

BYLAWS
Junior Bulldogs Football and Cheer Club
A Non-Profit Organization
Adopted January 29, 2025

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Article 1: Name, Purpose, and Organization

- 1.1 The name of the Organization shall be Junior Bulldogs Football and Cheer Club., for purposes of abbreviation, acceptable names herein shall be the "JBFCC".
- 1.2 Junior Bulldogs Football and Cheer Club is a non-profit organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.
- 1.3 It is the policy of the JBFCC not to discriminate or tolerate discrimination based on race, sex, age, religious beliefs, or physical abilities.
- 1.4 Mission Statement:
The Junior Bulldogs mission is to promote youth boys' and girls' football, cheerleading, and dance in the Fort Zumwalt South High School boundaries and to further promote the development of leadership, character, sportsmanship, tolerance, discipline, and athletic ability, and to nurture youth fitness, volunteerism, and a lifelong love of sports.

Article 2: Governance

- 2.1 The governance of the Organization shall be vested in the following Board of Directors. If these positions are not filled the board needs to have at least three voting members.
 - President
 - Vice President
 - Treasurer
 - Football Director
 - Cheerleading and Dance Director
 - Secretary
 - Fundraising and Volunteer Coordinator
 - Equipment Director
 - Communications Director
 - Concessions Director
 - Player Health and Safety Coordinator

2.2 The Voting Board shall consist of all Board of Director members. In the event of a tie vote, the Executive Board will cast the deciding votes.

2.3 The Executive Board shall consist of the President, Vice President, and Treasurer

2.4 The Board has the authority to appoint Ad Hoc, Standing Committees or Subcommittees that will aid in the administration and facilitation of the business of the organization under the direction and guidance of the Board.

2.5 Election of Officers

- Elections will generally be held in the month of December each year.
- Members of JBFCC in good standing (with no outstanding debt) will be able to submit a letter of intent to run for a particular office.
- Letters of intent will be due by the end of November.
- Notice of this process will be posted on the JBFCC website and/or social media accounts.
- The Board of Directors will review all letters and will narrow the applicants down to two candidates per office.
- The narrowing process will be based on the reputation, experience, and level of commitment of the applicants.
- After the conclusion of the election, the winners will be posted on the website and/or social media accounts. They will serve a one-year term.
- If a current board member wishes to return in the same position in an ensuing season, they will be given the right of first refusal to serve in that same position granted if they remain in good standing with the Organization.

2.6 Removal from Board of Directors

- Members may only be removed from office by a majority vote of the voting Board of Directors
 - Members being considered for removal from the board may not partake in a vote for their removal from office.
- This will only be considered when the best interest of the organization would be compromised by that individual being detrimental to the growth, reputation, or overall benefit of the organization.
- Board members missing three meetings in any fiscal year without an excused absence from the President are subject to suspension and/or removal from the board.
 - Board Member will be notified in writing of the suspension/removal vote.
- In the event of death, resignation or removal, a successor shall be selected by the remaining Board of Directors who shall serve the remainder of the vacant term.

2.7 Quarterly Meetings of the Board of Directors shall be held at any other reasonable public meeting facility as agreed upon by current Board Members. Notice to Board Members may take place via email, text, or any other reasonable and accessible mode of communication.

2.8 A quorum (three-fourths) of Board of Directors must be in attendance in order to vote on any matter, except when otherwise noted herein, at all Regular, Special or Emergency Board Meetings

2.9 Minutes of meetings shall be kept on file and archived by the Secretary.

2.10 To protect the integrity of the organization no related members of the Board of Directors shall hold Executive board positions during the same fiscal year (i.e., brother/sister on the finance committee, husband/wife hold the President, Vice President, or Treasurer positions).

2.11 No person shall hold more than one office.

2.12 The officers of this organization shall serve without compensation.

Article 3: Finance

3.1 A Business Checking and Savings or Money Market account has been established and will be maintained. It's the main depository of the organization funds.

- The President, Vice President, and Treasurer shall serve as executors of the JBFCC checking and savings account.
- The JBFCC board members shall oversee the dissemination or usage of funds.

3.2 The signatures of the President, Vice President or Treasurer must be on each check.

- Funds of the Organization in the amount of \$250 or less, for the approved expenses, may be withdrawn from the bank by the President, Vice President, or Treasurer.
- Savings accounts may be established to prepare to replace, or purchase known and unknown sports equipment and supplies as needed. These funds may be obtained by creating a line item in the budget to be known as Reserve funds.

