

PALOS VERDES YOUTH FOOTBALL & CHEER, INC.

BYLAWS

Updated June 2024

ARTICLE I – NAME/LOCATION/BOUNDARIES

SECTION I – NAME OF ASSOCIATION

This ASSOCIATION shall be known as PALOS VERDES YOUTH FOOTBALL & CHEER (PVYFC), Inc., a Non-Profit Corporation, incorporated in the State of California. Henceforth in this document, PALOS VERDES YOUTH FOOTBALL & CHEER, Inc. shall be referred to as the ASSOCIATION.

SECTION II – PRINCIPAL OFFICE

The principal office for the transaction of business of this Corporation shall be in the city limits of one of the four cities residing on the Palos Verdes Peninsula (Palos Verdes Estates, Rancho Palos Verdes, Rolling Hills, and Rolling Hills Estates), County of Los Angeles, and State of California.

SECTION III – CHANGE OF OFFICE LOCATION

The Board of Directors shall have full power and authority to change the principal office and registered office of the ASSOCIATION from time to time upon majority vote.

SECTION IV – LOCATION OF BOUNDARIES

The city limits of Rancho Palos Verdes, Palos Verdes Estates, Palos Verdes Peninsula, Rolling Hills, Rolling Hills Estates, and San Pedro. The Palos Verdes Chapter of the Southern California Youth Football and Cheer Conference (the SCC) is the home association for all registration candidates who reside within the 90274, 90275, 90731 and 90732 zip codes.

Additionally, the partial city limits of Lomita: encompassing the “Harbor Hills” housing project on the northwest and the southwest corners of Palos Verdes Drive North and Western Avenue only. The Palos Verdes Chapter is the home association for registration candidates who reside in the Harbor Hills Housing Project in the 90717 zip code. Registration candidates who reside in Lomita other than the Harbor

Hills Housing Project are eligible to register in any association of their choice.

ARTICLE II – PURPOSE

SECTION I – PURPOSE

- A. This ASSOCIATION has as its purpose to promote and perpetuate a continuous youth athletic program to inspire youth of the Palos Verdes and San Pedro communities to value the ideals of health, citizenship, and character.
- B. The CONFERENCE is defined as the legal entity and an administrative body, structured for the purpose to enter into agreements, contracts assume obligations, incur and pay debts, take necessary legal action in the operation of the CONFERENCE to assist member associations in the performance of policies, rules, regulations and duties in running a youth football and cheer organization. The CONFERENCE of Palos Verdes Youth Football and Cheer is the Southern California Conference (SCC) of National Pop Warner.
- C. The ASSOCIATION is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. No part of the net earnings of the ASSOCIATION shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the ASSOCIATION shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the ASSOCIATION shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the ASSOCIATION shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the ASSOCIATION shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- D. The objectives of the ASSOCIATION, in conjunction with THE CONFERENCE are:
 - 1. To instill in all participants the philosophy that academics and athletics go hand-in-hand. At every level, to seek to develop well-rounded young men and women who learn not only the fundamentals of football, cheerleading, and dance but also the importance of education, in an atmosphere conducive to developing sound mind, body and character – and having an enjoyable time along the way.

2. To inspire youth, regardless of race, creed, religion, or national origin, to practice the ideals of sportsmanship, scholarship, and physical fitness.
3. To strive to make the game fun for all boys and girls.
4. To stress learning lessons of value far beyond the playing or spirit days of the boys and girls involved, such as: self-discipline, teamwork, concentration, friendship, leadership, good sportsmanship, and scholastic achievement.
5. To provide an opportunity to participate in an organized, supervised environment with emphasis on maximum safety and participation, and offer young men and women a unique and memorable experience.

ARTICLE III – MEMBERS/MEMBERSHIP

SECTION I – MEMBERS

- A. Definition – PARTICIPANT shall be defined as a youth football, cheerleader, or dance registrant currently registered and in good standing.
- B. Definition – MEMBER of the ASSOCIATION shall be defined as the custody parent or legal guardian of a participant and who is at least 18 years of age and lives within the boundaries of the ASSOCIATION.
- C. Members must be of good character and evidence a willingness and intention to participate in the activities of this ASSOCIATION for the betterment of the youth of the community, as determined in the sole discretion of the Board of Directors. There shall be two classes of members of this ASSOCIATION, and membership shall be limited to the following persons:
 1. A member that meets the criteria of Clause B of this Article III, Section I.
 2. Those persons, who although they do not have participants in the programs of the Association, have made significant contributions to the success of the programs of the Association. The Board of Directors shall be entitled to grant this class of membership in its sole discretion.
- D. No member of this ASSOCIATION shall personally be liable for the debts or be in any way financially responsible for the functions, activities, or policies of the ASSOCIATION, except as expressly set forth in the Bylaws and/or policies and procedures of the CONFERENCE or the ASSOCIATION. Each member must pay, within the time frame and on the conditions set by the Board of Directors, the dues, fees, and assessments in the amounts fixed from time to time by the CONFERENCE or a majority vote of the Board of Directors, as applicable. The fees and assessments set by a majority of the Board of Directors shall be equal

for all members of each classification, but the Board of Directors may, in its sole discretion, set different fees and assessments for each classification.

- E. Membership in the ASSOCIATION commences when the ASSOCIATION has accepted the registration of a PARTICIPANT in the ASSOCIATION. Membership in the ASSOCIATION automatically ceases at the earliest of: (a) December 31 of the current calendar year and (b) the end of the current season of the applicable participant, including playoffs and championships.
- F. Members of the ASSOCIATION must abide by the Bylaws, rules, and policies of the ASSOCIATION and the CONFERENCE as well as the Bylaws, rules, and policies of any national and regional organizations with whom the ASSOCIATION affiliates itself. These Bylaws, rules, and policies apply throughout the year, continuously, to all participants and members of the ASSOCIATION.

SECTION II – MEMBER/PARTICIPANT SUSPENSION OR DISMISSAL

- A. Members and participants may leave the ASSOCIATION by resignation; however, such resignation will not relieve the member or participant of any obligation to pay any registration fees owed or any other charges or assessments accrued and unpaid.
- B. Any member or participant of the ASSOCIATION is subject to suspension or dismissal by the Board of Directors if, in their opinion, the member or participant fails to comply with the Bylaws or any other rules or policies of the ASSOCIATION, or fails to comply with the Bylaws, rules or policies of the CONFERENCE or any national or other regional organizations with whom the ASSOCIATION may have an affiliation.
- C. Evidence of misconduct or failure to comply with the Bylaws or any other rules or policies of the ASSOCIATION shall be presented in writing to the Board of Directors and to the member or participant being charged, outlining in detail the charge. At the next regular meeting, special meeting, or emergency meeting if deemed necessary, the Board of Directors will hear the complaint and a decision will be rendered.
- D. Suspension or dismissal of a member will require a three-fourths (3/4) vote of the Board of Directors present. The head coach of the team of which a participant is a member shall have the full power to suspend or dismiss such participant's right to future participation on such team during the current season; however, the Board of Directors, by a simple majority vote of those present, will have veto rights over any decision made by a head coach. The coach making such a decision must immediately notify the tackle athletic director (AD) of the decision and the AD must immediately put the suspension on the agenda for the next board meeting. The coach's decision is to be voted

on (approved or vetoed by a simple majority) at the next board meeting or sooner if the president of the board can arrange a vote. The AD must contact the parents or guardians of the suspended player and ask for a statement before the board meeting to be presented at the next board meeting before the vote by the Board of Directors.

