

PDLQ YOUTH FOOTBALL, INC.
BY-LAWS 2022
PALM DESERT/LA QUINTA

1.1 INTRODUCTION

- 1.2 The official name of this organization, as registered with the Secretary of State of the State of California, shall be **PDLQ Youth Football, Inc.** and shall be commonly referred to as “PDLQ,” and/or “PDLQ JAAFSC.”
- 1.3 The PDLQ YOUTH FOOTBALL, INC. is a non-profit California corporation, devoted solely to the provisions that provide opportunity for youths of the chapter to participate in football and cheerleading, properly equipped, and under rules and regulations set forth by the **Southern California Junior All-American Football Conference.**

2.1 OBJECTIVE

- 2.2 The purpose of this association is a supervised program of football and cheerleading which will build character and inspire the ideals of good citizenship and sportsmanship to each of the youths participating, through a common interest of fair play, working as a team to insure the safety and the welfare of the youths, plus be free of adult ambition for personal glory.

3.1 APPLICABILITY

- 3.2 All rules, regulations, policies and procedures that are not outlined specifically within these By-Laws shall be solely governed by (1) **Southern California Conference Junior All-American Football Conference, Inc.** and (2) Junior All-American Football Federation rules, regulations and By-Laws which shall be adhered to by all members of PDLQ Association.
- 3.1.1 Whereas, certain rules and by-laws may conflict, the PDLQ Youth Football By-Laws shall take precedence over **Southern California Conference Junior All-American Football Conference Inc.** rules, regulations, and By-Laws, when such a conflict exists and PDLQ JAAF rules, regulations and By-Laws are stricter in interpretation and implementation...
- 3.1.2 In the case of a protest, question or disagreement, it shall be the responsibility of the PDLQ Youth Football Board of Directors to resolve any decision(s) that are relative to the league and shall be concurred upon by the proper conference officials.

4.1 BOUNDARY OF CHAPTER

- 4.2 The boundary of the PDLQ Youth Football Chapter shall extend to all youths that reside within the geographical boundaries as requested by the PDLQ Youth Football Chapter and approved by the **Southern California Conference Junior All-American Football Conference Inc.**
- 4.2.1 All the zip codes east of Bob Hope Dr and west of Desert Center. Including Palm Desert, La Quinta, Coachella, Thermal, Mecca. Free agent zones - Thousand Palms, Desert Hot Springs, Rancho Mirage.
- 4.2.2 No other Junior All-American Southern California Conference Chapter shall be created which includes any part within the PDLQ boundaries without first approaching the PDLQ Youth Football Board of Directors for approval, with a majority vote. (See attached map.)

5.1 BY-LAWS

5.2 All revisions to the PDLQ Youth Football By-Laws shall be approved by the PDLQ Board of Directors.

5.2.1 The effective date of all changes will be on April 1 of each year through March 31, of the following year.

5.2.2 Any proposed amendments to the By-Laws during the year must be presented to the Board of Directors in writing and a vote for approval take place only after a second reading at the next scheduled board meeting.

5.2.3 An affirmation vote of two-thirds of the Board present at said meeting shall be necessary for the adoption of the amendment(s).

5.2.4 Whenever an amendment of a new By-Law is adopted, it shall be incorporated into the book of By-Laws and put into its appropriate place.

6.1 ASSOCIATION MEMBERSHIP

6.2 The membership of the PDLQ Youth Football Inc., shall be comprised of the following:

6.2.1 Youth participating in football or cheerleading

6.2.2 Board Members

6.2.3 Coaches and approved support staff

6.2.4 Parents or legal guardian of participating youth(s)

6.2.5 Sponsors

6.2.6 Any individual who has brought or been a party to a lawsuit against any board member, Chapter, Conference, or any youth organization regarding any activities in the organization shall not be considered for membership.

7.1 CHAPTER MANAGEMENT

7.2 Subject to the limitations of the Articles of Incorporation and the Laws of the State of California, all corporate powers shall be exercised by, and the business affairs of the corporation, shall be controlled by the PDLQ Board of Directors.

7.3 The Board consists of all Elected Officials and will be the governing body of the Corporation as to the rules, regulations and amendments thereto, and any other matters that members of the PDLQ Youth Football may bring before it.

7.3.1 The Board of Directors shall operate within the bounds of the By-Laws and shall be responsible for the administrative and financial affairs of the PDLQ Youth Football Association.

7.3.2 All Board Members shall have one vote with the exception of the President, who will vote only in the event of a tie.

7.3.3 The Board of Directors shall be responsible for voting in the succeeding board annually.

7.3.4 The position of Chapter President, Chapter Athletic Director and Commissioner shall not be occupied by two members of the same immediate family. (Exceptions can be

made by board should Election Committee be unable to fill with willing and able persons)

