

# Bylaws for Union Mine Junior Rattlers Football and Cheer Organization

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## Article 1-Name

- 1.1 The name of the organization shall be known as the Union Mine Junior Rattlers Football and Cheer Organization, hereinafter referred to as UMJR. The name of the Junior Rattlers will be adopted with team colors of navy blue, maroon and white. UMJR shall operate exclusively as a non-profit organization. UMJR is a member of the Sacramento Youth Football league, hereinafter referred to as SYF.

## Article 2-Purpose

- 2.1 The Purposes of the Organization are:
  - 2.1.1 To foster among its Members the ideals of teamwork, good sportsmanship, good citizenship and character as well as the beneficial opportunities of becoming positive examples for others.
  - 2.1.2 To foster balanced and sportsmanlike competition in youth tackle football and cheer among its members.
  - 2.1.3 To educate players, parents, coaches and the community about the game of youth tackle football and youth cheer and the importance of teamwork and good sportsmanship.
  - 2.1.4 To help teach and reinforce common courtesies and respect when dealing with instructors.
  - 2.1.5 To reinforce the primary importance of schoolwork in elementary and middle school student lives.
  - 2.1.6 Notwithstanding any other provision of these bylaws, no director, officer, employee or representative of the organization shall take any action or carry on any activity by or on behalf of the organization not permitted to be taken or carried on by any organization exempt under the 501( c)(3) of the Internal Revenue Code and its regulations as they now exist or as they hereafter may be amended, or by organization, contributions to which are deductible under 170( c)(2) of such Code and Regulations as they now exist or as they hereafter may be amended.
  - 2.1.7 No part of the net earnings of the organization shall benefit, or be distributed to, directors, members or any other persons or entities, except that the organization shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth. No substantial part

of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in any political campaign for or against any candidate for public office.

#### Article 3-Objective

- 3.1 The objectives of UMJR shall be the following:
  - 3.1.1 To teach the concepts of teamwork, sportsmanship, pride, loyalty, honesty and courage.
  - 3.1.2 To build healthy bodies and minds.
  - 3.1.3 To develop skill and proficiency in football and cheer.
  - 3.1.4 To stimulate community interest in youth sports.
  - 3.1.5 To promote academic achievement.

#### Article 4-Government

- 4.1 The governing body of this organization shall be the Board of Directors. The term Board used hereinafter in these bylaws shall mean the Board of Directors.
  - 4.1.1 The Executive Board shall include the President, Vice President of Football, Vice President of Cheer, Secretary, Treasurer, Volunteer Coordinator and Equipment Manager. The term Executive Board will be used to identify only this portion of the Board of Directors hereinafter for clarity to avoid confusion in these bylaws.
- 4.2 Duties of the Board
  - 4.2.1 The board shall manage the property and affairs of the organization.
  - 4.2.2 Ensure that UMJR and its football/cheer program function in an orderly manner.
  - 4.2.3 Ensure that UMJR and its football/cheer program remain in compliance with all appropriate rules and guidelines of the SYF.
  - 4.2.4 Set, maintain and adhere to policies and procedures of UMJR and its football/cheer program.
  - 4.2.5 Oversee the appointment and dismissal of all youth football/cheer coaches as necessary.
  - 4.2.6 Oversee all fundraising activities.
  - 4.2.7 Vote and approve all expenditures, 51% vote required to approve.
  - 4.2.8 Address all complaints about the program.
    - 4.2.8.1 All Board decisions shall be final.

- 4.3 Members of the Board shall enter into the performance of their duties as assigned immediately following their election at the January Board of Directors meeting. The term of office shall run through two years.
- 4.4 The outgoing Board officers shall transfer all records, files, and material to the incoming officers at the January board meeting following election results.
- 4.5 All outgoing officers will communicate all practices and policies to the newly elected officers to ensure a smooth transition of the duties. Personally developed procedures, letter and records will also be helpful to this process.
- 4.6 The president shall have the power to appoint such standing and special committees as he/she determines, and delegate such power to them, as they deem advisable. The Board shall have the authority to fill any vacancy, which may occur in any office by a 51% vote.
- 4.7 The Board may adopt such rules and regulations for the conduct of its meeting and management of the organization, as deemed proper.
- 4.8 All complaints must be filed with the Executive Board. A written complaint will be completed and submitted to the President or Secretary. The Executive Board will gather facts and interview witnesses, and formulate a written report. The Board will review the report at the next meeting, vote on any actions to be taken, and make results part of the minutes. The individual making the complaint will receive notification of the findings.

