

BY-LAWS

Approved May 8, 2003

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To challenge boys and girls to choose a lifestyle of excellence by developing a relationship with Jesus Christ, and to pursue the highest standard of football and cheerleading in a context that promotes the use of their talents for the glory of God.

1. Members

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The membership of the Modesto Christian Kingsmen Youth Football & Cheerleading Association shall include all football player and cheerleader participants, parents or guardians of participants, and volunteers.

II. Subjugation

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The Association will be subject to these by-laws and to the League by-laws.

III. Association Meetings

A. Annual Meeting

A meeting of the members of this Association shall be held annually at Modesto Christian High School or another suitable location within the boundaries of the Association. Such meetings shall be held on the first Thursday in January. This meeting will be held for the purpose of electing directors for the following season. The transaction of other business may be brought before the meeting.

Written notice of the annual meeting is not required if the notice is distributed to the athletes in the Modesto Christian Kingsmen Football & Cheerleading program at least seven days prior to the date of the meeting, or notice of the annual meeting is published in the MCK newsletter and postmarked at least two weeks before the date of the meeting.

Special meetings of the members may be called at

any time by giving the same notice as is required for an annual meeting.

C. Rules of Procedure

The rules contained in Robert's Rules of Order Revised Modern Version shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the by laws or other rules of the organization.

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The following order of business shall be observed at all annual or special meetings of the Members:

1. Opening Prayer
2. Calling of the roll;
3. Reading, correcting and approving the minutes of the previous meeting;
4. Report of the Treasurer
5. Reports of other officers, if any;
6. Election of directors and certain officers, if timely;
7. Unfinished business;
8. New business

With the prior approval of a majority of the voting members present, the President may deviate from the aforesaid order, as he or she deems advisable.

E. Standing Committees

The Board of Directors shall establish the standing committees described below and such other committees, as it deems necessary or advisable from time to time. All members of such committees shall hold offices at the pleasure of the Board of Directors. The Board of Directors may activate or deactivate any such committee at any time. Any committee to which the Board of Directors delegates any of its powers or duties shall keep records of its meetings and shall, upon request, report its actions in writing to the Board of Directors. The Board of Directors shall have the power to rescind any action of any committee, but without retroactive effect.

1. Nominating Committee

The Board of Directors shall appoint a Nominating Committee consisting of 3 Directors (one of whom shall be named in such appointment as Chairman thereof) and two other Regular Members. The Nominating Committee shall investigate and consider eligible Regular Members and, at the Annual Meeting of the Association, submit a slate of candidates for election to directorship. The Nominating Committee shall also submit, at the annual meeting of the Board of Directors, a proposed slate of Officers. Except as the Board

of Directors may otherwise determine, any such committee may make rules for the conduct of its business; but unless otherwise provided by the Board of Directors or in such rules, its business shall be conducted insofar as possible in the same manner as provided by these Bylaws for Board of Directors.

2. Fund Raising Committee

The Board of Directors shall appoint a Fundraising Committee consisting of not less than three (3) nor more than five (5) Regular members. The Fund Raising Coordinator shall be an ex-officio member of the Fund Raising Committee and shall be the chairman thereof. The Fund Raising Committee shall investigate ways and means of financing the Associations activities and programs, shall submit its recommendations to the full Board from time to time and shall be responsible for raising monies for the benefit of the Association. The Fund Raising Committee shall ensure that all funds so collected are accurately accounted for and promptly delivered to the Treasurer.

3. Playing Equipment Committee

The Board of Directors shall appoint a Playing Equipment Committee consisting of not less than three (3) regular members. The Equipment Manager shall be an ex-officio member and Chairman of the Playing Equipment Committee. The Committee shall assist in collecting, storing, maintaining, taking inventory of and distributing all of the Association's playing equipment (such as helmets, shoulder pads and the like) and, on or before January 1 of each year, shall submit a detailed written inventory of such playing equipment to the President who shall summarize the same in writing to the Board of Directors. The Playing Equipment Committee shall assist in securing bids on needed supplies and equipment and make recommendations for the purchase of same. The Playing Equipment Committee shall assist in the proper issuance of all playing equipment, before the start of the playing season in each calendar year, and in the maintenance, cleaning and storage thereof, as soon after the close of said playing season as practical. The Committee shall assist in duly accounting for all playing equipment and in keeping detailed, written records of the disposition of such equipment.