SECTION III – REINSTATEMENT

A removed member of the ASSOCIATION may be reinstated upon a three-fourths (3/4) vote of the Board of Directors present. The head coach of the team of which a participant is a member shall have the full power to reinstate such participant's right to future participation on such team during the current season; however, the Board of Directors, by a three-fourths (3/4) vote of those present, will have veto rights over any decision made by a head coach.

SECTION IV – NOMINATION OF THE BOARD OF DIRECTORS

- A. A nominating committee shall form the Board of Directors slate of candidates. This committee shall consist of at least four (4) members, all of which may be current members of the Board of Directors. The members of this committee shall reflect as equal as possible the cheer/dance and football membership. It is recommended that to the extent possible the committee members not be running for election in the upcoming calendar year.
- B. The nominating committee shall be approved at a regular Board of Directors meeting in sufficient time prior to the annual election to solicit prospective candidates as new members of the Board of Directors to fill expiring terms. The committee shall serve until the annual election.
- C. The nominating committee will solicit self-nominations or nominations from the membership. The committee will confirm with the nominated party their desire to serve and be included on the ballot. Multiple candidates for a single office may be put forth for decision by the ASSOCIATION.
- D. The results of the nominating committee (i.e., the ballot) shall be published to the Board of Directors. The slate of candidates shall be approved by a majority of the Board of Directors present. The ballots shall be prepared under the jurisdiction of the election committee, herein described.

SECTION V – ELECTION OF THE BOARD OF DIRECTORS

- A. All members are encouraged to attend meetings of the Board of Directors unless the Board is in executive sessions that are not open to general members.
- B. The annual meeting of the ASSOCIATION shall be held the second Tuesday of

November each year (unless a different date is determined by a majority of the members of the Board of Directors) commencing at the time and place designated by the Secretary in writing at least ten (10) days prior to such meeting for the purpose of electing the Board of Directors for vacant positions or expiring terms and any other business presented before it. A vote for the purpose of electing the Board of Directors for vacant positions or expiring terms will be held only in the event that there are vacant positions or expiring terms.

- C. Only members of the ASSOCIATION in good standing that are also then currently members of the Board of Directors are entitled to vote on any matters. NO MEMBER THAT IS NOT ALSO THEN CURRENTLY A MEMBER OF THE BOARD OF DIRECTORS SHALL BE ENTITLED TO VOTE ON ANY MATTERS. Voting members are only entitled to vote for new members of the Board of Directors and any business placed before the membership. Each member of the Board of Directors shall be entitled to cast one vote for each open position or expiring term and any other business presented before it. Voting by proxy is not permitted.
- D. Any vacancy occurring on the Board of Directors, including by reason of increase in the number of positions on the Board of Directors, may be filled by the affirmative vote of the majority of the remaining members of the Board of Directors. A director elected to fill a vacancy shall be elected for the unexpired term of said director's predecessor in office and for his or her position as a member of the Board of Directors.
- E. Roberts Rules of Order shall govern the proceedings of all meetings, except where the same conflict with the Bylaws of the ASSOCIATION.
- F. Notice of any annual and special meeting of the members of the ASSOCIATION shall be posted to the calendar or schedule section of the website of the ASSOCIATION at least ten (10) days in advance thereof setting forth the place, time and purpose of the meeting; or in lieu thereof, notice may be given in such form as may be authorized by the members, from time to time, at regularly convened meetings. Proper notice shall be deemed completed if posted to the website of the ASSOCIATION at least ten (10) days in advance thereof as set forth herein.
- G. Special meetings of the members of the ASSOCIATION may be called at the request of five (5) members of the Board of Directors or by the Secretary or President at their discretion. Upon the written request of not less than one-third (1/3) of all the members of the ASSOCIATION, the Secretary or President shall call a special meeting to consider a specific subject. No business other than that specific in the notice of the special meeting shall be transacted at any special meeting of the members of the ASSOCIATION.

- H. An election committee composed of three (3) or more members, who are not running in the current election, shall be appointed by the President and approved by the Board of Directors. Said committee will be responsible for the following:
1. Preparation of ballots;
 2. Supervision of elections;
 3. Counting and recounting of ballots; and
 4. Notification of election results.

ARTICLE IV – BOARD OF DIRECTORS

SECTION I – CONSTRUCTION

- A. The Board of Directors shall consist of no less than fifteen (15) members in good standing with the ASSOCIATION.
- B. It is recommended that each Board member serve at least a term of two years. They need not be in the same position.
- C. It is recommended that nominations and elections occur each year for one half of the Board on the following schedule or otherwise as vacancies arise:
1. Odd years: President, Cheer Director, Secretary, Budget Officer, Asst. Athletic Director – Tackle Football, Asst. Athletic Director – Flag Football, Player Agent – Tackle Football, Asst. Player Agent – Cheer, Equipment Manager, Co-City Commissioner, Scholastics Agent, Fields Coordinator, Financial Aid Coordinator, Fundraising and Gameday Program Coordinator, Picture Day Coordinator.
 2. Even years: Vice-President, Athletic Director – Tackle Football, Athletic Director – Flag Football, Treasurer, Athletic Director – Challenger Program, Asst. Player Agent – Tackle Football, Player Agent – Cheer, Asst. Equipment Manager, Co-City Commissioner, Banquet and Trophies Coordinator, Marketing and Publicity Director.
- D. Website Coordinator, Cheer Uniform Manager, Merchandise Coordinator, Community Outreach Coordinator, and Snack Shack Coordinator(s) are Board of Director positions that are not subject to regular approval or vote by the members. These positions are appointed by the Board of Director. Any vacancy in one or more of these positions shall be filled by a majority vote of the Board of Directors.

- E. The outgoing President nominally fills the position of Parliamentarian. There are no elections for this position. If the outgoing President chooses not to serve, the position will be left vacant.
- F. No current board member will be opposed for any position more frequently than every two years. This is in effect even when different positions are held on successive years.
- G. A single person may fill more than one position but may not have more than a single vote on any matter.
- H. All Board members shall be subject to pass a mandatory Background Check (e.g., Live Scan or equivalent).
- I. Vacated offices, by resignations or by any other means shall be appointed by the President, with the approval of the Board, to fulfill the remainder of that calendar year of said offices.

SECTION II – POWER TO TRANSACT BUSINESS

- A. Eight (8) members of the Board of Directors shall constitute a quorum. Each act of the Board of Directors present or by proxy at a meeting when a quorum is present shall be regarded as an act of said Board, and the ASSOCIATION.
- B. Subject to the limitation of the bylaws and the laws of the State of California, all powers of the ASSOCIATION, shall be exercised by or under the authority of the Board of Directors, and the Board of Directors shall control the business affairs of the ASSOCIATION.
- C. The Board of Directors is empowered to do the following:
 - 1. Remove all officers, agents, and employees of the ASSOCIATION in the manner set forth herein. Prescribe such powers and duties for the officers, agents, and employees as shall be consistent with the law, and the Bylaws, and fix compensation for faithful service.
 - 2. Borrow money and incur indebtedness to accomplish the purpose of the ASSOCIATION, and cause to be executed and delivered in the ASSOCIATION'S name, promissory notes, bonds, contracts, deed of trust, mortgages, pledges, or other evidences of debt, and provide security for the same.
 - 3. Accept charitable contributions and extend the same to accomplish the purpose of the ASSOCIATION, provided that such activities do not contravene the Bylaws of this ASSOCIATION.

