

Big Valley
Sabre Youth Football & Cheer
BYLAWS

Mission Statement

It is the mission of Big Valley Sabre Youth Football to challenge boys and girls to choose a lifestyle of excellence by: 1) developing a personal relationship with Jesus Christ as Lord and Savior and 2) to pursue the highest standard of football and cheerleading in a context that promotes the use of their talents for the glory of God.

ARTICLE ONE (1): Name and Purpose

- 1.1 **Name:** This organization shall be known as “Sabre Youth Football” (referred to hereafter as “the organization”) located in Modesto, County of Stanislaus, California.
- 1.2 **Purpose:** The purpose of this organization is to build Christ-like characteristics into the lives of each person involved and to provide the boys and girls the opportunity to participate in football & cheerleading activities. This organization should be open to any adult or child without regard to race, religion, color or creed.

ARTICLE TWO (2): Executive Board of Directors

- 2.1 **Number of Directors:** The Executive Board of Directors (referred to hereafter as “the board”) shall consist of fifteen (15) positions: *President, Vice-President, Secretary, Treasurer, Football League Representative, Cheer League Representative, Football Governing Coach, Cheer Governing Coach, Concessions Director, Equipment Manager, Fundraising/Merchandise Director, Volunteer Coordinator and Three Advising Members at Large. The BVCHS Head Coaches & BVCS Athletic Director. All positions are 2 year term positions. Board Elections shall be held in January of each year. Head Coaches shall be voted in by the board at the February board meeting.* There are eleven voting members. The President only votes in the case of a tie. The three advising members do not cast votes but are encouraged to voice their opinion regarding matters of the Sabre Youth Football & Cheer Program.
- 2.2 **Authority:** The board has control, authority and management of all business affairs of this organization. With the consensus of two or more board members, they also have the authority to carry out disciplinary action at practices and games should they witness a grievous infraction of the Declaration of Parent or Declaration of Athlete. This includes but is not limited to ejection from a game, suspension from upcoming games and/or practices. In the event that any of the above mentioned consequences must be enforced the head coach and parent/guardian of the child will be notified immediately.

- 2.2A Binding: No board member may make any purchases, promise scholarships, or bind the board in any matter without first obtaining a majority of the vote, according to the by-laws and its procedures.
- 2.3 Selection: All prospective board members must fill out an application, be interviewed (if determined necessary by the current board) and approved by the current board by majority vote. **(All votes for Board Members and Head Coaches will be confidential)**
- 2.4 Length of Terms: The term for all board positions shall be two (2) years. No board member shall serve more than six (6) years in the same position.
- 2.5 Tie Votes: In the event of a tie vote, the matter shall be referred to the President of the board for resolution.
- 2.6 Meetings: A. *Executive Board Meetings*- Executive Board Meetings shall be held monthly at a location and time to be determined by the President.
B. *Special Meetings*- A Special Meeting may be held at any time on the call of the President or by a majority of the current board members. At least five (5) days notice shall be given for all Special Meetings unless circumstances dictate more urgency. (This will be at the discretion of the President).
- 2.7 Quorum: A simple majority (greater than 50%) of the board shall constitute a quorum for the transaction of business of any meeting of the board.
- 2.8 Board Decisions: The act of a majority of the board present at a meeting at which a quorum is reached shall be the act of the entire board, unless a greater number is required by law or by these Bylaws.
- 2.9 Board Vacancies: Any vacancy occurring mid-term (June) in the board shall be appointed by the president at his discretion.
- 2.10 Compensation: All members of the board shall perform their duties and responsibilities as a volunteer without compensation.
- 2.11 Attendance: All members of the board are required to attend 80% of all meetings to retain their position on the board. If the Secretary reports to the board that any member has failed to maintain these attendance requirements, the board may declare his/her position vacant. This vacancy shall be filled as outlined in Article 2.9

*** All board members are required to be present during home games, at a minimum 2 hours prior to start of the first game and until clean-up is completed after the last game. Special circumstances (planned engagements etc.) will be submitted to the board for exception on an individual basis.**

*** All board members will be required to work the gate at one of the following: Munchies, All Stars or Super Bowl. We get fined from the league if we do not work at these events so participation from all board members is necessary.**

2.12 Removal: Any elected board member may be removed, with or without cause by a two-thirds vote of the board at any time if deemed in the best interest of the organization. Returning board members can be removed at the January board meeting by two-thirds vote when January elections are held.

