensure each football player who participates in a game under Fullerton's jurisdiction conforms to the Conference's age rules; ensure each player is wearing approved equipment to ensure that each player is properly protected; prevent any player who does not conform to items one and two from participation in that game; ensure coverage for scheduled games three (3) days prior to game day. The Field Manager/League PA will also ensure that the field is ready for each game or event by setting up the field; establishing pedestrian access areas; ensuring signage is appropriate; and performing minor maintenance within the snack bar and equipment shed. He/she may appoint teams, coaches, or other persons as necessary to accomplish the job. Th Field Manager/League PA Primary Job Responsibility (PJR) duties shall be such as follows:

1. Attend the mandatory Weigh Master OEC meeting.
2. Training all Board Members that will be performing player check in at each game of its rules, regulations and process.
3. Facilitate or ensure that a qualified a Board Member is schedule to facilitate the check in process 30 minutes before each game hosted at FPW home field.
4. Offer training to the Players Agent of each FPW team to ensure that they are knowledgeable of their responsibilities during each game.
5. Ensure the setup of the field prior to the first scheduled game each Saturday. This includes pylons, down marker and chains, scoreboard, and that the field is free of any hazardous items.
6. Secure the field by posting restricted access signs, putting up barriers, locking down gates, scheduling staff to key field stations (welcome, stands, cooler check, field, and score board operator)
7. Ensure field is picked up at the end of the last game.
8. Regularly review, develop, and documents policies and procedures pertaining to the Weigh Master's PJR duties.

**BUSINESS MANAGER**

The Business Manager shall be responsible for overseeing and/or organizing FPW events including, but not limited to Opening Day ceremonies, Picture Day, association fund raising events, and association social events. The Business Manager's Primary Job Responsibility (PJR) duties shall be such as follows:

A. Be the Chair on the Opening Day Committee and be the primary Board Member coordinating

the event.

B. Coordinate Picture Day in conjunction with Team Parent Director by selecting photographer,

ensuring permits are obtained from City, and schedule teams' time slots.

C. Present fundraising ideas with Team Parent Director and recommendations to the Board of

Directors.

D. Be the primary lead on all league fundraising efforts.

E. Be the primary lead on organizing association wide social events.

F. Regularly review, develop, and documents policies and procedures pertaining to the Business

Manger's PJR duties.

### **EQUIPMENT MANAGER**

Equipment Manager shall be responsible for association equipment used by all teams authorized to participate. Equipment Manager shall maintain an accurate inventory of the association's athletic equipment and property. Equipment Manager shall submit an inventory report to the Board of Directors no later than March of each year, with a statement of condition of such equipment. Equipment Manager shall be responsible for procuring bids for new equipment as required. They shall maintain a record of equipment provided and collected from each member. Any purchases more than one hundred dollars ($100) shall be presented to the Treasurer for approval prior to the purchase being made. The Equipment Manager's Primary Job Responsibility (PJR) duties shall be such as follows:

A. Perform an annual inventory of equipment and present to Board of Director, send equipment

out for conditioning in a timely manner to have it back for Equipment Handout Day.

B. Select jersey vendor and mange procurement of team jerseys.

C. Coordinate equipment handout to all teams.

D. Coordinate equipment return at the end of season for each team.

E. Regularly review, develop, and documents policies and procedures pertaining to the Equipment

Manager's PJR duties.

### **SNACK BAR DIRECTOR**

The Snack Bar Director shall purchase all supplies tor the snack bar and designate working schedules for each participating team. He/she shall handle any emergencies arising with such teams. He/she shall keep an accurate account of all monies disbursed and received and make weekly deposits to the Treasurer. At the end of each season, the books and monies shall be turned over to the Treasure for audit. In removing of cash, the snack bar coordinator will count the cash with another member at the time any cash is removed from the register and complete the snack bar deposit form, which shall be signed off by the two removing the cash. The Snack Bar Director's Primary Job Responsibility (PJR) duties shall be such as follows:

A. Develop and present plan for Snack Bar to Board of Directors prior to August 1st

B. Coordinate and schedule Team Dinner Fundraiser.

C. Coordinate and schedule Snack Bar staffing for the season.

D. Clean and stock Snack Bar for the season.

E. Provide monthly reports of Snack Bar financials.

F. Clean out Snack Bar at the end of the season.

G. Present final financial report to Board of Directors.

H. Regularly review, develop, and documents policies and procedures pertaining to the

Snack Bar Director's PJR duties.