4. Auditing Committee

The Board of Directors shall appoint an Auditing Committee consisting of three (3) Directors, (1 of whom shall be named the Chairman thereof). The President and Treasurer and all other persons authorized to sign checks on behalf of the Association shall not be eligible to serve on the Auditing Committee. The Auditing Committee shall review periodically the Association's financial books and records and prior to the annual meeting of the members, attach a statement of their findings to the annual financial statement or report of the President and treasurer. If ordered to do so by vote of the Board of Directors, the Auditing Committee shall secure the services of a Certified Public Accountant to assist them in reviewing the financial books and records of the Association and shall incorporate the opinion and findings of such Certified Public Accountant in their findings.

5. Publicity Committee

The Board of Directors shall appoint a Publicity Committee consisting of as many Regular members as it may deem advisable from year to year. The Web Page Coordinator shall be an ex-officio member of this committee and serve as the Chairman thereof. The Publicity Committee shall assist the Event Coordinators and Fund Raising Coordinator in obtaining favorable publicity for all activities of the Association and shall organize and administer a system for ensuring that game reports are well publicized.

6. Disciplinary Committee

The Board of Directors shall appoint a Disciplinary Committee, consisting of the President, the Governing Coach and three (3) regular other Members. The Cheer Coordinator shall serve on the Disciplinary Committee in place of the Governing Coach whenever a Player Member in the Association's cheerleading program is the subject of a disciplinary action. The President shall be the Chairman of the Disciplinary Committee and shall preside at all meetings thereof.

IV. Board of Directors

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The officers of this Association shall consist of a president, vice-president, treasurer, secretary, governing coach, cheerleading coordinator, league representative, fund raising coordinator, team parent coordinator, equipment manager, field marshal, concessions coordinator, event coordinator, and 10 members at large.

B. Succession

In the event that the office of the president becomes vacant, the next officer in succession following the order named under Enumeration shall fill the position of interim president. The interim president shall conduct the election of a new president as soon as possible and will serve as president until a replacement is elected.

C. Election

Officers are elected to two-year terms, with the last full day of service being the first Thursday in January. The nomination of candidates shall be made by the membership at the close of the Annual awards banquet. Nominations will be taken from the floor . For any position other than, Member at Large; a nominee must have served on the Board for 1 year. The election of new officers shall be by the membership at the Annual Meeting of the Association. The election will be facilitated by the outgoing president or his/her designee and votes cast by written ballot. If the outgoing president is running for a second term of office as president, the next outgoing officer who is not running for reelection to office, following the order of succession will facilitate the election. The outgoing president will count ballots. Following election, the new president will assume full control of the Association, including the remainder of the Annual Meeting. Each board member will have only one vote regardless of number of positions held on the board.

D.

Board Meetings

All regular board meetings are open meetings, which may be attended by any member of the Association. A schedule of regular meetings will be published in the newsletter. However, during these meetings, only board members may vote on issues brought before the board. Each board member will have only one vote regardless of number of positions held on the board

Board members are expected to attend all meetings for the scheduled duration of the meeting. If a board member is to be absent she or he should notify the secretary prior to the meeting. Attendance will be recorded in the minutes as present, excused, or absent without notice.

Terms of Office

Board members shall serve a term of office of two years, commencing on the first Thursday in January following election and ending on the first Thursday on January of the second year. Board positions may be vacated by the written resignation of the director, submitted to the president and accepted by the board at the next regular meeting. Board positions may also be vacated if the board member has missed four meetings per year.

F. Duties

All Board Members must be professed Christians and conduct themselves in an exemplified manner.

The President shall be the chief executive officer of the Association and shall, subject to the direction of the Board of Directors, have general supervision and control of its business, programs and activities. The President shall preside, when present, at all meetings of members of the Board of Directors and shall be an ex- officio member of all committees established by the Board of Directors.

