

# **BYLAWS**

**By and for the**

**Bear River Junior Bruins Football and Cheer, Inc.**

**Adopted: APR 25, 2024**

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# **Article I**

## **Introduction**

### **Section 1. Name**

The name of this organization shall be Bear River Junior Bruins Football and Cheer, Inc. (BRJB).

### **Section 2. Objective**

The objective of this organization is to promote and benefit youth football and cheerleading in the area as a feeder program for Bear River High School and a valuable and important part of Bear River Football and Cheerleading Programs.

### **Section 3. Mission Statement**

The Junior Bruin Football & Cheer program is dedicated to athletic, academic, and social development of our youth through involvement in a supportive, team-oriented atmosphere of football and cheerleading. It is our aim to promote success measured by Sportsmanship, Integrity, Fairness and Enjoyment for all involved.

We plan to accomplish this goal through:

- \*Promoting individual self-worth & value.
- \*Teamwork.
- \*Physical conditioning & mental challenges.
- \*Working closely with the staff at Bear River High School.
- \*Ensuring that all adults in the program have and enforce the same integrity and professionalism in the standards of the program.

### **Section 4. Non-Profit Statement**

Bear River Junior Bruins Football & Cheer, Inc. shall maintain a Non-Profit status with the proper authorities. Every effort shall be made to ensure that the majority of funds raised by and for BRJB shall be for the benefit of the youth of BRJB. No Director, Administrator, Coach or other staff member shall receive cash compensation for their services to and/or for BRJB.

## **Article II Government**

### **Section 1. General Membership**

- A.** Membership shall include parents of all registered players and cheerleaders, coaches and Board of Directors.
- B.** The Registrar shall maintain a registry of members.
- C.** Members are subject to these Bylaws and the rules and regulations of **Bear River Junior Bruins Football & Cheer, Inc. and the Sacramento Youth Football League.**

### **Section 2. Board of Directors**

- A.** BRJB shall be administered and governed by an elected Board of Directors.
- B.** The Board of Directors shall have the responsibility of general supervision of the affairs of BRJB.
- C.** The Board of Directors shall consider recommendations from General Members.
- D.** The Board of Directors shall be:
  - President
  - Vice-President
  - Secretary
  - Treasurer
  - Cheer Coordinator
  - Volunteer Coordinator
  - Registrar
  - Fundraiser Coordinator
- E.** The Board of Directors shall serve as the Nominations and Elections Committee.
- F.** Terms of office shall be 1 year, from January 1 to December 31.

### **Section 3. Appointed Positions**

- A.** The Board may appoint Members to direct, manage or administer BRJB programs.
- B.** The Board may appoint Members to serve on advisory committees.
- C.** Appointed Members shall include but are not limited to: Coaching Director, Concession Manager, Equipment Manager, Health and Safety Director, Other positions as needed.

**D.** Appointed members serve in non-voting advisory positions, and report to the Board.

#### **Section 4. Elections**

**A.** Nominations for the positions of Officers and Directors of The Bear River Junior Bruins Football and Cheer Association shall be opened effective October 1<sup>st</sup> of the current season.

**B.** Persons eligible to vote are:

\*All current Board members of the BRJB Associations.

\*Parents and legal guardians of players and cheerleaders.

**C.** The following positions comprise the Officers and Director Positions:

\*President, Vice President, Secretary, Treasurer, Fundraiser Coordinator, Cheer Coordinator, Registrar, Volunteer Coordinator. (Written and signed nominations must be submitted by October 10<sup>th</sup> to the Board).

**D.** *No person may be nominated without his/her expressed permission.*

All persons mentioned in Section B are eligible to run for the elected positions.

**E.** In the event there are multiple candidates for a position, voting will be done by ballot.

**F.** Voting will take place at the last home game. The Board will count the ballots at the November Board meeting and results will be announced shortly thereafter.

**G.** The Installation of Officers event will be organized by the outgoing Board of Directors to take place at a location and time to be determined during the month of December. Incoming Officers and Directors take office on January 1<sup>st</sup> of each year.

#### **Section 5. Vacancies**

**A.** Positions not filled by election shall be appointed by a majority vote of the Board.

**B.** Vacancies that occur during the year shall be filled by the Board.

#### **Section 6. Voting Rights**

**A.** Each elected position shall have one vote in the election of the Board of Directors and during Ratification and/or Amendment of the Bylaws.