#### Article 5-Membership

- 5.1 Player Members. Any youth meeting the requirements of UMJR and SYF shall be eligible for participation. Player members' names must appear on the certified roster for the current season.
- 5.2 Volunteers. Any individual who wishes to volunteer his/her services in any capacity to UMJR must notify the board, complete the proper paperwork, and be approved by the board.
- 5.3 Disciplinary Actions
  - 5.3.1 A Board member may be terminated/suspended by resignation or by action of the Board members by a majority vote. Any Board member shall have the authority to discipline, eject or suspend the membership of any member on the spot when conduct of such a person is considered detrimental to the best interest of the players and organization. A mandatory closed session meeting must take place within 48 hours to discuss further disciplinary action.
  - 5.3.2 Player Members. In the case of a player/cheerleader member, the Board shall give notice to the parent/guardian, and the head coach of the team in which he/she is a member. A

parent and/or guardian must appear in the capacity of the advisor with the player before the board. A minimum of 24-hour notice shall be given to all concerned parties. If the parent and/or guardian does not attend the meeting, it will still be held. A vote may take place and disciplinary action taken.

5.3.3 After three consecutive days of child having lice. A doctor's note will be required to come back to practices/games.

#### Article 6- Meetings

6.1 Forum of UMJR Meetings. All UMJR meetings shall be presided over by the President or an Executive Officer of the Board of Directors. In the absence of the President, the Vice President of Football shall assume his/her duties. In the absence of the Vice President of Football, delegation of authority goes to the Treasurer than Secretary.

6.2 Board of Directors Regular Meetings.

6.2.1 The Board of Directors shall meet at least once a month. The Board shall develop a schedule of regular meeting dates, times, and locations at the end of the regular scheduled meeting.

6.2.2 The January meeting shall be started with the installation of new officers and presentation of the end of the year report.

6.2.3 Topics to be discussed at each meeting are reflected in the regular meetings agenda.

6.2.4 All meetings will follow Robert's Rule of Law procedures.

6.2.5 Minutes Content. Official minutes will include all action items taken, motions made, and final vote of item.

6.2.6 Notice of Meetings. The Secretary or President shall give notice of meetings to the Board members either orally or in writing not less than two days in advance. The notice shall specify the date, time, and place of the meeting.

6.2.7 Quorum. If a quorum of Board members I present at a meeting for which proper notice was given, it shall be considered an official meeting. Fifty-one percent of the Board members shall constitute quorum. A quorum shall govern all motions.

6.2.8 Special Meetings.

6.2.8.1 Special meetings of the Board of Directors, for any purpose, may be called at any time by the President or by any two officers upon notice specifying the purpose for the meeting to the Secretary, who shall issue proper notice. No business other than that for which the special meeting is called shall be discussed. Members of the organization may only attend special meetings at the discretion of the President or presiding officer. A quorum of Board members is required at all special meetings in order to conduct any business.

- 6.2.8.2 The format for special Board meetings will be as follows: Call to order (minutes must include start time of meeting), Roll Call of Board, Special order of business, Adjournment (minutes must include time of meeting adjourned).
- 6.2.9 General Meetings. The Board shall at its discretion, call for a general meeting as needed.
- 6.2.10 Attendance. Board members are expected to attend all regularly scheduled Board meetings. Board members who have three unexcused absences may forfeit their position for that year. Absences may be excused at the discretion of the Board. In case of an inability to attend a regularly scheduled Board meeting, the Board member will inform the President or Secretary of the reason for their absence and ensure all necessary information is available for the meeting. The President or Secretary will report the member's absence to the Board. The Board will approve or disapprove the reason for the absence.
- 6.2.11 Voting Rights. Only Executive Board members have the right to vote on motions and general business at UMJR meetings. At all Board Meetings Board members will have one vote, regardless of the number of positions they hold on the Board. Members who are not physically present may not vote. Proxy votes may be allowed Voting may be by anonymous ballot at the discretion of the President or presiding officer.