### **LITTLE SCHOLARS DIRECTOR**

The Little Scholars Director shall be responsible for obtaining report cards from each team member. He/she shall provide the report card information to the Registration Director for inclusion to the team rosters. He/she shall be responsible for the distribution and collection, from each eligible team member, the Conference Little Scholar application form. He/she, in conjunction with the President, shall be responsible for the evaluation of each submittal and recommendation to participate in National Conference. They shall coordinate, in conjunction with the Business Manager, Titan Day to recognize Little Scholars. The Little Scholars Director's Primary Job Responsibility (PJR) duties shall be such as follows:

A. Attend the mandatory Little Scholars training meeting.

B. Ensure collection of all required participants' report cards.

C. Calculate GPA and enter the system.

D. Distribute and collect Little Scholar applications.

E. Coordinate presentation of awards.

F. Regularly review, develop, and documents policies and procedures pertaining to the Little

Scholars Director's PJR duties.

### **PUBLICITY (SOCIAL MEDIA) DIRECTOR**

The Publicity Director shall be responsible for: promoting registration, fundraisers, sponsors, and other activities for FPW as requested by the Board of Directors; seeking corporate sponsors for the

association; providing announcements from the association to the association members; and

oversee newsletter, or other publication, development and distribution. The Publicity Director's

Primary Job Responsibility (PJR) duties shall be such as follows:

1. Promoting Fullerton Pop Warner events and registrations throughout the City of Fullerton through various methods including, but not limited to E-Mail Campaigns, social media, website, community events, etc.
2. Create sign-up flyers and manage the distribution of it.
3. Mange all social media ensuring appropriate communications.
4. Regularly review and maintain all (FPW) social media (Instagram) accounts.
5. Coordinate with Team Parent Director to assure all members are in line with FPW social media policy.
6. Regularly review, develop, and documents policies and procedures pertaining to the Publicity Director's PJR duties.

**REGISTRATION DIRECTOR**

The Registration Director shall be responsible for: coordinating registration events; maintaining the on-line registration and team roster software; entering all required data into said software; developing and distributing team books in conjunction with the Athletic Director; auditing team books prior to certification; coordinating certification in conjunction with the President. The Registration Director's Primary Job Responsibility (PJR) duties shall be such as follows:

A. Oversee all registration events. Ensure proper recording of registered participants.

B. In conjunction with the Athletic Director and Team Parent Director prepare the Team Books.

C. In conjunction with the President, and team parents assist OEC Commissioner with team

certification.

D. Regularly review, develop, and documents policies and procedures pertaining to the Registration

Director's PJR duties.

### **TEAM PARENT DIRECTOR**

The Team Parent Director shall be act as a league liaison for communicating Board of Directors

expectations, timelines, event dates, and league By-Laws to Team Parents. They shall facilitate with

the Treasurer, Business Manager; the Publicity Director and Registration director to ensure events,

fundraising and merchandising requirements are followed by the Team parents. The Team Parent

Director Primary Job Responsibility (PJR) duties shall be such as follows:

1. Work with Team Parents to establish a standard of compliance for association registration documents.
2. Provide a list of Board approved vendors.
3. Provide Board approved logos for merchandising and brand stability.
4. Act as a liaison between the Team Parents and the Board, communicating and facilitating requirements and expectation.
5. Assist in and communicate the league and league treasurer’s expectations in handling of team funds.
6. Assist the Business Manager in planning and arrangement of the league picture day.
7. Assist teams and team parents in planning of end of year banquets.
8. Regularly review, develop, and document policies and procedures pertaining to the Team Parent Director’s PJR duties.

### **MEMBER AT LARGE**

Member at Large shall be the approved Business Manager or Team Parent from each team and will

represent their respective teams at board meetings. Member at Large position terms shall be the

current calendar year ending at midnight December 31st.

## **SECTION 10. POWERS OF DIRECTORS**

**GENERAL POWERS OF DIRECTORS**

The Board of Directors manage the affairs of the association, and subject to the restrictions imposed

by laws, by the Articles of Incorporation, or by these By-Laws, may exercise all the powers of

association.