**B.** Board members must be present at the election to cast their vote.

**C.** Each Board Member shall have one vote during meetings where the business

and affairs of BRJB are conducted.

**D.** The President shall vote only to break a tie.

**E.** When necessary and for the sake of expediency, an internet vote may be taken on BRJB matters. The party raising the question will pose the question in the clear with all directors copied.

**F.** Responses shall be done using “Reply All”, so everyone is aware of the discussion.

**G.** Discussion shall follow.

**H.** The President shall make sure that all Officers and Directors are aware of this discussion.

**I.** If any Officer or Director has not responded in any manner, a telephone call shall be made to make sure that the party is aware of the discussion before a vote can take place.

### **Section 7. Resignation, Discipline, Suspension or Termination**

**A.** Membership in the association may be resigned at any time.

**B.** The Board of Directors has the authority to discipline, suspend or terminate the membership of any member whose conduct is considered detrimental to the goals and objectives of the **Bear River Junior Bruins Football & Cheer, Inc. or the Sacramento Youth Football League.**

The recommendation for discipline, suspension or termination must be approved by a majority vote of those Board members present at any duly constituted meeting.

### **Section 8. All elected positions, appointed positions, coaches and directors are required to obtain “Live Scan” background checks.**

## **Article III**

### **Duties of Directors/Voting Members**

#### **Section 1. Powers**

**A.** Subject to the limitations of the Articles of Non-Profit Associations and laws of the State of California, the Board of Directors shall have all authority to conduct the business and affairs of BRJB.

**B.** All Non-Profit powers shall be exercised by and under the direction of the Board of Directors.

## **Section 2. Responsibilities**

**A.** Responsibilities of the Board include but are not limited to:

1. Approve and oversee all BRJB functions
2. Approve and oversee all fundraising activities
3. Approve finance and budget
4. Approve all contracts
5. Selection of additional staff
6. Disciplinary actions

## **Section 3. President**

**A.** Granted discretionary powers to execute and carry out the policies of BRJB.

**B.** Administer these Bylaws and all rules and regulations of BRJB and League/Conference.

**C.** Preside over all meetings.

**D.** Ex-Officio member of all committees.

**E.** Appoint and oversee committees with input from the Board of Directors.

**F.** Promote and Represent BRJB.

**G.** Oversee daily administration of BRJB.

**H.** Key Executive member and Co-Signatory on all BRJB bank accounts.

**I.** Executes all contracts on behalf of BRJB.

**J.** Act as a liaison to League/Conference.

**K.** Review monthly bank statements and any annual filings.

**L.** To vote only in the event of a tied vote as per Robert's Rules of Order.

**M.** Other duties as pertains to the office of President or as directed by the Board.

## **Section 4. Vice-President**

**A.** Assist and advise the President on all matters relating to the operation of BRJB

**B.** Oversee daily operations of BRJB.

**C.** Key Executive member and Co-Signatory on all BRJB bank accounts.

**D.** Serve as Arbitration Committee member.

**E.** Assure Bylaws, rules and regulations are followed.

**F.** Acts on behalf of the President in his/her absence.

**G.** Oversees academic eligibility program.

**H.** Review monthly bank statements and any annual filings.

**I.** Other duties as pertains to the office of Vice-President or as directed by the Board.



## **Section 5. Secretary**

- A.** Record and maintain minutes of all meetings of BRJB.
- B.** Conduct general correspondence as directed by the President or Board.
- C.** Prepare agenda for Board meetings.
- D.** Distribute minutes of meetings.
- E.** Maintain master/corporate non-profit book & archive of records.
- F.** Co-signatory on BRJB bank accounts.
- G.** Acts on behalf of treasurer in his/her absence.
- H.** Initiates bank account set-up in January of every year for newly elected Board Members.
- I.** Arrange for practice field use with necessary schools/city.
- J.** Submit required liability insurance certificates.
- K.** Review monthly bank statements and any annual filings.
- L.** Other duties as pertains to the office of Secretary or as directed by Board.

## **Section 6. Treasurer**

- A.** Custodian of funds for BRJB.
- B.** Receive all monies and distribute all funds.
- C.** Develop annual budget for approval of the Board.
- D.** Create financial statements for all events.
- E.** Present monthly financial statement to the Board at monthly meetings.
- F.** Present annual financial statement to the Board.
- G.** Maintain financial record to be presented to members upon request.
- H.** Acts on behalf of Secretary in his/her absence.
- I.** Organize/Audit documents needed by all members and participants of BRJB.
- J.** Order ATM cards for approved users.
- K.** Key Executive member and Co-Signatory on all BRJB bank accounts.
- L.** Assure President, Vice-President and Secretary review monthly bank statements and any annual filings.
- M.** Other duties as pertains to the office of Treasurer or as directed by the Board.