4. Maintain regulatory jurisdiction to all membership as prescribed herein.
5. Authorize an officer or agent to enter into any contract or execute any instrument in the name of and/or in behalf of the ASSOCIATION. Such authority must be in writing and must be confined to specific instances. Unless so authorized by the Board of Directors, no officer, agent, or employee shall have any authority to bind the ASSOCIATION, to pledge its credit, or to render it liable for any propose or to any amount.
6. A vacancy shall be deemed to exist in the case of death, resignation, or removal of a Director. Should the count of members on the Board of Directors total less than six (6), individuals elected by a majority of the remaining Directors, or by a sole remaining Director may fill the vacancies. Each Director so elected shall hold office until replaced by persons eligible for the Board of Directors as specified in these Bylaws.
7. All other activities necessary to promote the purpose of the ASSOCIATION.

SECTION III – DUTIES OF THE BOARD OF DIRECTORS

A. OFFICERS AND QUALIFICATION

1. In general, the positions of the Board of Directors of the ASSOCIATION shall consist of: President, Vice-President, Treasurer, Asst. Treasurer; Budget Officer, Secretary, Athletic Director – Tackle Football, Asst. Athletic Director – Tackle Football, Athletic Director – Flag Football, Asst. Athletic Director – Flag Football, Cheer Director, Asst. Director - Cheer; Athletic Director – Challenger Program, Player Agent – Tackle Football, Asst. Player Agent – Tackle Football, Player Agent - Cheer, Asst. Player Agent – Cheer, Equipment Manager, Asst. Equipment Manager, Co-City Commissioners (2), Scholastic Agent, Financial Aid Coordinator, Fundraising and Gameday Program Coordinator, Banquet and Trophies Coordinator, Picture Day Coordinator, and Marketing and Publicity Director.
- B. Only current members of the ASSOCIATION are eligible for serving as an officer of the ASSOCIATION.
- C. The President may not hold any TACKLE OR CHEER head coaching position.
- D. It is recommended, though not mandatory, that the President have served on the Board of Directors in one of the following positions: Vice President, Athletic Director – Tackle Football, Cheer Director, Flag, or Treasurer.

E. PRESIDENT

1. The President shall preside at all regular and special meetings of the Board of Directors.
2. The president shall appoint, or cause to be appointed, all special committees.
3. The President shall be the Chief Executive Officer of the ASSOCIATION and shall, subject to the control of the Board of Directors, have general supervision and direction of the business and affairs of the ASSOCIATION.
4. The President shall not vote on any matter before the Board of Directors for consideration except in the event of a tie for votes requiring a simple majority. The President's vote shall be recorded, when a tie-breaking vote is cast. The President shall cast a vote for matters that require more than a simple majority.
5. The President or his/her appointee will represent the ASSOCIATION at all CONFERENCE meetings or functions of any other regional or national affiliated organizations.
6. The President shall recommend appointments for all vacancies to the Board of Directors within 30 days of said vacancies and the Board of Directors must approve these recommendations in accordance with these Bylaws.
7. If the President fails to appoint an individual to a vacant office within 30 days of said vacancy, any board member of the Board of Directors may place in nomination a member of the Association, subject to a majority vote of the Board of Directors.

F. VICE PRESIDENT

1. In the absence of the President, the Vice President shall perform all the duties of the President and when so acting, shall have all power of, and be subject to all the restrictions upon the President.
2. The Vice President shall have such other powers and perform such other duties as from time to time may be prescribed for him/her by the President or the Board of Directors. In case of a vacancy in the office of the President, the Vice President shall automatically succeed to that office.
3. The Vice President shall be one of at least three listed signatories for all checks and disbursements for the ASSOCIATION, subject to any

established rules and policies of the ASSOCIATION.

G. TREASURER

1. The Treasurer shall maintain or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the ASSOCIATION including assets, liabilities, receipts, disbursements, gains, losses, capital, and all income of any sort and kind derived from and of the activities of the organization. Upon demand of the Board of Directors, the Treasurer, by appointment, shall permit such Directors to inspect any or all of the accounts.
2. The Treasurer shall promptly deposit all moneys and other valuables in the name of and to the credit of the ASSOCIATION with such depositories as shall be designated by the Board of Directors.
3. The Treasurer shall disburse the funds of the ASSOCIATION in such manner as may be ordered by the Board of Directors.
4. The Treasurer shall render, to the Board of Directors, whenever they request it, an account of all transactions and of the financial conditions of the ASSOCIATION.
5. The Treasurer shall have such other powers and perform such other duties as may be prescribed by the Board of Directors and these Bylaws.
6. The Treasurer shall be responsible for filing and paying all taxes with the approval of the Board of Directors.
7. The Treasurer shall chair the annual budget committee.
8. The Treasurer, with the permission of the Board, has the authority to hire appropriate assistance to do the basic bookkeeping for the ASSOCIATION.
9. The Treasurer shall be one of at least three listed signatories for all checks and disbursements for the ASSOCIATION, subject to any established rules and policies of the ASSOCIATION.

H. ASSISTANT TREASURER

1. The assistant treasurer shall assist and support the Treasurer with all responsibilities and duties.

I. BUDGET OFFICER

1. The Budget Officer shall direct and coordinate activities of personnel responsible for formulation, monitoring, and presentation of budgets for controlling funds to implement ASSOCIATION objectives.
2. The Budget Officer shall review operating budgets periodically to analyze trends affecting budget needs.
3. The Budget Officer shall consult with members of the Board of Directors to ensure adjustments are made in accordance with program changes in order to facilitate long-term planning.
4. The Budget Officer shall direct preparation of regular and special budget reports to interpret budget directives and to establish policies for carrying out directives.
5. The Budget Officer shall have such other powers and perform such other duties as may be prescribed by the Board of Directors and these Bylaws.
6. The Budget Officer, with the permission of the Board, has the authority to hire appropriate assistance to help prepare regular or special budgets for the ASSOCIATION.
7. The Budget Officer shall be one of at least three listed signatories for all checks and disbursements for the ASSOCIATION, subject to any established rules and policies of the ASSOCIATION.

J. SECRETARY

1. The Secretary shall keep or cause to be kept, a book of minutes at the principal office, or such other place the President may order, of all meetings of the Directors, the general membership, and officers, with the time and place of holding, whether regular or special, and if special, how authorized, and notice hereof given, the names of those present at these meetings, and the proceeding thereof.
2. The Secretary shall keep or cause to be kept, at the principal office, or at such other place as the Board of Directors may order, a register, showing the names of the Directors and their address, and the date of their appointment and/or election to the office.
3. The Secretary shall give, and cause to be given, notice of all regular, or special meetings to all members of the Board of Directors, as outlined in these Bylaws.

4. The Secretary shall be the custodian of the Articles of Incorporation, Bylaws, and any established rules and policies of operation.
5. The Secretary shall have such other powers and perform such other duties as may be proscribed by the Board of Directors, or by these Bylaws.
6. The Secretary shall cause to be kept a current roster of the membership in the ASSOCIATION.
7. The Secretary shall transmit to the Board of Directors a copy of the minutes of each meeting within two weeks after the scheduled meeting, or as otherwise requested by the Board of Directors.
8. The Secretary shall prepare and coordinate correspondence and communication on behalf of the President and the Board of Directors.
9. The Secretary shall assist in the publication of flyers, posters, etc. required to promote the ASSOCIATION.