The President shall:

1. Conduct the affairs of the Association and execute the policies established by the Board of Directors.
2. Present a written report of the condition of the Association at the annual

meeting of the members.

3.

Communicate to the Board of Directors, such matters deemed appropriate, and make such suggestions as may tend to promote the welfare of the Association and the success of its programs and activities.

4.

Be responsible for the conduct of the Association in strict conformity to such policies as may be established by the Board of Directors and to the League policies.

5. Designate in writing, other officers if necessary, to have power to make and execute for and in the name of the

Association such contracts and leases as they may receive and which have had the prior approval of the Board.

6 .

Investigate complaints, irregularities and conditions detrimental to the Association and report thereon to the Board of Directors as the circumstances warrant.

7. Prepare and submit in writing an Annual Report to the Board of Directors for its approval and be responsible for the proper execution thereof and adherence thereto.

8 . With the assistance of the Secretary/Registrar, examine the application and supporting proof-of qualification of

every candidate for the participation in a program run by the Association and certify said Player Member candidate's residence and eligibility before the said Player Member candidate can be accepted into one of the Association's programs.

The Vice-President shall, in case of the absence or disability of the President, provided that he or she is authorized by the President or by the Board of Directors to so act, perform the duties of President and, when so acting, shall have all the powers of the President's office. The Vice President shall also have such other powers and shall perform such other duties as President or the Board of Directors may, from time to time, designate.

The Vice President shall:

1. Shall oversee the Fund-Raising activities of the Fund Raising Coordinator and shall ensure that said funds are promptly delivered to the Treasurer of the Association or deposited to the credit of the Association in a manner approved by the President, the Treasurer, and the Board of Directors.

2. Shall notify board members about scheduled and unscheduled meetings at the direction of the President.

The Secretary/Registrar shall keep written minutes of the meetings of the membership and the Board of Directors. In the absence of the Secretary from any such meeting, the person presiding at the meeting shall appoint a Temporary Secretary. The Secretary shall also maintain the official records of the Association and cause all minutes to be recorded in a book for that purpose. The **Secretary/Registrar** shall prepare all materials for pre-registration; maintain pre-registration information and provide it to the board as needed. At the end of the term of office, all papers, books, documents, and other records of property of the Association, which may have come into his/her possession or have been compiled or created during the term of office, must be turned over to the successor.

The Secretary/Registrar shall:

1. Be responsible for recording the activities of the Association and maintaining appropriate files, mailing lists and necessary records.
2. Issue all notices to the members including the Association Newsletters.
3. Be responsible for the custody of the by-laws.
4. Conduct correspondence; and perform other duties as assigned by the President/Vice President.
5. Receive and review applications of candidates for player or cheer membership and check the residence and other eligibility requirements of each such candidate.
6. Prepare and maintain a Player/Cheer Member Roster listing each Player/Cheer Member and a

Team Roster or Squad Roster reflecting the team or squad to which each such Player/Cheer Member is assigned.

7. Maintain and update the aforementioned rosters and submit the same to the President, Governing Coach and Cheer Coordinator from time to time.

8. Prepare for the President's signature and submission to the League or any other league with which the Association's programs are subsequently affiliated, team or squad rosters in the form required by such League.

9. Notify the President of any registration or reassignment of a Player/Cheer Member.

The Treasurer shall, subject to the direction of the Board of Directors, have general charge of the financial affairs of the Association and shall cause accurate books of account to be kept.

The Treasurer shall:

1. Perform such duties as are herein set forth and such other duties as are customarily incident to the office of

Treasurer or may be assigned by the Board of Directors.

2. Receive all monies and securities belonging to the Association and deposit the same in a depository approved by the Board of Directors.

3. Keep records for the receipt and disbursement of all monies and securities of the Association, approve all payments from allotted funds and draw checks therefor in agreement with policies established in advance of such actions by the Board of Directors.

4. Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.