3.3 The Fiscal year of the Organization shall be the same as the calendar year January 1 thru December 31

3.4 The Treasurer shall present at each Board Meeting a current set of financial reports to be reviewed and approved.

3.5 Any proposed expenditure over \$1,000.00 shall require more than one bid presented to the Board of Directors (e-mail is acceptable) prior to expense approval.

3.6 Petty cash will be used for purchases less than \$250 incurred on behalf of JBFCC. Prior approval from the President, VP, or Treasurer is needed for petty cash expenses.

- A receipt from purchase will be required for reimbursement and the person will also sign a receipt stating they have received funds for purchase from petty cash.

3.7 Each fiscal year the treasurer will prepare all financial documents for tax filing purposes. A qualified certified public accountant shall be utilized for tax filing purposes. Tax documents will be reviewed by all board members.

Article 4: Duties of Officers and Directors

4.1

The President of the Board of Directors of JBFCC shall:

- Represent the Organization in public and must facilitate all JBFCC Regular Meetings.
- Shall prepare each November an election ballot for all Board Members.
- Oversee all functions (i.e., home games, fundraising activities, volunteer efforts, etc.) or events (Postseason banquet) and serve as the supervisor of said events or functions.
- Address disputes/complaints from the public and refer to the board.
- Enforce JBFCC policies and principles.
- Ensure that field permits are secured and coordinate the practice and game schedule with the appropriate delegates or officials.
- Ensure that the organization's By-laws are abided by.
- Maintain current league oversight, working with the Board Members to ensure policies and schedules comply with the current league's operating codes.
- Coach any sports team if coaching does not interfere with his/her duties.
- The President will attend all league meetings or designate an alternate voting board member to attend.

The Vice President of the Board of Directors of JBFCC shall:

- Assist the President in all activities and responsibilities outlined above and perform the duties and tasks as assigned by the President.
- Shall become the President's successor in the event of his/her death, removal, or resignation from office until the next regular election or a special election is called.
 - If term would be longer than 2 months a special election will occur within 2 weeks of removal of former President.
 - Entering next regular election VP would need to run for President, they are unable to inherit position.
- Maintain insurance for JBFCC.
- Access and respond to the JBFCC email account or forward to appropriate Board Member.
- Coach any sports team if coaching does not interfere with his/her duties.
- The Vice President shall perform other duties as assigned to him/her by the Board of Directors.

The Treasurer of the Board of Directors of JBFCC shall:

- Maintain a day-to-day record of all financial transactions pertaining to JBFCC funds and accounts.
- Keep and maintain all JBFCC official documents and financial records.
- Prepare and submit monthly financial reports at all Board meetings.
- Oversee all banking functions and communications, electronic or otherwise.
- Obtain and maintain a way to receive funds electronically for concession stand use.
- Collect and deposit all income funds for the Organization.
- Prepare a year-end financial report for the Organization and coordinate with a CPA to review and complete the required state and federal tax returns.
- Reconcile electronic payments.
- Collaborate with Concessions Director to ensure change for concession stand is available and managed and deposited properly.
- Secure funds and determine which Executive Board Member will be responsible for paying referees and score keepers.
- Coach any sports team if coaching does not interfere with his/her duties.

The Football Director of the JBFCC Board of Directors shall:

- Uphold and enforce the organization's operating code and policies.
- Work with the President and Vice President on all issues pertaining to teams within the organization.
- Screen and recommend coaching applicants for all football teams and present them in a timely manner to the Board of Directors.
- Ensure high standards of instruction and ethics are maintained by coaches and participants during the season.
- Recommend, in writing, policies and guideline changes pertaining to the football program to the Board of Directors for approval.
- Organize, coordinate, and propose, in writing, to the Board of Directors for approval, participation in special events, tournaments, competitions, and bowls associated with the football program.
- Maintain a thorough knowledge of current league rules and provide rules to officials on game day.
- Make recommendations to the Equipment Director of any equipment needed.
- Attend current league meetings as required.
- Address safety issues involving players, coaches, and equipment to ensure that no player is at risk of injury due to faulty or substandard equipment, practice and game facilities, or practice and game regimens.
- Review Coaches Code of Conduct yearly and submit any needed changes to Board of Directors.
- Meet regularly with individual coaches and staff members to keep abreast of the status and progress of the teams and to address any problems or complaints that may arise.
- Coordinate with High School Coaches to understand the Football Operational Plan, communicate this plan with all coaches and implement that plan to the best of their ability.
- Coach any sports team if it does not interfere with his/her duties.
- The Football Director shall perform other duties as assigned to him/her by the Board of Directors.