K. TACKLE FOOTBALL ATHLETIC DIRECTOR

1. In the absence of the President and the Vice President, the Tackle Football Athletic Director shall perform all the duties of the President and when so acting, shall have all power of, and be subject to all the restrictions upon the President.
2. The Tackle Football Athletic Director shall have such other powers and perform such other duties as from time to time may be prescribed for him/her by the President or the Board of Directors. In case of a vacancy in the office of the President and Vice President, the Tackle Football Athletic Director shall automatically succeed to the office of President.
3. The Tackle Football Athletic Director shall accept all applications of tackle football head coaches and assistant coaches and shall give recommendations for approval or disapproval to the Board of Directors for final selection.
4. The Tackle Football Athletic Director shall confirm, or cause to be confirmed, all tackle football athletic scheduled arrangements one week prior to the event. Also, he/she should determine if there is a conflict for uniform game jersey colors and, if so, arrange for one team to change jerseys for that contest only.
5. Any suspension, be it tackle football participant or tackle football coaching personnel, shall be investigated by the Tackle Football Athletic

Director and the Tackle Football Athletic Director shall present the case to the Board of Directors as required.

6. The Tackle Football Athletic Director shall serve as the primary interface to all tackle football head coaches in all matters, including but not limited to weekly schedules, changes to schedules, pre-season activities, and is responsible for addressing team issues and concerns.

L. ASSISTANT TACKLE FOOTBALL ATHLETIC DIRECTOR

1. For succession planning, it is recommended that the Tackle Football Athletic Director nominate for election of an Assistant Athletic Director who would be groomed to assume the Tackle Football Athletic Director Board position upon which time the Tackle Football Athletic Director retires or resigns from the Board.
2. The Assistant Athletic Director would have such other powers and perform such other duties as from time to time may be prescribed for him/her by the Tackle Football Athletic Director or the Board of Directors.

If the Flag Football Athletic Director chooses not to nominate a candidate for the Assistant Athletic Director, any member of the Board may nominate a candidate.

M. FLAG FOOTBALL ATHLETIC DIRECTOR

1. The Flag Football Athletic Director shall have such other powers and perform such other duties as from time to time may be prescribed for him/her by the President or the Board of Directors.
2. The Flag Football Athletic Director shall accept all applications for flag football head coaches and assistant coaches and shall give recommendations for approval or disapproval to the Board of Directors for final selection.
3. The Flag Football Athletic Director shall confirm, or cause to be confirmed, all football athletic scheduled arrangements one week before the event. Also, he/she should determine if there is a conflict for uniform game jersey colors and, if so, arrange for one team to change jerseys for that contest only.
4. Any suspension, be it a flag football participant or flag football coaching personnel, shall be investigated by the Flag Football Athletic Director and the Flag Football Athletic Director shall present the case to the Board of Directors as required.

5. The Flag Football Athletic Director shall serve as the primary interface to all flag football head coaches in all matters, including but not limited to weekly schedules, changes to schedules, pre-season activities, and is responsible for addressing flag football team issues and concerns.

N. ASSISTANT FLAG FOOTBALL ATHLETIC DIRECTOR

1. For succession planning, it is recommended that the Flag Football Athletic Director nominate for election of an Assistant Athletic Director who would be groomed to assume the Flag Football Athletic Director Board position upon which time the Flag Football Athletic Director retires or resigns from the Board.
2. The Assistant Athletic Director would have such other powers and perform such other duties as from time to time may be prescribed for him/her by the Flag Football Athletic Director or the Board of Directors.
3. If the Flag Football Athletic Director chooses not to nominate a candidate for the Assistant Athletic Director, any member of the Board may nominate a candidate.

O. ATHLETIC DIRECTOR – CHALLENGER PROGRAM

1. The Challenger Program Athletic Director shall have such other powers and perform such other duties as from time to time may be prescribed for him/her by the President or the Board of Directors.
2. The Challenger Program Athletic Director shall accept all applications of Challenger football head coaches and assistant coaches and shall give recommendations for approval or disapproval to the Board of Directors for final selection.
3. The Challenger Program Athletic Director shall confirm, or cause to be confirmed, all football athletic scheduled arrangements one week before the event. Also, he/she should determine if there is a conflict for uniform game jersey colors and, if so, arrange for one team to change jerseys for that contest only.
4. Any suspension, be it a Challenger football participant or challenger football coaching personnel, shall be investigated by the Challenger Program Athletic Director and the Challenger Program Athletic Director shall present the case to the Board of Directors as required.
5. The Challenger Program Athletic Director shall serve as the primary interface to all Challenger football head coaches in all matters, including but not limited to weekly schedules, changes to schedules, pre-season

activities, and is responsible for addressing Challenger football team issues and concerns.

P. CHEER DIRECTOR

1. In the absence of the President, the Vice President, and the Tackle Football Athletic Director, the Cheer Director shall perform all the duties of the President and when so acting, shall have all power of, and be subject to all the restrictions upon the President.
2. The Cheer Director shall have such other powers and perform such other duties as from time to time may be prescribed for him/her by the President or the Board of Directors. In case of a vacancy in the office of the President, Vice President, and Athletic Director, the Cheer Director shall automatically succeed to the office of President.
3. The Cheer Director or his/her appointee shall attend all required CONFERENCE, regional, or national affiliation meetings.
4. The Cheer Director shall accept all applications of Cheer head coaches and assistant coaches and shall give recommendations for approval or disapproval to the Board of Directors for final selection.
5. The Cheer Director shall confirm, or cause to be confirmed, all cheer athletic scheduled arrangements one week before the event.
6. Any suspension, be it cheer participant or cheer coaching personnel, shall be investigated by the Cheer Director and the Cheer Director shall present the case to the Board of Directors as required.
7. The Cheer Director shall serve as the primary interface to all cheer Head Coaches in all matters, including but not limited to weekly schedules, changes to schedules, pre-season activities, and is responsible for addressing team issues and concerns.

Q. ASSISTANT CHEER DIRECTOR

1. The Assistant Cheer Director will assist and support the Cheer Director with all of the Cheer Director's responsibilities and duties.

R. FOOTBALL PLAYER AGENTS (Tackle)

1. It is recommended that there be a Tackle Player Agent and an Assistant Tackle Player Agent.
2. The Football Player Agents shall be in charge of all registrations of

players, including but not limited to, proper applications, verifications of birth date, payment of fees, and medical approval. The Player Agents shall maintain, or cause to be maintained, a complete record of each player, and his/her team assignment.

3. The Football Player Agents shall be responsible for fee and deposit collection from applicants and participants and shall cause to be kept a complete record of such collections.
4. The Football Player Agents shall turn over said moneys to the Treasurer for deposit.
5. The Football Player Agents shall accept all applications for General Managers and shall cause to be recommended for approval or disapproval to the Board of Directors for final selection.
6. The Football Player Agents, or his/her appointee, will represent the ASSOCIATION at all Player Agent meetings.
7. The Football Player Agents shall act as the primary interface to all the General Managers. The responsibilities of the Football Player Agents include, but are not limited to, addressing certification matters of participants and adult volunteer positions at the team level and will liaise with the team managers to create and maintain all assigned team rosters.

S. CHEER PLAYER AGENT

1. It is recommended that there be a Cheer Player Agent and an Assistant Cheer Player Agent.
2. The Cheer Player Agent shall be in charge of all registrations of participants, including but not limited to, proper applications, verifications of birth date, payment of fees, and medical approval. The Cheer Player Agent shall maintain, or cause to be maintained, a complete record of each participant, and his/her squad assignment.
3. The Cheer Player Agent shall be responsible for fee and deposit collection from applicants and participants and shall cause to be kept a complete record of such collections.
4. The Cheer Player Agent shall turn over said moneys to the Treasurer for deposit.
5. The Cheer Player Agent shall accept all applications for general managers and shall cause to be recommended for approval or disapproval to the Board of Directors for final selection.