ARTICLE THREE (3): Executive Board Positions and Duties

3.1 President:

- A. Preside at all Executive Board of Directors meetings
- B. Will have full power to appoint a chairperson for any committee or form any committees as required.
- C. Maintain the general supervision, direction and control of business and affairs of the organization.
- D. Sign checks at his or her discretion.
- E. Fill any vacant board position as per the by-laws.
- F. Act as a parent liaison only after correct flow of authority has been followed.
- G. Outline agendas and forward them to the Secretary for meeting preparation and distribution
- H. Act as a third assistant League Representative
- I. Act as liaison between Big Valley Christian School Athletic Director and the board regarding football related matters.
- J. Act as liaison between BVCHS football coaches and the board in all matters.
- K. Meet with Athletic Director of BVCS by March 1st every year to sign contracts, schedule field use for practices and games.
- L. Cast a vote in the case of a tie of any board motion

3.2 Vice-President:

- A. Act as assistant to the President and perform such duties as designated by the President
- B. Become acting President in the absence of the President
- C. Coordinate and oversee fund-raising committees & activities with the Fundraising/Merchandise Director
- D. Act as liaison between the organization and BVCS
- E. Sign checks
- F. Schedule all facility requests with the BVCHS Athletic Director
- G. Maintain and or appoint someone in charge of Sabre website.
- H. Vote in any motion presented by the board

3.3 Treasurer:

- A. Keep, disburse and distribute all funds making sure that all bills are paid on time
- B. Keep a detailed accounting of all financial transactions
- C. Prepare a monthly statement of activities to be presented to the board at each regular monthly meeting
- D. Maintain current financial books and records and present them to the board upon request
- E. Ensure that all required State and Federal financial paperwork is prepared and filed on time- this includes but is not limited to annual tax returns, annual firework sales information and maintaining non-profit paperwork with the state. If needed, the Treasurer can, with board approval, hire a professional tax preparer or CPA to assist in this process.
- F. Vote in any motion presented by the board

3.4 Secretary:

- A. Keep accurate records of the general membership
- B. Keep accurate minutes of board meetings and insure approval by the board
- C. Maintain a file containing all correspondence that has been approved by the President or Vice-President
- D. Schedule all football and cheer registrations as directed by the President or Vice-President.
- E. Provide registration materials for all sign-ups
- F. Generate and distribute all team communications
- G. Compile, reproduce and distribute required number of football and cheerleader files to proper personnel/agency
- H. Sign checks
- I. Vote in any motion presented by the board

3.5 Football Governing Coach:

- A. Must be present at all games (Jr Novice to Varsity) & at all practices. If not able to attend the practices must make sure that the Football League Rep and or President are present.
- B. May recommend any prospective coaches to the board for approval (All coaches must go through the application process and be approved by the board), interview as deemed necessary
- C. Create and implement sample practice schedules

- D. Make sure that all teams are running the offensive plays that were requested by Big Valley High School, blocking schemes, terminology and tackling techniques, but modified as per the age level that is running the offense & defense. Terminology should remain consistent at all levels regardless of age group.
- E. Submit all facility requests to the Vice President.
- F. Act as Parent Liaison for football related matters
- G. Vote in any motion presented by the board

3.6 Cheer Governing Coach:

- A. Oversee all cheer related operations
- B. May recommend any prospective coaches to the board for approval (All coaches must go through the application process and be approved by the board), Interviews as deemed necessary
- C. Create and implement sample practice schedules
- D. Submit all facility requests to the President or Vice President
- E. Coordinate and communicate with the Football Governing Coach
- F. Act as Parent Liaison for cheer matters
- G. Vote in any motion presented by the board