## **Section 7. Fundraiser Coordinator**

- A.** Solicits and secures local sponsorships to support BRJB operations.
- B.** Collects and reviews sponsorship and fundraising opportunities.
- C.** Organizes and implements approved fundraising activities.

- D.** Coordinates participation in fundraising activities.
- E.** Maintains records of monies secured through Sponsorship and Fundraising initiatives.
- F.** Other duties as pertains to the office of Fundraiser Coordinator or as directed by the Board.

### **Section 8. Cheer Coordinator**

- A.** Assist and advise the Board on all matters relating to cheerleading.
- B.** Assures BRJB & League/Conference rules and policies are followed.
- C.** Creating Player Cards/Certification and maintaining cheer player card master book.
- D.** Recruitment of Cheer Coaches.
- E.** Submittal of annual cheer budget for Board approval.
- F.** Equipment/Uniform purchasing distribution, and collection.
- G.** Oversee Cheer Coaches, staff and team parents, assist and advise as needed.
- H.** Maintain/organize practice schedule for Cheer program.
- I.** Organization of BRJB participation in mandatory SYF annual competition.
- J.** Act as liaison between BRJB Cheer & Bear River High School Cheer program to establish volunteers and participation for camps, clinics, etc.
- K.** Attend monthly SYF Cheer meetings.
- L.** Serve as Arbitration Committee member for cheer related disputes.
- M.** Co-signatory on BRJB bank accounts.
- N.** Other duties as pertains to the office of Cheer Coordinator or as directed by the board.

### **Section 9. Registrar**

- A.** Organize and schedule player registration dates.
- B.** Prepare master participant books for certification (taking required player photos).
- C.** Update/maintain player registration templates/forms as needed.
- D.** Maintain original records of all participants.
- E.** Maintain league mass email list and send emails as needed/ upon request via blind copy.
- F.** Original records to include
  1. Copy of birth certificate, school face page or any other identification required by SFY.

2. Original medical clearance.
3. Original signed participant waivers.
4. Original parent permission forms.
5. Master list of addresses, phone #s, email addresses.
6. Equipment inventory list.

**G.** Other duties as pertains to Registrar or as directed by the Board

### **Section 10. Volunteer/Parent Participation Coordinator**

- A.** Assist and advise the Board on all matters relating to parent volunteers.
- B.** Create/Maintain parent volunteer forms/explanation of duties, buyout guidelines, volunteer refund guidelines, etc. to go with registrar forms.
- C.** Create/maintain parent volunteer schedule for season.
- D.** Attend registration, camp, etc. as needed to secure parent volunteers for the season.
- E.** Act as liaison between coaches and team parents concerning volunteer schedule.
- F.** Track parent participation hours to ensure timely parent refunds.
- G.** Find replacements for parents unable to fulfill their schedule time/no shows.
- H.** Other duties as pertains to Parent Participation Coordinator or as directed by the board.

## **Article IV**

### **Duties of Appointed Members**

#### **Section 1. Powers**

- A.** Under supervision of the Board of Directors, appointed members have the authority to conduct the business of their appointed position.

#### **Section 2. Health & Safety Director**

- A.** Assist and advise the Board on all medical matters.
- B.** Prepare and distribute coaches' medical bags.
- C.** Coordinates and schedules all medical emergency coverage for practices and home games.
- D.** Ensures that League/Conference and BRJB safety rules and regulations are enforced-including injured player guidelines.
- E.** Other duties as pertains to the office of Health and Safety Director or as

directed by the Board.

### **Section 3. Coaching Director**

- A.** BRHS Head coach and BRJB President will serve as Coaching Director if one is not appointed.
- B.** Serve as Coaches Selection Committee member.
- C.** Assist and advise the Board on all matters relating to football.
- D.** Mentor, Appoint & Monitor Sacramento Youth Football coaching activities.
- E.** Serve as Selection of Head Coaches.
- F.** Serve as Arbitration Committee member.
- G.** Recommend termination of coaches using poor judgment.
- H.** Other duties as pertains to the office of Coaching Director or as directed by the Board.