6. The Cheer Player Agent, or his/her appointee, will represent the ASSOCIATION at all Player Agent meetings.
7. The Cheer Player Agent shall act as the primary interface to all the general managers. The responsibilities of the Cheer Player Agent include, but are not limited to, addressing certification matters of participants and adult volunteer positions at the team level and will liaise with the team managers to create and maintain all assigned team rosters.

T. ASSISTANT PLAYER AGENTS (Tackle and Cheer)

1. For succession planning, it is recommended that the Player Agents nominate for election of an Assistant Player Agent who would be groomed to assume the applicable Player Agent Board position upon which time the applicable Player Agent retires or resigns from the Board.
2. Any Assistant Player Agent would have such other powers and perform such other duties as from time to time may be prescribed for him/her by the applicable Player Agent or the Board of Directors.
3. If the applicable Player Agent chooses not to nominate a candidate for an Assistant Player Agent, the position will be left vacant.

U. EQUIPMENT MANAGERS

1. It is recommended that there be an Equipment Manager and an Assistant Equipment Manager.
2. The Equipment Managers will handle all purchases of athletic equipment and will also be in full charge of uniforms and all club equipment, all subject to the approval of the Board of Directors. If a purchase is not included within the current budget and must be made before the next scheduled board meeting, the Equipment Managers must secure the approval of the President, Vice-President, Tackle Football Athletic Director, and Treasurer before a purchase is made.
3. The Football Equipment Mangers will maintain a complete and up-to-date record of all equipment, including but not limited to, the person in charge, approved vendors, exact count on all equipment issued, and where stored when not in use, with adequate insurance coverage. A copy of this record shall be submitted to the Secretary for the ASSOCIATION file. The Secretary shall be informed of any revisions to this record.

V. FIELDS COORDINATOR

1. The Fields Coordinator shall obtain the practice and playing fields

requirements from the Board of Directors.

2. The Fields Coordinator shall establish contact with the appropriate High School, School District, or other organization to arrange for use of the practice and playing fields.
3. The Fields Coordinator shall obtain and complete the forms, obtain payments from the Treasurer, and deliver the same as appropriate.
4. The Fields Coordinator shall assist in ensuring a proper and safe playing environment.
5. The Fields Coordinator will coordinate with the referee and the respective High School, School District, or other organization regarding the correction of any and all hazardous conditions on or near the playing or practice fields.
6. At game day sites, the Fields Coordinator shall oversee operations which include the following:
 - a. Insuring fields are set-up one hour before game start and all equipment is stored away at the end of the game day and the respective sites are secure.
 - b. Insuring appropriate volunteer or employed personnel are in place for operation of the scoreboard and announcer.
 - c. Coordinate with respective High School Athletic Directors or PVPUSD personnel for scheduling and other appropriate information necessary for operation of the site.

W. CO-CITY COMMISSIONERS (at least two (2) positions)

1. It is recommended that there be at least two (2) Co-City Commissioners.
2. The Co-City Commissioners shall be responsible for providing cheer and football deputy commissioners, as applicable, at each tackle football game played on home fields. The City Commissioner will perform, or cause to be performed all tasks defined in accordance with the rules of the CONFERENCE, regional or national affiliate.
3. The Co-City Commissioners shall be in charge of all the activities for the games played on home fields, be they on the field, on the sidelines, and in the spectator areas. This includes, but is not limited to, certification of all teams and ensuring that minimum play requirements (MPR) or equivalent are met by all teams and that proper MPR or equivalent

records are maintained.

4. The Co-City Commissioners will maintain CONFERENCE, regional, or national affiliate required records of all games, and will submit those records to the CONFERENCE, regional or national affiliate designated as outlined in the current CONFERENCE administrative manual or operating procedures for that year.
5. The Co-City Commissioners will ensure that referees for all games played on home fields are compensated by the ASSOCIATION and that proper records are kept and submitted to the ASSOCIATION and the regional or national affiliate in a timely manner.

X. SCHOLASTIC AGENT

1. The Scholastic Agent shall coordinate with the CONFERENCE, regional or national Scholastic Agent such that scholastic requirements for participation are clearly understood and communicated to the ASSOCIATION.
2. The Scholastic Agent shall be responsible for collecting and providing required data to the CONFERENCE, and the regional or national affiliated organizations regarding the ASSOCIATION'S eligible scholarship candidates for local and national honors.
3. The Scholastic Agent shall coordinate with each head coach to ensure school-related events and study schedules are given appropriate consideration when scheduling ASSOCIATION practices or events.

Y. FINANCIAL AID COORDINATOR

1. The Financial Aid Coordinator is responsible for coordinating all activities related to financial aid applications.
2. The Financial Aid Coordinator will communicate with potential participants regarding the availability of financial aid assistance and co-payment options.
3. The Financial Aid Coordinator shall collect all financial aid applications and present the same to the Board of Directors for review and approval as appropriate.
4. The Financial Aid Coordinator will liaise with the Treasurer and Budget Officer to determine the amount of restricted funds available for financial aid assistance and reflect any application of restricted funds to financial aid assistance in the books and records of the ASSOCIATION.

5. The Financial Aid Coordinator shall assist the Fundraising and Game Day Program Coordinator in instituting events meant to increase the availability of restricted funds used to provide financial aid assistance to participants.

Z. FUNDRAISING AND GAMEDAY PROGRAM COORDINATOR

1. The Fundraising and Gameday Program Coordinator shall be responsible for creating, managing, promoting, and reporting fundraising and sponsorship programs for the ASSOCIATION to meet the financial needs of the ASSOCIATION.
2. The Fundraising and Gameday Program Coordinator shall also perform the following functions:
 - a. Works with the Treasurer and other Board members in determining fundraising and sponsorship goals that support operational financial needs.
 - b. Reviews fundraising opportunities for the ASSOCIATION as a whole and establishes schedules, events, and activities throughout the year, including assisting the Snack Shack Coordinator with game day vendors (food, drinks, etc.).
 - c. Articulates fundraising requirements and works with the Marketing and Publicity Coordinator to ensure full awareness of requirements, expectations, and status across all constituents.
 - d. Creates and submits for review a fundraising plan in February of each year, to include any proposed rewards or team/squad incentives to encourage fundraising.
 - e. Reviews and approves any/all fundraising requests from vendors, teams, coaches, and/or participant families.
 - f. Creates a network of community partners for sponsorships and works to enlist assistance from participant families to secure sponsorships.
 - g. Defines all sponsorship levels and ensures fulfillment of sponsors, including working with the Marketing and Publicity Coordinator as needed in providing announcer scripts, managing banner production, advertising, social media, web presence, or any other elements promised in return for sponsorship.
 - h. Leads any fundraising events and works with participants and

their families for events that require active volunteers/participation for success.

AA. BANQUET AND TROPHIES COORDINATOR

1. The Banquet and Trophies Coordinator shall coordinate with trophy suppliers and prepare a report for the Board of Directors to evaluate.
2. Order all trophies and other recognition memorabilia before the end-of-year Banquet.
3. Ensure that all trophies arrive and are set up before the end-of-year Banquet.
4. Coordinates end-of-year Banquet by handling location selection, menu choices, staffing, ticket sales, revenue collection, and expense disbursements for Banquet events in concert with the Treasurer and the Budget Officer.
5. Solicits volunteers from participants and parents to help coordinate the end-of-year Banquet.