3.7 Football League Representative:

- A. Attend all TVYFL monthly football meetings and report results to the board
- B. Attend all games (home & away) and ensure that the rules of the organization and those of the TVYFL are being followed during game proceedings
- C. Fulfill TVYFL requirements for Football League Representatives
- D. Have an assistant approved by the board to act on his/her behalf during absence
- E. Act as Parent Liaison whenever Football Governing Coach is not available or cannot resolve the issue.
- F. Vote in any motion presented by the board

3.8 Cheer League Representative:

- A. Attend all TVYFL monthly cheer meetings and report results to the board
- B. Attend all games (home & away) and ensure that the rules of the organization and those of the TVYFL are being followed during game proceedings
- C. Fulfill TVYFL requirements for Cheer League Representatives
- D. Have an assistant approved by the board to act on his/her behalf during absence
- E. Act as Parent Liaison whenever Cheer Governing Coach is not available or cannot resolve the issue.
- F. Vote in any motion presented by the board

3.9 Equipment Manager:

- A. Maintain equipment inventory in proper working order
- B. Manage the distribution and collection of equipment to and from players
- C. Must be present at all practices and games to repair or replace equipment as necessary
- D. Have an assistant approved by the board to assist when necessary
- E. Oversee all football related operations including, but not limited to, preparation and breakdown of field for all home games (i.e., field markers, yardage markers, striping of field, PA system, etc).
- F. Vote in any motion presented by the board

3.10 Concessions Director:

- A. Organize and oversee all concession activities
- B. Have at least three (3) assistants approved by the board in which to entrust the game day task of staffing the snack bar.
- C. Sign checks
- D. Be present at all home games
- E. Vote in any motion presented by the board

3.11 Volunteer Coordinator:

- A. Coordinate and oversee all coordination of the organizations mandatory volunteer hours.
- B. Ensure that a current copy of the volunteer sign up book is at every practice
- C. Including: Chain Gang, Announcer, Game Clock Operator, Spotter, Gate & Play Counters for all levels of play.
- D. Help assist concessions directors in getting additional help at concessions/Snack Bar.
- E. Report any hours not completed as required and submit names to the treasurer
- F. Vote in any motion presented by the board

3.12 Fundraising & Merchandise Director:

- A. Coordinate and recommend all fundraising activities for the organization to the board for approval
- B. Facilitate all fundraising activities
- C. Lead all Public Relations activities for the organization including increasing player and cheer sign-ups.
- D. Organize and oversee all merchandising activities and sales.
- E. Vote in any motion presented by the board
- F. Organize Awards Banquet, & Photo Day

3.13 Advising Members at Large:

- A. Attend and participate in board meetings
- B. Perform duties that become necessary, which are agreed upon and approved by the board
- C. Advising members at large is a non voting position.
- D. The Athletic Director and Head Football Coaches of BVCHS are Members at Large.

ARTICLE FOUR (4): Accounting

- 4.1 Incurring Debts: No member of the board shall incur any expenses or contract for any expenditure without prior approval of the board.
- 4.2 Accounts Payable: All accounts payable shall be submitted to the Treasurer for payment by check and approved by the board. Purchases by debit/credit card will be done as needed by approval of the Treasurer or President.
- 4.3 Financial Accounts: The Treasurer shall maintain all accounting records and have them ready for review and examination by the board any time they are requested.
- 4.4 Final Accounting: The treasurer will provide a final accounting to the board at the end of year meeting.

ARTICLE FIVE (5): Fiscal and Legal

- 5.1 Fiscal Year: The fiscal year for the organization shall be July 1st to June 30th.
- 5.2 State Filing: Sabre Youth Football is a non-profit organization and shall maintain a registration form on file with the Secretary of State.
- 5.3 Insurance: The organization will carry a secondary insurance policy for the players and cheerleaders as required by the TVYFL.
- 5.4 League Applications: The organization shall complete and submit the required documentation required by the TVYFL.
- 5.5 Indemnification: Board members, by reason of holding office, shall not be personally liable for the debts, liabilities or obligations of the organization and the organization shall indemnify each of them to the extent and manner allowed by the law.