5. Prepare an annual report to the membership and submit the same at the Annual Meeting.

6. Prepare a Balance Sheet monthly to be presented to the Board of Directors at their regular monthly meeting.

7.

Present full disclosure of books and records at the Board of Directors meeting when requested by any Board member.

8.

At the end of the term of office, turn over to the successor, all books, records, funds, papers, documents and all other property of the Association having to do with the financial or other transactions of the Association which may have come into the Treasurer's possession or may have been compiled or created during the term of office.

The Fund Raising Coordinator shall be concerned with developing and implementing all programs related to building funds for the operation of the Association and support of community improvement programs involving Modesto Christian High School. Together with the Treasurer, the Fund Raising Coordinator will submit a fund raising plan, designed to meet Association fund requirements for the coming year, to the board by first meeting in December for review and discussion. Approval at the 1s' meeting of the following year, January. The Fund Raising Coordinator shall oversee all fund raising activities.

The Governing Coach is responsible for the execution of policies determined by the League and the President; oversees the selection, training and activities of the football coaching staff throughout the season. The Governing Coach will be responsible to work with the President and Registrar for the assignment of players to particular teams; and with the President, presentation of head coaches and assistant coaches to the Board for Approval. The Governing Coach is responsible to develop a competent staff of youth football head coaches and serves as the coach liaison to the Equipment Manager and Team Parent Coordinators. Coaches are chosen through a fair process of selection led by the Governing Coach with final Approval by the Board. The Governing Coach shall develop training and resource materials, a strong relationship with Modesto Christian High School's football coaching staff and athletic director, and relationships with other recognized experts in football coaching who can serve as a resource to coaches. The Governing Coach shall oversee activities of the coaching staff for each team throughout the season and manage a grievance process for review of coaching performance. The Governing Coach shall arrange for the following:

1. Coordinate equipment training for all coaches, with the assistance of the Equipment Manager
 2. Work with the Head Coach of each level to produce a playbook available no later than the third week of practice.
 3. Coach candidate interviews according to board's requirements
 4. Coach interview form
 5. Review of team books with Registrar and attendance of book authentication meeting in accordance with League rules
 6. Completed and signed League coaching contracts for all head coaches presented to the League at coaches' meeting
 7. Prompt written communication on coaching through newsletter
 8. Review program schedule and progress to date with board at regular meetings
 9. Distribute and retrieve parent and participant feedback forms at the end of the season
 10. Review each head coach's performance at the end of the season with the board
- The **League Representative** is responsible for attending the League monthly meetings and report to the Association Board the minutes of the meeting. The League Representative shall attend all games and act within the authority granted by the League By-Laws. The League Representative shall call in game results to the League weekly.

The Cheerleading Coordinator is responsible for the execution of policies determined by the League and the board of directors and oversees the selection,

training and activities of the cheerleading coaching staff throughout the season. The Cheerleading Coordinator is responsible to develop a competent staff of youth cheerleader coaches and serves as the coach liaison to the Equipment Manager and Team parent coordinators. Coaches are chosen through a fair process of selection led by the Cheerleading Coordinator and approved by the Board. The Cheerleading Coordinator shall develop training and resource materials, a strong relationship with Modesto Christian High School's cheerleader coaching staff and athletic director, and relationships with other recognized experts in cheerleader coaching who can serve as a resource to coaches. The Cheerleading Coordinator shall oversee activities of the coaching staff for each team throughout the season and manage a grievance process for review of coaching performance. The Cheerleading Coordinator shall arrange for the following:

1. Coaching clinics with Modesto Christian High School coaching staff when possible
2. Coach candidate interviews according to board requirements
3. Coach interview form
4. Prompt written communication on coaching through newsletter
5. Review program schedule and progress to date with board at regular meetings
6. Distribute and retrieve parent and participant feedback forms at the end of the season
7. Review each head coach's performance at the end of the season with the board

The Equipment Manager shall develop a plan for acquisition of equipment, secure timely and appropriate maintenance of equipment and medical kits; oversee and coordinate distribution and collection of equipment;

supervise storage and inventory of equipment; and coordinate activities with the Governing Coach and Team Parent Coordinator. Equipment Manager will provide/or train a weigh master. The Equipment Manager will be present at all practices and games to repair or replace equipment when necessary. The Equipment Manager shall establish training from a certified helmet manufacturer representative for all coaches in coordination with the

Governing Coach.