### **Section 4. Concession (Snack Shack) Manager**

- A.** Responsible for managing concession services for all association sponsored events.
- B.** Selecting and purchasing snack bar items.
- C.** Maintains accurate inventory of product.
- D.** Organization, Set-up, Take down/ Cleanup of snack bar at home games.
- E.** Acts as liaison between BRJB & Bear River High School Concession Manager.
- F.** Following established cash box protocol.
- G.** Ensures that League/Conference and BRJB rules & regulations are followed.
- H.** Co-signatory on BRJB bank accounts.
- I.** Other duties as pertains to the office of Concessions Manager or as directed by the Board.

### **Section 5. Equipment Manager**

- A.** Assist and advise the Board on all matters relating to equipment.
- B.** Solicits bids from equipment vendors for Board approval.
- C.** Create/Maintain equipment inventory system to track inventory items (Helmets, Jerseys, Shoulder Pads, Pants) Oversees equipment issuance and return.

- D.** Solicit bids and arrange for reconditioning of equipment for preparation of upcoming season.
- E.** Manages and assists each team's equipment volunteer assistant as needed throughout season.
- F.** Copies registrar on equipment inventory list.
- G.** Assures League/Conference and BRJB Rules and Regulations are followed.
- H.** Other Duties as pertains to the office of Equipment Manager or as directed by the Board.

### **Section 6. Spirit Wear Coordinator**

- A.** Submits ideas to Board for spirit wear sales.
- B.** Submittal of annual Spirit Wear budget for board approval.
- C.** Submits pricing to board for approval for spirit wear orders.
- D.** Works with spirit wear vendors ordering inventory for upcoming season.
- E.** Maintains spirit wear inventory and replenishes as necessary.
- F.** Manages spirit wear table at community events and home games.
- G.** Prepares and presents Board/Coaches shirts and hats for Board approval.
- H.** Other duties as pertains to the office of Spirit Wear or as directed by the Board.

## **Article V Head Coaches**

### **Section 1. Duties and Responsibilities**

- A.** Coaches must attend Coaching Director's training sessions.
- B.** Must attend all Sacramento Youth Football League required functions. Head Coaches must not miss more than two games or six practices. Failure to meet these requirements will result in removal as Head Coach.
- C.** Report to the Coaching Director.
- D.** The Head Coaches shall appoint Assistant Coaches to their football and cheer squad.
- E.** Must select his or her MP tracking person and submit a copy to the Coach/Parent Liaison.
- F.** Ensures that League/Conference/BRJB rules and regulations are followed.
- G.** Appoint a Team Mom.

H. May serve as a Director and coach in the same year, excluding Coach and Parent Liaison Director.

## **Article VI Affiliations**

### **Section 1. League Affiliations**

A. BRJB shall maintain affiliation with the Sacramento Youth Football League and must remain a member in good standing, abiding by the rules and regulations of League/Conference.

B. This affiliation can be revoked for good cause by a majority vote of the Board of Directors.

### **Section 2. Other Affiliations**

A. BRJB should seek and maintain affiliations with groups and organizations that benefit and support the values and mission of BRJB, such as but not limited to:

1. Bear River High School Boosters.
2. Bear River High School Athletics Department.
3. Bear River School District.
4. All other associations with the League/Conference.

## **Article VII Age Group Requirement**

### **Section 1. Age Group Requirement**

A. Each player must play on a team according to age group.

B. No player may be moved up without board approval.

## **Article VIII Minimum Play Requirement**

### **Section 1. Minimum Play Requirement**

A. As generally stated in our Mission Statement our goal is to have each child

play in every game if they are physically and academically able to do so.

**B.** Each player will be guaranteed a minimum of 5 plays per game (special teams counts as a play).

**C.** Min play does not apply during playoff or championship games.

**D.** At Head Coach's discretion, min play does not apply for safety reasons.

**E.** There is no min play requirement for mascot.

## **Article IX**

### **Finances**

#### **Section 1. Fiscal Year**

**A.** The fiscal year shall be January 1 to December 31.

#### **Section 2. Budget**

**A.** The Board of Directors shall approve all budgets and expenditures.

**B.** An annual budget for BRJB shall be prepared by the Treasurer.

1. Based on the previous year's reports.

2. Board members and other members may give input or assistance.

3. The Board may appoint a committee to develop a budget.

#### **Section 3. Expenditures**

**A.** The Treasurer, with approval of the President, may expend up to \$500 on budgeted items without specific Board action.