## Article 7-Elections

### 7.1 Board of Directors

- 7.1.1 Election of Board Officers will be held during the January Board meeting. Elected officers shall hold office for a period of two years (Except the President who holds the position until voted out by the board or resigns) and are eligible for the reelection each ensuing year. Individuals interested in running for the office of President may submit an application. Newly elected Board officers will remain at the January meeting (following the elections) to receive turnover materials from the outgoing Board officers. Newly elected Board officer's term of office will be February 1<sup>st</sup> to January 31<sup>st</sup>.
- 7.1.2 Any adult is eligible to run for office upon submitting a league application. Applications will be accepted starting October 1<sup>st</sup>. Applications must be submitted by January 1<sup>st</sup> to have their name placed on the ballot. League applications will be made available through the current President or UMJR website. Announcements will be placed in the newsletter and on the website to alert the organization of upcoming elections.
- 7.1.3 The election of Board officers shall be by anonymous ballot of Board members in good standing attending the January Board meeting. Elections will be the first item on the January agenda. Members are entitled to one vote. In the event of a tie, the Board shall determine the winner at its next regularly scheduled meeting.

- 7.1.4 If two members of the same household are elected to the Executive Board only one may countersign checks.
- 7.2 Head Coaches.
  - 7.2.1 All individuals, not a Head Coach in the previous season, wishing to be considered for a head coaching position, must submit a coaching application or letter of interest to the UMJR Board by February 15<sup>th</sup>.
  - 7.2.2 Head coaches for the upcoming season shall be voted in by the Board at the March meeting subject to DOJ approval.
- 7.3 Assistant Coaches.
  - 7.3.1 Each team's Head Coach is responsible for selecting eligible assistant coaches.
  - 7.3.2 All individuals wishing to be considered for an assistant coach position must submit a coaching application or letter of interest to the UMJR Board by May 15<sup>th</sup>.
  - 7.3.3 Assistant coach nominations will be presented by the appropriate team Head Coach at the June Board meeting. The Board must approve all assistant coaches subject to DOJ approval.

#### Article 8-Financial and Administrative Year

- 8.1 The UMJR organization shall operate both financially and administratively on a calendar year basis, beginning January 1<sup>st</sup>. The financial records shall be closed December 31<sup>st</sup>.
- 8.2 A monthly treasurer's report will be given at each regular monthly Board meeting. The fiscal report for projected end of year funds will be given at the December Board meeting.
- 8.3 The Board shall decide all matters pertaining to the finances of UMJR and shall place all income in a common league bank account.
- 8.4 The Board shall not permit the solicitation of funds in the name of UMJR unless all of the funds raised are placed in the league's bank account.
- 8.5 The Board shall not permit the disbursement of league funds for other than the conduct of Football and/or Cheerleading activities or normal business expenses to keep the league in operation.
- 8.6 No member of the Board shall receive directly or indirectly any compensation for the league for services rendered.
- 8.7 All monies received shall be deposited in league bank account and all disbursements shall be made by check or board approved EFT transaction. All check disbursements require the signatures of two Board officers.

- 8.8 The financial records of UMJR shall be turned over to a Certified Public Accountant, or any other person appointed by the Executive Board, as it deems necessary.
- 8.9 All monies received shall be turned in to the treasurer in a timely manner for proper recording. All checks received shall be deposited in a timely manner. A three-part receipt book shall be used to record all receipt/expenditures of cash/check league funds. The white copy shall go to the individual who submitted the funds. The yellow copy to the treasurer to turn in with money/checks. The pink copy shall remain in the receipt book. Money received electronically will be accounted for through an online receipt/report system.
- 8.10 All requests for reimbursement of funds must be submitted to the Treasurer with an invoice/receipt and reimbursement form before a check will be prepared.
- 8.11 The Board will prepare a budget at the February meeting.
- 8.12 Coaches will get one kid free and any additional kids coaches will pay half per kid.  
Board members will get all kids free.