The Cheerleading and Dance Director of the JBFCC Board of Directors shall:

- Screen and recommend applicants for all age/grade class cheerleading coaching positions and present in a timely manner to the Board of Directors.
- Maintain a thorough knowledge of league rules.
- Ensuring high standards of instruction and ethics are maintained by coaches and participants during the season.
- Recommend, in writing, policies and guideline changes pertaining to the cheerleading program to the Board of Directors for approval.
- Organize, coordinate, and propose in writing to the Board of Directors for approval, participation in special events, tournaments, competitions, and bowls associated with the cheerleading program.
- Work with the President and Vice President on all issues pertaining to cheerleading programs within the organization.
- Address safety issues involving players, coaches, and equipment to ensure that no player is at risk of injury due to faulty or substandard equipment, practice and game facilities, or practice and game regimens.
- Review Coaches Code of Conduct yearly and submit any needed changes to Board of Directors.
- Meet regularly with individual coaches and staff members to keep abreast of the status and progress of the teams and to address any problems or complaints that may arise.

- Prepare and implement comprehensive program plans to facilitate achievement by planning cost effective operations and future activities.
- Make recommendations to treasurer for allocation of funds.
- Maintain budget report of enrollment and activities.
- Coach any sports team if coaching does not interfere with his/her duties.
- The Cheer Director shall perform other duties as assigned to him/her by the Board of Directors.

Advisory Board Member Positions

The Secretary of the JBFCC Board of Directors shall:

- Organize and distribute Board Meeting agenda per Executive Board recommendation.
- Document, oversee, and manage all minutes of all Board of Directors meetings and any other duties affiliated with minutes of meetings.
- Ensure that all board members are notified of the release of minutes in official or draft format via any reasonable mode of communication, including e-mail notification.
- Responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible.
- Maintains organizations schedule by maintaining calendars, arranging meetings, conferences, and teleconferences.
- Setting up and screening for background checks on coaches and any volunteers working with our athletes.
- Coach any sports team if coaching does not interfere with his/her duties.
- The Secretary shall perform other duties as assigned to him/her by the Board of Directors.

The Fundraising and Volunteer Coordinator of the JBFCC Board of Directors shall:

- Organize and facilitate fundraisers for JBFCC.
- Purchase and sell merchandise for JBFCC with board approval.
- Serve as liaison for JBFCC and local businesses regarding sponsorships.
- Organize volunteers for JBFCC functions and events.
- Collaborate with Concessions Director by providing information on volunteer hours and service times in concession stand.
- Create report at end of season for Board of Directors on parents that have not fulfilled volunteer hours.
- Organize local community opportunities for JBFCC to give back to the community.
- Serve as the liaison for JBFCC and volunteers.
- Coach any sports team if coaching does not interfere with his/her duties.
- The Fundraising and Volunteer Coordinator shall perform other duties as assigned to him/her by the Board of Directors.

The Equipment Director of the JBFCC Board of Directors shall:

- Protect the use and dissemination of all official JBFCC property (i.e., equipment, merchandise).
- Maintain all field equipment owned by the organization.
- Ensure all equipment is available as required by Coaches and/or League and that it is in good working order.
- Maintain the equipment storage facility in a neat and organized fashion.
- Order and distribute all equipment/uniforms, using required and approved team equipment forms, with the approval of the Board of Directors.
- Maintain an accurate inventory of all equipment and uniforms that are the property of the Organization.

- Make recommendations to the Board of Directors about necessary equipment purchases, and storage and maintenance of club equipment.
- Complete any necessary reconditioning or upkeep required to maintain equipment.
- Organize and complete end of year equipment returns.
- Perform other duties as assigned to him/her by the Board of Directors.
- Provide a state of equipment report to the Board of Directors at the end of league season after equipment return from all teams is complete.
- Coach any sports team if coaching does not interfere with his/her duties.
- The Equipment Director shall perform other duties as assigned to him/her by the Board of Directors.