BB. PICTURE DAY COORDINATOR

1. The Picture Day Coordinator organizes and runs the ASSOCIATION's picture day for tackle, flag, and cheer programs.
2. Develops and distributes picture day schedules.
3. Confirms arrangements with the photographer.
4. Makes sure that the teams are organized and on time.
5. Assists the photographer as needed.
6. Plans and manages a make-up picture day as needed.
7. Distributes pictures to the teams.
8. Makes arrangements with the photographer for the following year.

CC. MARKETING AND PUBLICITY COORDINATOR

1. The Marketing and Publicity Coordinator shall be responsible for all marketing, branding, social media, and other communications from and about the ASSOCIATION.

2. The Marketing and Publicity Coordinator shall also perform the following functions:
 - a. Coordinates with all Board members for event, activity, volunteer, status, and other communications going to its participant families, past families, and/or the public.
 - b. Creates a schedule and plan for all marketing and communications during and outside of the season.
 - c. Assists the Website Coordinator with managing and updating the ASSOCIATION's website.
 - d. Manages and controls all social media.
 - e. Manages, enforces, and controls the brand and graphic standards.
 - f. Produces all signage and printed materials.
 - g. Reviews and approves all communications (printed, audio, electronic, etc.).
 - h. Drives registration promotion, public relations, and other interest stories.
 - i. With the President, is responsible for any media inquiries and relationships.
 - j. Proactively promotes the ASSOCIATION all year and drives awareness of academic, athletic, and community success.
 - k. Leads and initiates communications regularly and educates participants, partners, and communities on the ASSOCIATION.
 - l. Submits the ASSOCIATION for inclusion and exposure in all promotions, including contests, marketing, and visibility opportunities as appropriate.

SECTION IV – BOARD OF DIRECTOR MEMBERS NOT SUBJECT TO VOTING

A. BOARD ADVISOR

1. Provides general legal and business advice to the Board on both an operating and structural basis.

B. PARLIAMENTARIAN

1. The out-going President shall remain as a voting member of the Board of Directors, serving as the Parliamentarian. The Parliamentarian shall advise the in-coming President in any area the President shall designate and shall serve in any capacity that will insure a harmonious transition from one Board of Directors to the next.

C. WEBSITE COORDINATOR

1. The Website Coordinator is responsible for maintenance of the information and content on the ASSOCIATION website.

D. CHEER UNIFORM MANAGER

1. The Cheer Uniform Manager will handle all purchases of cheer equipment and will also be in full charge of uniforms and all cheer equipment, subject to the approval of the Board of Directors.
2. The Cheer Uniform Manager will maintain a complete and up-to-date record of all equipment, including but not limited to, the person in charge, approved vendors, exact count on all equipment issued, and where stored when not in use, with adequate insurance coverage.
3. A copy of this record shall be submitted to the Secretary for the ASSOCIATION file. The Secretary shall be informed of any revisions to this record.

E. SNACK SHACK COORDINATOR(S)

1. It is recommended that there be at least two (2) Snack Shack Coordinators: one (1) for Palos Verdes High School and one (1) for Peninsula High School. The Snack Shack Coordinator(s) shall work to provide a well-functioning snack shack during all games played at the ASSOCIATION'S home fields. The Snack Shack Coordinator(s) shall work with the Merchandise Coordinator which may include the sale of game day programs, tee shirts, hats, jackets, blankets, etc., in addition to the normal snack shack food items.

F. MERCHANDISE COORDINATOR

1. The Merchandise Coordinator shall oversee the sale of ASSOCIATION merchandise, such as game day programs, tee shirts, hats, jackets, blankets, etc.
2. Tracks and maintains records of all inventory owned by the

ASSOCIATION.

3. Reports monthly on status of inventory, margins, and sales.
4. With the Treasurer, manages and maintains relationship with credit card processing vendor.
5. Responsible for possession and maintenance of any equipment associated with processing credit cards.
6. Handles all payments and revenue related to merchandise sales.
7. Coordinates purchase of any official coaching/staff attire, communicating with team parents and coaches to order and distribute.
8. Coordinates purchase and distribution of pink Breast Cancer/October items for teams.
9. Provides the Board of Directors with personnel needs for game-day merchandise workers as well as for set-up and tear-down.
10. Oversees all set-up and tear-down or assigns proxy on game days.
11. Responsible for maintenance of all records and inventory of merchandise items and tent.
12. Proposes merchandise budget for purchases and proposed income to the Treasurer for inclusion in the budget subject to approval by the Board.
13. Selects and manages all vendor relationships related to merchandise production, purchase, and delivery.
14. Reports and accounts for all transactions, turning all funds to Treasurer in a timely manner.
15. Reports monthly to Board on financial status.

G. COMMUNITY OUTREACH COORDINATOR

1. The Community Outreach Coordinator is responsible for encouraging and promoting all aspects of community service in the ASSOCIATION, including the successful execution of processes, opportunities, and protocols prescribed by national, regional, and local leadership.
2. The Community Outreach Coordinator assists coaches in delivering personal recognition of their participants to create community and pride

in achievement.

3. The Community Outreach Coordinator works with coaches and participant parents to provide opportunities for teams to give back and participate in charitable activities.
4. The Community Outreach Coordinator maintains awareness of all activities and reports to the Board of Directors, serving as the liaison between teams/participants and the Marketing and Publicity Coordinator to ensure communication to the ASSOCIATION, public media, and other outlets as a means of promoting the ASSOCIATION and recognizing teams, coaches, staff, and leaders for demonstrating a culture of giving back.

ARTICLE V – NON-VOTING BADGED PERSONNEL

SECTION I – APPROVAL OF BADGED PERSONNEL

- A. The Board of Directors, as defined by the CONFERENCE Bylaws and rules and policies, must approve any ASSOCIATION member requiring a badge, annually.
- B. All “badged” personnel must be approved annually. There is no carryover from one year to the next. The “badged” person’s approval automatically terminates upon the earliest of: (a) December 31 of the current calendar year and (b) the end of the current season, including playoffs and championships.

SECTION II – SELECTION OF COACHES

A. FOOTBALL AND CHEER HEAD COACHES

1. Head coaches shall be selected annually by the Board of Directors, subject to approval by the CONFERENCE Executive Board. In voting for a head coach in any division, any individual running for the position of head coach must receive a majority vote of the Board of Directors present, which will constitute acceptance of that individual for the position of head coach in that division.
2. The head coach of any football, cheer, or dance team is not eligible to hold a voting Board Director position within the ASSOCIATION.
3. Sequence of the voting procedure and acceptance of a head coach to any particular division, as outlined above, must be conducted at any one continuous meeting of the Board of Directors called for such purpose.
4. The head coaches shall exhibit conduct that shall be consistent with all

bylaws, rules, regulations, and standing rules of the CONFERENCE and the ASSOCIATION outlining a coach's behavior and responsibilities.

5. The football head coach shall be in charge of, and responsible for, all practice sessions and games that are held during the season. He/she shall be the final authority as to player positions. He/she shall determine type of offense and defense utilized. In short, he/she shall be the head of his/her team and responsible for its conduct at all times.
6. The cheer head coach shall be in charge of, and responsible for, all practice sessions and performances that are held during the season. He/she shall be the final authority as to the type and details of any performance. In short, he/she shall be the head of his/her squad and responsible for its conduct at all times.
7. The head coach shall have full disciplinary and means of disciplinary action over his/her team/squad at all times. However, for permanent cuts, of a player or cheerleader from the team or squad, the Athletic Director or Cheer Director shall be notified in writing of the cut stating cause of action.