#### Article 9-Equipment

- 9.1 All equipment owned by UMJR shall be stored in a secured location. If any equipment is to be temporarily stored on personal property, it must have prior approval by the Board.
- 9.2 The following Board members shall access equipment at all times -President-Vice President of Football and Vice President of Cheer, and Equipment Coordinator.
- 9.3 All equipment shall be inventoried by December 31<sup>st</sup> and this inventory shall be recorded to assist in determining what additional equipment is needed for the next season.

#### Article 10-Rights/Responsibilities of Board Members

- 10.1 All Board members shall abide by the following rules and responsibilities. Violations of these rules shall be cause for suspension or termination according to Article 5, Section 3.1.
- 10.2 Board members have the following rights guaranteed under Parliamentary law (Robert's Rules of Order):
  - 10.2.1 Be treated fairly and equitably.
  - 10.2.2 Receive notice of meetings, attend meetings, make motions and second motions when needed, vote on motions.
  - 10.2.3 Nominate people for office. Be nominated for office. Elect people for office.
  - 10.2.4 Know the meaning of questions of subjects being debated.

- 10.2.5 Speak on or debate an issue in turn.
- 10.2.6 Object when rules are being violated.
- 10.2.7 Appeal the decision of the chair.
- 10.2.8 Have access to minutes of all meetings.
- 10.2.9 Receive the treasurer's report once a month.
- 10.2.10 Have access to the UMJR bylaws.
- 10.1.11 Not have to suffer personal abuse and attack from any other member(s)
- 10.3 Board members have the following responsibilities and obligations as well.
  - 10.3.1 Attend meetings, be on time, and stay until the end of the meeting.
  - 10.3.2 Be open minded and attentive.
  - 10.3.3 Treat each other with courtesy and respect.
  - 10.3.4 Abide by the final decisions of the majority vote.
  - 10.3.5 Promote the league's development and growth.

#### Article 11-Code of Ethics-Coaches

- 11.1 Coaches that conduct themselves in an unprofessional manner may be removed on a case by case basis. Any offense may result in a one game suspension and a one year probation.

#### Article 12-Code of Ethics-Parents/Guardians and Participants

#### Article 13-Duties Of Officers, Directors and Coaches

#### Article 14-Amendments to Bylaws

- 14.1 The bylaws may be amended at any regular meeting of UMJR by majority vote of members present. (for definition of quorum, see Article 6, section 2.7)
- 14.2 All changes to the bylaws will be made, annotating the date of change, by the secretary.
- 14.3 A copy of the current bylaws will be provided to each Board member and posted on the league website.
- 14.4 If no changes have been made to the bylaws for more than a year, the president will include on the December meeting agenda a "By-Law Discussion" item. At that meeting

the Board will discuss and determine whether the bylaws are acceptable as published or require modifications. If no changes are necessary, the regular meeting minutes will be reflected that bylaws were reviewed and accepted as written.

- 14.5 If the Board finds the bylaws should be reviewed for modifications, each member of the Board will be provided a copy of the bylaws to review and suggested changes will be discussed and voted on at the regular January meeting.

Article 15-Nonprofit Status-Dissolution

- 15.1 This corporation does not afford pecuniary gain, incidentally or otherwise, to its members. Upon the dissolution of the corporation, the Executive Board shall, after paying or making provisions for payment of all liabilities of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organization organized and operated exclusively for charitable, educational, religious, literary or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law, as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the District Court of the County in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized or operated exclusively for such purposes.

Article 16-Adoption and Ratification

(Bylaws Adopted 07/26/2024)

The forgoing and Bylaws of the Union Mine Junior Rattlers Football and Cheer Organization, consisting of Articles One through Fifteen are hereby adopted and ratified, and are made part of the permanent corporate records of Union Mine Rattlers Football and Cheer Organization.

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Dan Brown (President)

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Josh Wilson (Vice President of Football)

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Lisa Castillo (Vice President of Cheer)

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Kim Ball (Secretary/Registrar)

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Jessica Vega (Treasurer)

Ashley Bertram (Volunteer Coordinator)

Scott Smith (Equipment Manager)