ARTICLE SIX (6): Conduct

6.1 Executive Board Members:

- A. All board members must be professed Christians and conduct themselves in a Christ-like manner
- B. All acts and duties of each board member shall be conducted in the best interest of the organization
- C. All board members shall have knowledge and understanding of the TVYFL football and cheer regulations and adhere to the requirements of said regulations
- D. All board members shall have knowledge and understanding of the organizations Bylaws and adhere to the requirements of said Bylaws

6.2 Head Coaches:

- A. All head coaches must be professed Christians and conduct themselves in a Christ-like manner
- B. All head coaches must complete the application and interview process (if deemed necessary by the board) and be approved by the board.
- C. All head coaches shall have knowledge and understanding of the TVYFL playing and coaching rules and shall adhere to the requirements of said rules
- D. All head coaches shall treat each player or cheerleader as an individual, remembering the large range of emotional and physical development within each age group, and shall place the emotional and physical well-being of the children ahead of a personal desire to win
- E. All head coaches must implement the offense of BVCHS as directed by the FGC.
- F. The selection of Head Coaches is at the sole discretion of the board by majority vote. Based on precedence made by the board in the past the selection process for head Coaches is as follows: 1) All head coaches if they stay at their current level would return as head coach unless past years actions require removal of the coach. 2) If a level is vacant all applications would be considered as equal and the board would elect a new head coach by majority vote. Past Sabre head coaches moving up should be considered first based on their past service to the organization.
- G. If a head coach is removed based on past actions and voted out by the board, that coach would be required to wait one full season before they could reapply as a coach for the Sabre organization.

6.3 Assistant Coaches:

- A. All assistant coaches must be professed Christians and conduct themselves in a Christ-like manner
- B. All assistant coaches must complete the application and interview process (if deemed necessary by the board) and be approved by the board
- C. All assistant coaches shall have knowledge and understanding of the TVYFL playing and coaching rules and shall adhere to the requirements of said rules
- D. All assistant coaches shall treat each player or cheerleader as an individual, remembering the large range of emotional and physical development within each age group, and shall place the emotional and physical well-being of the children ahead of a personal desire to win
- E. All assistant coaches must follow the direction of the Head Coach, FGC and League Representative.
- F. All assistant coaches will be under the direct authority and responsibility of the head coach they are assisting

6.4 Players/Cheerleaders:

- A. The players and cheerleaders must conduct themselves in a Christ-like manner and adhere to the current season's Declaration of Athlete
- B. Any head coach, with Governing Coach approval, has the right to suspend a player or cheerleader for conduct unbecoming to the organization. The child's parent or guardian will be notified immediately of the situation

6.5 Parents:

- A. Parents shall become members of the organization by signing the application for their child to play for, or cheer for, Sabre Youth Football and shall conduct themselves in a Christ-like manner and in the best interest of the organization adhering to the current season's Declaration of Parent
- B. Any refunds will be in accordance with the current season's Declaration of Parent
- C. In the event of a conflict or a complaint against any member of the organization the complaining member shall contact the President of the organization who will act as liaison between the parent and the board according to the chain of command of these bylaws

ARTICLE SEVEN (7): Amendment of Bylaws

- 7.1 Procedure: A proposal to revise these Bylaws or to create new Bylaws shall be introduced at a board meeting. The proposals shall be reviewed and considered by the board at their next regular meeting. If the proposal/proposals receive the affirmative vote of two-thirds of the entire board, then said proposals shall be adopted into the Bylaws.

These Bylaws consisting of ten (10) pages, including the signature page, have been reviewed and approved by the board and shall become effective on the date signed by the board. The Secretary shall maintain these Bylaws and make a copy available to all members of the organization.

Approved and signed this _____ day of _____, 2010.

President

Vice-President

Treasurer

Secretary

Football Governing Coach

Cheer Governing Coach

Football League Representative

Cheer League Representative

Equipment Manager

Concessions Director

Volunteer Coordinator

Fundraising/ Merchandise Director

Advising Member at Large (AD)

Advising Member at Large (Head Coach)

Advising Member at Large (Head Coach)

Amended and Approved on November 20, 2010