The Communications Director of the JBFCC Board of Directors shall:

- Create and maintain JBFCC website and registration site.
- Access Post Office Box and respond to mail or deliver to appropriate board member.
- Post photos and communications to JBFCC website and social media sites.
- Create and Conduct registrations for all programs under JBFCC.
- Handle all withdrawals regarding registration.
- Create and maintain rosters for all teams in all programs for JBFCC.
- Responsible for confidentiality of JBFCC families' information regarding registration documents.
- Coach any sports team if coaching does not interfere with his/her duties.
- The Communications Director shall perform other duties as assigned to him/her by the Board of Directors.

The Concessions Director of the JBFCC Board of Directors shall:

- Collaborate with the Fundraising Director with coordinating volunteer hours and service times in the concession stand.
- Create menu for concession stand and purchase all items necessary for concessions.
- Responsible for transporting all food items and any other necessary supplies from storage location to the concession stand and returning to storage location on game days.
- Manage concessions for JBFCC events, including collaborating with the Treasurer to make sure to have proper change in the drawer before game days and counting and depositing the cash after game day. Keep track of cash making sure to clear out large bills or abundance of smaller bills during games and place them in a bank bag.
- Arriving at the concession stand 1 hour before the 1st game of the day and staying until the last game is over, all supplies are loaded, concession stand is cleaned.
- Assigning volunteers to necessary assignments on game day.
- Responsible for making sure the concession stand is in better condition than it was left for the JBFCC after game day use.
- Coach any sports team if coaching does not interfere with his/her duties.
- The Concessions Director shall perform other duties as assigned to him/her by the Board of Directors.

Player Health and Safety Coordinator:

- Assure that all practice and game day playing surfaces are safe for player use.
- Oversee equipment fittings and gear handouts to ensure proper fit.
- Ensure all medical kits are satisfactory and provided to each team.
- Ensure all coaching personal, including parent helpers, obtain a USA Football Coach Membership before instructing any player in practice, scrimmages, or games.
- Obtain a proper trainer to be present at all JBFCC home games.
- Coach any sports team if coaching does not interfere with his/her duties.
- The Player Health and Safety Coordinator shall perform other duties as assigned to him/her by the Board of Directors.

Article 5: Membership

5.1 Membership of JBFCC is offered to any member of the board of directors, coaches, registered athletes, parents, siblings, extended family, or guest of any registered athlete will be considered a member of the Junior Bulldogs Football and Cheer Club and will be required to follow the rules and regulations set out by the Board of Directors.

5.2 Membership in the league is good for one year from January 1st to December 31st.

5.3 Termination of affiliation of a youth or adult shall be enacted and enforced by the Board of Directors without a refund.

- The termination will be enacted when an individual no longer follows the philosophy and principles of the organization and it is deemed by the board that the individual or family has become detrimental to the growth, reputation, or overall benefit to the athletes, coaches, volunteers, or the organization

Article 6: Amendments to the Bylaws

6.1 The power to adopt, alter, amend, or repeal the Bylaws is vested in the Board of Directors.

- Bylaws will be reviewed for amendments annually by the Board of Directors at the ~~end~~ first board meeting of the year or during a Special Meeting that meets the Quorum standard.
- All Board of Directors members must be given a minimum 24 hours' notice to attend a Special Meeting
 - Special Meetings convened specifically to amend the bylaws must be designated clearly as such in all pre-meeting notifications to board members
- Board members present at a meeting will be responsible for submitting amendment changes (if any).
- If a board member is unable to attend via teleconference or in person, they can submit their suggested changes via email to the President.
- Bylaw amendment changes will be voted on the following regular board meeting or a special meeting within 30 days of the initial annual meeting/special meeting which pertained to amendment changes.

Article 7: Registration

7.1 All registration is on a first come, first serve basis.

- Registration will be available no later than three months to the first official day of practice.

7.2 Withdrawing child(ren) from registration

- If a parent/guardian withdraws their child(ren) 30 days prior to the first official day of practice, a refund full of the registration fee will be offered provided that their equipment has been returned.
- If a parent/guardian withdraws their child(ren) within 29 days to 11 days of first official day of practice, a partial refund of half of the registration fee will be offered providing that their equipment has been returned.
- If a parent/guardian withdraws their child(ren) within 10 days of first official day of practice, no refund will be provided, with all equipment must being returned.