The Field Marshall shall check and prepare fields for practices and home games; set out field markers, cones, portable clock and arrange for the game timekeeper; schedule and supervise volunteer chain gangs for home games; and arrange for clean-up crews to stow equipment and police the field after the last home game of the day. The Field Manager will coordinate with the Team Parent Coordinator of each home team to identify volunteers for these tasks.

The Concessions Coordinator shall provide food and beverage concessions for all home games to consist of all ordering, preparing and pricing of concessions. Staffing of the Snack Shack shall be coordinated with the Team Parent Coordinator.

The **Team Parent Coordinator** shall secure team parents for all teams; lead the process to determine the duties of team parents, train team parents systematically; serve as a central point of communication for team parents; and develop incentives and awards to motivate team parents during the season and to recognize team parents at the end of the season. The Team Parent Coordinator shall schedule and supervise announcers for all home games.

The **Event Coordinator** shall organize all Jamborees and Homecoming events such as pep rallies, special field events during the game, prizes and entertainment. For pep rallies, the Special Event Coordinator shall ensure that adequate supervision of youth is present at all times. The Event Coordinator is also responsible for securing locations for monthly meetings, Annual Awards Banquet, and any other meeting facilities as requested by the board.

The Web Page *Coordinator* shall maintain the web site. Perform duties as assigned by the President/Vice President to update the web site including the weekly game results in a timely manner.

The Members At Large shall perform duties that become necessary which are agreed upon and approved by the Board. They will serve as members of the standing committees.

G. Removal

Any member of the board may request to remove a director by taking the following steps:

1 .

The member must file a signed grievance letter, naming the officer(s) involved in the grievance and describing the reasons for removal. This letter will be submitted to the President and the person or persons subject to removal.

2. The board of directors will call a special meeting within ten days and review the grievance. The board will vote on removal in an anonymous ballot, If a quorum is in favor of removal, then the officer(s) will be removed. The decision of the board is final.

3. There will be no double jeopardy. No director may be reviewed for removal twice for the same incident.

V. General Objectives

It shall be the objective of the Association to provide an opportunity for all youths ages 8 through 14 to participate in a competitive tackle football program as outlines in the League rules and for youths of the same age to participate in the cheerleading program. The Association will be a member of the League, unless the Board of Directors expressly determines otherwise.

The Association shall be and operate as a non-profit corporation.

It shall be the philosophy of the Association to recognize and set forth to its non-voting members that the word "opportunity" does not constitute the "right" to participate. It shall be the further philosophy of the Association that because of the uniqueness, injury risk, and dedication required, the Association football program be presented as a "competitive" rather than a "recreational" program,

It shall be the general objective of the Association to inspire youth to

practice ideals of the health, citizenship and Christian character and to instill in its participants camaraderie through means of a common interest in sportsmanship, fair play, dedication and Christian fellowship.

Specifically, it shall be the purpose of the Association, through the policy of its coaches, to:

1. Build Christian Character through competitive football and cheerleading.

2. Acquaint participating players with the fundamentals of football rules, passing, running, kicking, blocking, and tackling.

3. Acquaint participating cheerleaders with the fundamentals of cheerleading, building self-esteem, leadership, and sportsmanship.

4.

Teach, through the game of football, sportsmanship, love of the game and the ability to endure and enjoy physical effort.

5.

It shall be further recognized and noted that the ideals and philosophies set forth by this Association may differ from those of other organized youth sports. It shall also be stated that the Association is staffed strictly by volunteers and is funded through private donations with no national organizational ties.

6.

Reinforcing the primary importance of school work in children's lives

Finally, it shall be so stated that any participant in Modesto Christian Kingsmen Youth Football Association

shall understand and accept the philosophies of the Association and adhere to the policies of its governing board and League rules and regulations.