B. FOOTBALL AND CHEER ASSISTANT COACHES

1. The approved head coach puts the assistant coaches for each team forth for consideration.
2. The Tackle and Flag Football Athletic Directors and the Cheer Director will provide recommendations for approval or disapproval to the Board of Directors for final selection.
3. The Board of Directors shall approve or disapprove by a majority vote the names put forth for nomination by the head coach. The Board of Directors may not approve a candidate that has not been submitted by the head coach but retains the right to disapprove a candidate brought forth by the head coach.
4. There shall be no more than five (5) assistant coaches for any team. The Board of Directors must approve deviations.
5. The assistant coaches shall exhibit conduct that shall be consistent with and subject to all Bylaws, rules, regulations, and standing rules of the CONFERENCE and the ASSOCIATION outlining a coaches' behavior and responsibilities.

ARTICLE VI – MEETINGS OF THE BOARD OF DIRECTORS

SECTION I – REGULAR MEETINGS

There shall be regular meetings of the Board of Directors. The number of meetings, dates, times, and locations will be established by the Board of Directors.

SECTION II – SPECIAL MEETINGS

- A. Special meetings of the Board of Directors may be called at any time, for any reason, in any of the following ways:
 - 1. By the President;
 - 2. By the Vice President; or
 - 3. By three Board of Directors.
- B. A special meeting may be declared closed by two-thirds (2/3) vote of the Board of Directors present.
- C. A special meeting may be called via email or other electronic method and the Board may accept a vote by electronic or email communication.

SECTION III – EMERGENCY MEETINGS

- A. The President may call emergency meetings at any time. In the event of the absence, disability, or refusal to act by the President, the Vice President or a majority of the Board of Directors may call an emergency meeting.
- B. Emergency meetings may be called without providing written notice of such meeting. However, an emergency meeting shall be called only when a bonafide emergency exists and when time will not permit the giving of written notice as required by these Bylaws.

SECTION IV – NOTICE OF MEETINGS

- A. Notice of all regular and special meetings shall be given to each Board of Director by publication, phone, and/or mail, a minimum of three (3) days before such meeting. Notice of all special meetings shall specify, in addition to the time and place of such meeting, the general nature of the business to be conducted.
- B. Notice of all emergency meetings shall be given to each Board of Directors in the most expeditious manner.

ARTICLE VII – MISCELLANEOUS

SECTION I – ORDER OF BUSINESS

All business will be patterned after Roberts Rules of Order. However, if Robert's Rules of Order conflict with the ASSOCIATION Bylaws, the latter shall take precedence.

SECTION II – ADJOURNMENT

A majority of the Board of Directors present may adjourn any of its meetings to future stated dates and times.

SECTION III – RECORDS

All records pertaining to the operation of the ASSOCIATION, such as player records, insurance policies, claims, waivers, releases, and all other ASSOCIATION's records shall be kept at the principal place of business of the ASSOCIATION, or such other place as the Board of Directors, or these Bylaws may order.

SECTION IV – CONTRACTS

- A. Any and all contracts may be executed in the name of the ASSOCIATION and shall be in such form as shall not be inconsistent with the Bylaws, and shall be approved by the Board of Directors, or by their fully authorized representatives.
- B. All contracts authorized by the Board of Directors, or its representatives, shall be signed by the President, or in his/her absence, by the Vice President.

SECTION V – ORDER OF PRECEDENCE

The CONFERENCE Bylaws, rules, and policies shall be the first order documents for the ASSOCIATION. The ASSOCIATION Bylaws, policies, and procedures may be more restrictive than the CONFERENCE Bylaws, rules, and policies, but not less and thus are in effect as written.

ARTICLE VIII – COMMITTEES

The President of the ASSOCIATION is hereby granted the power to create committees. All committee action is subject to ratification by the Board of Directors.

ARTICLE IX – ASSOCIATION FEES

The Board of Directors shall determine annual membership fees in the ASSOCIATION along with all security deposits and additional assessments.

ARTICLE X – BUDGET

The Budget Officer of the ASSOCIATION will submit to the Board of Directors, for their approval, a budget for the coming year. The proposed budget will include a breakdown by general categories of estimated income and expenses for the coming season.

ARTICLE XI – FINANCIAL DISBURSEMENT

- A. The payments of the ASSOCIATION, so authorized by the Board of Directors, shall be made on ASSOCIATION checks requiring any one (1) of three (3) signatures, the Vice President, the Treasurer, or the Budget Officer for amounts of \$1,000 or less.
- B. The payments of the ASSOCIATION, so authorized by the Board of Directors, shall be made on ASSOCIATION checks requiring any two (2) of three (3) signatures, the Vice President, the Treasurer, or the Budget Officer for amounts of \$1,001 or greater.
- C. Disbursements will be presented by the Treasurer to the Board for their approval each month.
- D. This ASSOCIATION, and the membership thereof, shall not disburse any moneys to any organization with which they might affiliate without first receiving in written the following from said affiliate:
 - 1. A list of said organization's officers and Board of Directors;
 - 2. Copies of minutes of all regular and special meetings of said organizations for that calendar year;
 - 3. A copy of said organization's constitution and bylaws; and
 - 4. A certified annual financial statement of said organization

ARTICLE XII – DISBANDMENT

SECTION I – DISBANDMENT BY BOARD OF DIRECTORS

This ASSOCIATION may be disbanded only on a two-thirds (2/3)-majority vote of the Board of Directors. (All Board of Directors must be present for a disbandment vote.)

SECTION II – DISTRIBUTION OF ASSETS

- A. Upon the dissolution of the ASSOCIATION, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code,

or shall be distributed to any non-profit or charitable organization located in one of the four cities on the Palos Verdes Peninsula. Such organization(s) shall be chosen by a two-thirds (2/3) majority of the Board of Directors.

- B. Should the Board of Directors fail to agree, or act within the time provided by the law pertaining to California non-profit organizations, and in no case more than twelve (12) months after approval of disbandment, and then the moneys and assets shall be granted equally to the four cities residing on the Palos Verdes Peninsula, for a public purpose.

ARTICLE XIII – ZERO TOLLERANCE POLICY FOR ABUSE

The ASSOCIATION shall maintain a zero tolerance abuse for any form of abuse in accordance with these Bylaws and applicable law. The zero tolerance abuse policy for any form of abuse is set forth in Appendix I hereto, which may be amended, supplemented or otherwise modified from time to time by a majority vote of the Board of Directors.

ARTICLE XIV - AMENDMENTS TO BYLAWS

Proposed amendments to these bylaws shall be presented in writing at a regular or special Board of Directors meeting and must be approved by two-thirds (2/3) of the Board of Directors.

APPENDIX I
TO PALOS VERDES YOUTH FOOTBALL & CHEER, INC. BYLAWS

***Zero
Tolerance
Policy against Abuse***

Palos Verdes Youth Football & Cheer, Inc. (the “Association”) has a zero tolerance rule for any form of abuse. In particular, child abuse has become a growing concern within recent years and can take many forms including verbal abuse, physical abuse, emotional abuse, and sexual abuse. The Association is committed to providing a safe environment for its members and participants, and to prevent abusive conduct in any form by any person associated with the team. Every member of this Association is responsible for protecting our participants and ensuring their safety and well-being. Any form of child abuse/molestation reported will be dealt with swiftly and severely by the Association and the Conference.