**B.** Expenditures in excess of \$500 must have specific Board approval.

**C.** All unbudgeted expenditures must be approved by the Board.

#### **Section 4. Financial Records**

**A.** The Treasurer shall maintain complete and accurate books and records of accounts, business transactions, assets and liabilities, receipts, disbursements, gains and losses.

**B.** All members shall, with reasonable notice, have the right to inspect the financial records.

**C.** The Board of Directors shall maintain a relationship with an independent CPA to prepare annual income tax returns, periodic audits and to provide

consultation in all financial matters for the benefit of and at the expense of BRJB.

**D.** The Board of Directors shall present an annual report to the General Membership at the annual meeting that shall include:

1. assets and liabilities
2. revenues and receipts
3. expenses and disbursements
4. other pertinent information

**E.** All monies received from all fundraising activities must be counted by at least two Board members prior to submitting to treasurer. Monies must be submitted to Treasurer, or if not available, the President or Vice President, within 72 hours.

**F.** Snack bar, entry gate and spirit wear monies will be managed according to procedure voted on by Board of Directors.

**G.** Treasurer to provide receipt for all monies collected from fundraising activities at time of receipt.

**H.** Board members' registration will be waived.

**I.** BRJB Bank Signers: President, Vice President, Treasurer, Secretary, Cheer Coordinator and Concession Manager.

**J.** BRJB Bank ATM cardholders: President, Vice President, Treasurer, Cheer Coordinator and Concession Manager.

**K.** Related parties (spouses, family members) cannot both be signers on BRJB Bank account.

## **Article X Meetings**

### **Section 1. Board Meetings**

**A.** The Board of Directors shall hold a regular meeting to conduct the business and affairs of BRJB.

**B.** These meetings are open to all members, prospective members, and sponsors.

1. The Board may call for a closed session on sensitive issues.

**C.** Meetings shall be conducted following Roberts Rules of Order.

**D.** Notice shall be made at least 1 week prior to regular Board meetings.



## **Section 2. Other Meetings**

**A.** Meetings may be called by the Board without prior notice for special circumstances that include but are not limited to:

1. Issues and situations requiring emergency or immediate action
2. Committees
3. Team meetings
4. Staff meetings

**B.** These meetings will be limited to advisory roles and discussions. Issues involving policies, procedures or expenditures shall be brought before the Board of Directors.

**C.** Issues and situations that require immediate action can be resolved by a quorum of the Board.

## **Section 3. Quorum**

**A.** Action cannot be taken by the Board unless there is a 2/3 majority quorum of the Directors present at the meeting.

## **Article XI Fee Waiver**

### **Section 1. Eligibility**

**A.** To be eligible for a reduction in registration fees, a player's legal guardian must complete and submit a scholarship application (available on brjb.net). Applications will be individually reviewed by the BRJB Board.

## **Article XII Ratification, Amendment and Dissolution**

### **Section 1. Ratification**

**A.** Requires a 2/3 majority vote of the Board of Directors.

### **Section 2. Amendment**

**A.** Requires a 2/3 majority vote of the Board of Directors.

**B.** By-Laws shall be reviewed at a minimum of every 2 years.

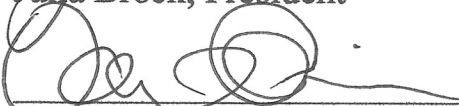
**Section 3. Dissolution**

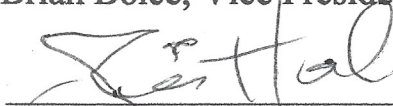
**A. Should BRJB dissolve for any reason, all equipment/asset shall be sold, then donated to a charity chosen by the Board; or simply donated at that time.**

We, the undersigned individuals, are the Board of Directors of the Bear River Junior Bruins Football and Cheer Association and pursuant to the authority granted to the Board of Directors by these by-laws do hereby certify that these by-laws were adopted by the Bear River Junior Bruins Football and Cheer, Inc. Board of Directors on Apr 25, 2024.


  
\_\_\_\_\_  
Julia Brock, President

  
\_\_\_\_\_  
Brian Boice, Vice President

  
\_\_\_\_\_  
Valerie Calvillo, Secretary

  
\_\_\_\_\_  
Jeneé Hand, Treasurer

  
\_\_\_\_\_  
Kymberly Zinola, Cheer Coor.

  
\_\_\_\_\_  
Kalaelani Rodrigues, Volunteer Coor.

  
\_\_\_\_\_  
Chelsea Beloud, Registrar

  
\_\_\_\_\_  
Jessica Salas, Fundraiser Coor.