VI. Interpretation of By-Laws

All questions of interpretation of the by-laws shall be decided by the board of directors.

VII. Amendments

Amendments to the by-laws of this Association may be proposed at any annual or special meeting at which there is a quorum of voting members in attendance. If an amendment is approved by two-thirds of the members present at such meeting, it shall then be declared effective.

VIII. Limitation on Liabilities and Indemnification

A. Limit on Liabilities

Nothing herein shall constitute members of the Association as partners for any purpose. No member, officer, agent, or employee of this Association shall be liable for the acts or failure to act on the part of any other member, officer, agent, or employee of the Association. Nor shall any member, officer, agent, or employee be liable

for his acts or failure to act under these by-laws, excepting only acts or omissions to act arising out of his/her willful misfeasance.

B. Indemnification

Any officer or director of the Association or former officer or director of the Association shall be reimbursed against reasonable expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which he/she or any of them are made parties, or a party, by reason of having been directors or a director or officer of the Association, except in relation to matters as to which such a director or officer, or former director or officer, shall be adjudged in such actions, suits, or proceeding to be liable for gross negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such a liability.

IX. Coaches By-Laws

exemplified manner.

The coaching staff of a team, be it a cheerleading or football team, is in complete charge of the team whenever it is together on the practice or playing field, whenever it is traveling as a group to and from practice sessions and games, or whenever it is together for any other team function, such as a banquet. The coaching staff is under the direction of the Governing Coach, President and Board.

All coaches must abide strictly by the League Football coaches code of conduct and the Modesto Christian Kingsmen coaches code of conduct. Coaches must complete a coaching application. Coaches must submit to a Department of Justice background check.

A head coach must be at least twenty-one years of age.

Assistant coaches must be at least eighteen years of age .

Teams are permitted to carry coach-trainees.

Coach trainees must be professed Christians. These persons must conduct all coaching in the presence of the head coach or at least one of the assistant coaches, and may not handle players or cheerleaders independently, or carry out disciplinary action on any participant for any reason. Players and cheerleaders may not be left in the sole care of a coach-trainee at any time. Normally, coach-trainees will assist the other coaches at various phases of instruction and will gain most of their knowledge by observation, not initiative.

A team may have a maximum of four assistant coaches unless deemed otherwise by the Board. These numbers may change subject to League Rules.

CPR and Basic First Aid are required for all team Coaches prior to season opening.

The Governing Coach supervises coaches. All coaches must apply **annually** and be approved by the Board.

All coaching positions automatically end at the close of each season, or prior to the close of the season by the Governing Coach or at the direction of the Board. All coaches must reapply every year, and be approved by the Board.

It is the duty of all coaches to provide a Christian environment free of worldly or secular views for his or her players. It is our desire that all Kingsmen players or cheerleaders look to their coaches as Christian role models.

Any coach charged with a felony shall be temporarily suspended from coaching pending the final disposition of the charge.

Coaches do not make team or Association policy. Rather, they carry it out. However, on the playing and practice fields, the coaching staff is in complete charge and shall not be interfered with, except in cases of rules violations and any other conduct deemed by a higher authority to be harmful/adverse to the welfare of youth. In cases of rules violations and any other conduct deemed by higher authority to be harmful/adverse to the welfare of youth, a written grievance shall be filed within 48 hours with the President to make record of the event. The intent of these rules is to ensure that issues are addressed off the playing field, rather than in front of the youth of the Association.

The head coach has final responsibility for his actions, those of his assistant coaches, coach-trainees, team members, and staff. Should anyone wish to file a grievance against a coach, it must be submitted in writing, with signature, to the Governing Coach and President. Depending on the level of severity of the complaint they may be removed by the President, or by vote of the Board. The complaint will be answered to the involved party within 48 hours of written notification.

President

Vice President

Secretary

Treasurer

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Governing Coach

Cheerleading Coordinator

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League Representative
Fund Raising Coordinator

Team Parent Coordinator
Equipment Manager

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Field Marshal
Concessions Coordinator

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Event Coordinator

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Members at Large

Members at Large

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