To this end, the Association has established the following guidelines of behavior and procedures for our directors, staff, volunteers, and participants. All members of this Association, as well as parents, spectators, and other invitees are expected to observe and adhere to these guidelines.

1. Abuse of any kind is not permitted within our Association. This means we do not tolerate physical, sexual, emotional, or verbal abuse or misconduct from our players, coaches, officials, volunteers, parents, or spectators.
2. Physical and sexual abuse, including but not limited to, striking, hitting, kicking, biting, indecent or wanton gesturing, lewd remarks, indecent exposure. Unwanted physical contact, any form of sexual contact or inappropriate touching, is strictly prohibited within our Association.
3. Emotional abuse or verbal abuse is also prohibited. These include, but are not limited to such forms of abuse as: yelling, insulting, threatening, mocking, demeaning behavior, or making abusive statements in regard to a person’s race, gender, religion, nationality/ethnicity, sex, or age.
4. We are committed to providing a safe environment for participants, volunteers, and staff. We do so by appointing all coaches, officials, and volunteers – and anyone else affiliated with our Association – as protection advocates. Every member of the Association is responsible for reporting any cases of questionable conduct or alleged mistreatment toward our members by any coach, official, volunteer, player, parent, sibling, or spectator.
5. Buddy System: No single child shall be left alone with a non-related adult. Each youth participant should be assigned a buddy during sponsored activities. No child should go anywhere – to the bathrooms, or other locations – without his or her buddy.
6. To further protect our youth participants, as well as our coaches, officials,

and volunteers, we strongly advise that no adult person allow him/herself to be alone with a child or with any group of children during sponsored activities. In particular, we recommend that coaches or other adult members of this organization:

- Do not drive alone with a non-related child participant in the car;
 - Do not take a child alone to the bathroom or any other private room;
 - Provide one-on-one training or individual coaching with the assistance of another adult or the child's buddy;
 - If you must have a private conversation with a youth participant, do it within clear view of others, on the field, or other public viewing areas, instead of in a private venue; and
 - Do not have any sleepover event at any representing official house.
7. When traveling overnight with youth participants, children should be paired up with other children of the same gender and similar age group, with chaperones in separate but nearby rooms.
 8. We encourage parents to become as active as possible in sponsored activities, games, practices, and other events. The more the parents are involved, the less likely it is for abusive situations to develop.
 9. We will respond quickly to any and all allegations of abuse within this organization. This information will be communicated to the appropriate civil authorities for investigation and will be reviewed by the Association's Board of Directors and/or by the Factfinding Committee, which will investigate the allegations and reach a decision, if necessary, regarding the allegations. The alleged offender will be notified of such allegations promptly by the President of the Association.
 10. Any person accused of sexual or physical abuse may be asked to resign voluntarily or may be suspended by the Association until the matter is resolved. Regardless of criminal or civil guilt in the alleged abuse, the continued presence of the person could be detrimental to the reputation of the Association and harmful to the participants. A person who is accused but later cleared of charges, may apply to be reinstated. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his/her former position.
 11. We promote good sportsmanship throughout the Association and encourage qualities of mutual respect, courtesy, and tolerance in all participants, coaches, officials, and volunteers. We advocate building strong self-images among the youth participants. Children with a strong self-image may be less likely targets for abuse; similarly, they may be less likely to abuse or bully others around them.
 12. The Association shall screen all volunteers who have repeated access to youth by requiring completion of a Volunteer Application and by running a criminal background check. All criminal background checks indicating a conviction involving crimes against a minor must result in disqualification of the volunteer. In addition, other charges and convictions may be an

indication of an unfit volunteer and may result in disqualification.

13. The Association's Zero Tolerance Policy against Abuse shall be administered and managed by the serving President of the Association. In the absence of the President, the Vice President will execute the orders of the policy.
14. The Association President will appoint the Fact Finding Committee, which shall consist of 2 or more fair and impartial Board members in good standing. The Fact Finding Committee will be responsible for hearing from all parties in writing or by holding a hearing and will interview any witnesses to the alleged abuse, if requested by the alleged victims or the accused.

APPENDIX A
Palos Verdes Youth Football & Cheer, Inc. Complaint Form

INSTRUCTIONS: To file a formal complaint, please fill out this form completely and submit it to the President and Vice President of our Association. If you need help completing the form, or want to discuss the issue before completing the complaint form, please contact either the President or Vice President for a meeting.

Please know that the information you submit will be held in confidence until you meet or speak with the Fact Finding Committee to discuss the process that will be followed to investigate and resolve the situation. Please note that participants will never be required to confront the person accused. Upon request, the Association will keep the name of the participants involved (both the alleged victims and the accused) confidential, except when in doing so results in a danger to other participants or is required by applicable law.

Part I: Persons(s) Submitting the Complaint

Person completing this form: _____

Check One: ☐ I am the player/cheerleader ☐ Participant parent/guardian
☐ Board Member

1. Participant Name: _____

2. Participant Address: _____

3. Participant Telephone # and email address: _____

Part II: The Complaint

4. Please describe the circumstances causing your complaint (give specific factual details, times, location, and name of all individuals involved or who witnessed the situation).

5. What was the date of the circumstances causing your complaint? _____

6. Explain how you have been harmed by this circumstance.

7. Please describe any efforts you have made to resolve your complaint informally and the response received to your efforts.

Date:

With Whom Did You Communicate:

Describe Conversation:

8. (Optional) Please describe the outcome or remedy you seek for this complaint.

Signature of Person Submitting Report_____

Signature of PVYF&C Board Member_____ Date

Filed_____

APPENDIX B
Palos Verdes Youth Football & Cheer, Inc.
Notice to Person Alleged to Engage in Misconduct

DATE:

TO: (Insert name of person alleged to have engaged in misconduct)

FROM: President, Palos Verdes Youth Football & Cheer, Inc. (the "Association")

RE: NOTICE OF ALLEGED VIOLATION OF PVYFC CODE OF CONDUCT POLICY

Please be advised that the Association has received a formal complaint alleging that you have violated the Association's Code of Conduct policy. Specifically, the following conduct was reported:

[insert the relevant information contained in Appendix A Part II of the complaint form keeping alleged victims' names confidential and any other personal identifying information confidential if so requested by the alleged victim]

The Association's complaint process will be followed in dealing with this report, including the possible permanent removal as a volunteer/participant or temporary suspension.

[Insert name of Fact Finders] have been appointed to be the Fact Finding Committee for this case. The president of the Association will contact you shortly to provide you with the opportunity to (1) respond to this report in writing, (2) make a full statement in a hearing regarding the facts of this situation at a date agreed upon by the Fact Finding Committee and you, and (3) identify any individuals who may have directly witnessed this situation and who should be interviewed by the Fact Finding Committee

Please be informed that you are not permitted to contact the complainant or suspected complainant or any witness or other Association member concerning this situation. The complainant has been informed of this same obligation. Any repeat of the alleged conduct or retaliation against the complainant or suspected complainant or team members shall not be tolerated, with immediate termination of affiliation with the Association.

The person making this complaint has also been asked to indicate any witnesses to the situation who should be interviewed.

[If the situation is so serious as to require suspension of the individual until the complaint has been resolved, add the following paragraph.]

This report is sufficiently serious for the Association to have decided that it is in the

best interest of the Association that you be suspended pending the outcome of the decision of the Fact Finding Committee concerning this matter. Please understand that this suspension in no way presumes that the complaint is accurate.

Thank you for your attention to this notice and these requests.