**SPECIFIC POWERS OF DIRECTORS**

Without prejudice to such general powers, it is hereby expressly declared that the Directors shall

have the following power:

A. To adopt and alter a common seal of the association.

B. To make and change regulations not consistent with these By-Laws for the management of the

association's activities and affairs.

C. To appoint and remove, with cause, agents, officers, and employees of the association and

prescribe their duties.

D. To pay for property purchased by the association, either wholly or partly in money.

E. To select and designate such bank or trust company as they deem advisable as official depository

of the funds of the association and to prescribe and order that manner in which such deposits shall

be made or withdrawn.

F. Head coaches may be removed by two-thirds (2/3) majority vote.

G. To approve head coaches and to approve their staff or assistants prior to them taking the field. To

be approved for the head coach or a staff position, an applicant must carry a simple majority of

votes.

I. To establish an appropriate method of evaluating coaches

**COMPENSATION OF DIRECTORS**

Directors shall not receive any monetary compensation for their services but shall receive a percentage discount on a league membership as Directors. They shall additionally be reimbursed for authorized expenditure of a legitimate league expenses.

## **SECTION 11. HEAD COACHES**

A. The duties and responsibilities of the Head Coaches are as defined in the Nations Rules,

Conference Rules, Policies and Procedures and By-Laws book.

B. He/she shall be responsible to the Board of Directors of this organization.

C. All new coaches shall submit a resume of qualification to the Athletic Director. No one shall

be allowed to coach without first being accepted by the Board.

D. In the absence of a team Business Manager or Team Parent, the Head Coach of that team will

assume representation of Member at Large at Board Meetings, including voting privileges.

## **SECTION 12. AMENDMENTS**

The Board of Directors may amend or alter any of these By-Laws after the proposed amendment

has been distributed and reviewed at two Board meetings or electronically distributed for review to

all current members of the Board of Directors and receives two-thirds (2/3) votes of the Board of

Directors.

**SECTION 13. TEAM FUNDS AMENDMENT**

The following amendment is to serve as a policy and procedure for the handling of funds for the

league/teams.

**A. Submission of Team Funds**:

1. All team funds must be turned into the league Treasurer within 1 week of collection e.g. Fundraisers of

any type by team.

**B.** **Submission of Receipts:**

1. Receipts must be turned in to Treasurer for ALL Expenses

**C.** **Team Fund Purchases / Expenses:**

1. All Team Funds must be spent by 12/31 of the season year.

2. All monies remaining in team accounts will be absorbed by the league if not spent.

3. Tax Purposes – The purpose to spend all team account funds follows the league fiscal year ending in

12/31 of the season year.

**D. Banquet Planning:**

1. Deadline - must be held by January 15th of the following year.

**E.** **Exception to carrying over funds:**

1. Team funds can be rolled over in the event of a team participating in competition.

**F.** **Violation Repercussions:**

1. 1st violation - verbal / written warning

2. 2nd violation – May result in removal from volunteer position with the league

## **SECTION 14. CITY OF FULLERTON M.O.U.’s**

These are the rules, guidelines and deadlines provided by the City of Fullerton. Due to the severity they mut be strictly adhered to as an infraction could result in our loss of our “USER 1” status. The forms will be attached at end of this document.

**SECTION 15. GENERAL**

A. In the event a situation arises not covered by these By-Laws, the 'Board of Directors shall refer to

the "Conference's current By-Laws and Rule of Books and adhere to such as though contained

herein and a part of these By-Laws.

B. Any decision involving Conference affiliation or business must be put before the General

Membership.

**SECTION 16. FIELD RULES**

A. Lions field does not allow for tripods in the stands

B. There is no standing at the bleacher rail

C. As per OEC rules no drones allowed

D. No one other than rostered players, rostered staff, certified, and live scanned volunteers may be

allowed on the field during practice or game day scenarios

## **SECTION 17. SIGNATURE PAGE**

ADOPTION OF BY-LAWS

The signatures herein certify these Bylaws, dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have received close scrutiny and have been approved by the Fullerton Youth Football Association, Inc. Board of Directors and are deemed both fair and necessary for maintenance and proper order in conducting business of the association.

CRAIG MILLS

President

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RANDY TERRANCE

Vice President

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YAHAIRA MILLS

Treasurer

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JAMIE CRAWFORD

Secretary

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JAQUELINE DE LA ROSA

Cheer Director

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