Article 8: Coaches

8.1 Selection of head coaches and coaching staffs: Coaches will be selected based on positive attitude, communication skills, leadership qualities, technical knowledge, and support of JBFCC objectives.

8.2 Coaches must submit prior to having any contact with kids a full background information sheet to be considered for a head or assistant coaching position.

8.3 Assignment of head coaches shall be made at the sole discretion of the Board of Directors Based on the prospective coach's:

- Overall support of the organization.
- Leadership of their team and staff.
- Interaction with their teams' parents
- Technical competence and dedication to the program and its goals

Coaches who receive parental complaints, verbal or otherwise, must report said complaints to the President within 24 hours of the receipt of said complaint

- It may be necessary and is recommended that the head coach document player attendance, performance, behavior, etc.
- Head coaches shall handle all complaints, comments, or other communications from parents of players
- Any attempt by parents to circumvent dealing with a head coach regarding complaints, etc. by addressing them with a staff member, other parents, board members shall be subject to violation of the JBFCC Code of Conduct.
- The chain of command to handle complaints from parents shall be as follows: Head Coach, Football or Cheer Director, President, and Board of Directors.

8.4 All coaches shall be required to adhere to all directives and responsibilities as outlined and indicated in the JBFCC Official Coaches' Handbook including strictly following Concussion Protocol

Article 9: Code of Conduct

9.1 The Code of Conduct:

- All coaches, JBFCC volunteers and board of directors must sign and return the Code of Conduct.
- All players must sign and have countersigned by their parents(both), parent (if single) or legal guardian(s) the JBFCC Official Code of Conduct during the registration process.
- Allegations or evident violations of the Code of Conduct shall be reported to the Board of Directors for review.

Article 10: Policies & Procedures (Miscellaneous)

10.1 General procedures and policies: No JBFCC Board of Directors officer shall affect policy or procedural changes, rule alterations, offer edicts or mandates or otherwise deviate from the general context of the management of the organization without it first being discussed at a regular board meeting unless said policy or procedure change is deemed an emergency.

10.2 Only pre-approved volunteers may be on the practice or game fields at any time, for any reason; permitted, pre-approved ancillary personnel shall include but not be limited to: EMTs, law enforcement officials, essential game day volunteers Jr. GAC representatives, Board of Directors members, credentialed members of the media, yardage and down marker volunteers, gate and concessions volunteers, cheerleaders and coaches. No parents or unaffiliated personnel or persons may enter the playing field (including track perimeter) or practice field, regardless of prior involvement with the program, at any time, for any reason other than to attend to an injured player said parent or guardian is directly related to.

10.3 Any person who wishes to serve the Organization in any capacity who has not submitted a background check information sheet for the current season shall not be permitted on the playing or practice field with the sole exception being a parent attending to an injured child; the coaching directors shall be responsible for ensuring that no personnel enters the playing or practice fields or facilities who has not yet filled out and passed review of the background information sheet and Code of Conduct; any volunteer who fails to fill out, turn in and pass a review of his/her background information sheet may be subject immediate removal from the facilities or fields.

10.4 All affiliates, members, coaches, officers, or volunteers of the Organization must be of good character and high moral standing; any violations of the Code of Conduct or Bylaws may result in immediate dismissal by the Board of Directors or its designees.

10.5 Each JBFCC board member and head coach is entitled a discount of the current registration fee for their children as decided by the Board of Directors. A coach or board member may transfer their discount to another child in the program, but this will negate the discount for their own child.

10.6 By virtue of its membership in the club, any club member agrees to indemnify and hold harmless the league Officers, Board Members, and officials/referees against any claims, disputes, causes of action, judgments or decrees for actions carried out in accordance with the bylaws. Said indemnification and hold harmless agreement shall include, but not be limited to, any reasonable attorney's fees and costs, including appellate attorney fees and costs, witness fees, stenographic expenses, expert witness fees and transportation expenses; together with any monetary judgment expense or awards that the court might enter; as well as any cost or

expense associated with the running of any game, exhibition, or contest including any stadium rental, referees fees, food, or any cost or expense associated therein.

10.7 Should the club ever disband, all money and property accumulated by the club, until that time, shall be held for a period of one (1) year. Upon the dissolution of the club, assets shall be distributed to the Fort Zumwalt South High School Football program.