- 7.4 In order for the PDLQ Youth Football to operate properly, it is mandatory that Board Members attend all scheduled meetings.
 - 7.4.1 Any Board Member not able to attend a scheduled meeting shall notify the President, Vice President, or Secretary.
 - 7.4.2 Any Board Member not fulfilling the responsibilities of the office they were elected to or have missed two consecutive meetings without a valid reason shall be asked to resign or shall lose the right to vote.
 - 7.4.2.1 A Board Member shall be replaced or reinstated only by a majority vote of the Board.
 - 7.4.2.2 Resignations will be submitted to the President in writing or e-mail. All Board Members will be notified of this resignation before or during the next regularly scheduled board meeting. Resignation will be recorded in the minutes. Upon resignation, member may not be reinstated until the following season.
 - 7.4.3 A written complaint must be presented to a Board Member one week prior to the upcoming board meeting before any Board Member may be voted off the Board, with cause by a majority vote of the board.
 - 7.4.4 Board Members shall be replaced by members of the association who are in good standing with the PDLQ Youth Football Chapter and the Southern California Conference Junior All-American Football Conference Inc.
 - 7.4.4.1 These individuals shall be selected, nominated and voted upon by the remaining members of the PDLQ Board of Directors.
 - 7.4.5 The exception to paragraph 7.3.4 and 7.3.4.1 will be the Office of the President, who will temporarily be replaced by the Vice President until the board of directors decides the best course of action.
 - 7.4.6 If a new appointment for the Board position is made in the absence of the Board Member, said member shall be notified in writing of said replacement.
 - 7.4.7 The President may appoint four (4) or more Members at Large from the League's membership who shall be approved by the Board. Appointees must be in good standing with the PDLQ Youth Football Chapter and the Southern California Conference Junior All-American Football Conference Inc.
 - 7.4.7.1 Co-Deputy, and Assistant positions are considered Members at Large.
- 7.3.8 Any meeting, regular or special, may be held by conference telephone or similar communications equipment, as long as all directors participating in the meeting can hear one another, and all such directors shall be deemed to be present in person at such meeting.
- 7.5 Board Members shall not hinder a fellow Board Member in the fulfillment of their duties as determined by the PDLQ By-Laws.
- 7.6 The President, Commissioner, Chapter AD & Cheer Advisor shall have unhindered access to the home field in order to carry out any and all Chapter and/or Conference Rules & Regulations.

7.7 Upon Board approval and with no conflict of interest, a Board Member may hold more than one position, when there are insufficient qualified members to fill the position.

7.7.1 Any Board Member holding more than one position shall have only one (1) vote.

7.8 No two family members or domestic partners may be signers on Corporate Accounts.

8.1 CHAPTER OFFICERS AND RESPONSIBILITIES

8.2 PRESIDENT (ELECTED BOARD MEMBER)

8.2.1 President shall preside over all PDLQ Youth Football Inc. meetings and shall represent the Chapter at the **Southern California Junior All-American Conference** meetings.

8.2.2 The President shall represent the PDLQ Chapter as member of the Executive Council in the Southern California Junior All-American Football Conference meetings.

8.2.3 Responsible for flowing down all of the rules, regulations, By-Laws and information from the Southern California Junior All-American Football Conference to members of the PDLQ Chapter.

8.2.4 Responsible for administrative and financial affairs of the PDLQ Chapter, plus assure all Chapter business is conducted in accordance with PDLQ Chapter By-Laws.

8.2.5 Responsible for investigating complaints brought before the Board of Directors and providing a detailed report to the Board of Directors of the investigation results and a recommendation of action deemed necessary.

8.2.6 The President is given discretionary powers that will permit executive decisions to be made, if warranted, in the best interests and welfare of PDLQ Youth Football. Such decisions may only be reversed or revoked by a two-thirds majority vote by the Board at the next regularly scheduled meeting or emergency Board meeting specifically held to address the situation.

8.2.7 The President shall have been an elected Board Member for at least 2 consecutive years. The President is elected to but not limited to one 2-year term.

8.3 VICE PRESIDENT (ELECTED BOARD MEMBER)

8.3.1 The Vice President shall act on the President's behalf in his or her absence and shall assume all duties delegated by the President.

8.3.2 The Vice President will automatically succeed the President in the event he or she is not able to complete the full term of office.

8.3.3 The Vice President shall have served as a coach or a board member for at least 1 year.

8.3.4 The Vice President is elected to but not limited to one 2-year term.

8.3.5 The Vice President will work with the Equipment Manager and oversee to ensure all equipment is in good condition and all applicable inspections and certifications are up to date.

8.4 COMMISSIONER (ELECTED BOARD MEMBER)

8.4.1 The Commissioner shall administer the rules of conduct for the football program per the rules, regulations and By-Laws of the PDLQ Chapter and the **Southern**

California Junior All-American Conference.

- 8.4.2 The Commissioner has the overall responsibility for the conduct of the team Athletic Directors, Coaches, Players, Parents or Legal Guardians and all others involved with the playing of football and cheer.
- 8.4.3 The Commissioner shall investigate all written complaints from the team Athletic Directors, Coaches, Players and Parents or Legal Guardians of youths. He/she shall report the results of any investigation to the Board. The Board shall vote on any disciplinary actions.
- 8.4.4 The Commissioner is given discretionary powers that will permit carrying out all policies of the PDLQ Chapter and the **Southern California Junior All-American Conference** in an expeditious manner.
- 8.4.5 The Commissioner will represent the PDLQ Chapter as member of the Executive Council in the Southern California Junior All-American Conference.
- 8.4.6 The Commissioner shall chair a Head Coach Selection Committee, which will serve to make recommendations of proposed Head Coaches for Board Approval. Should the Board of Directors disapprove of the “slate” of nominees, each Head Coach applicant will be voted on individually.
- 8.4.7 The Commissioner shall be entitled to appoint one Deputy Commissioner for Each Conference Division of play PDLQ is involved in (i.e. Division I, Division II, or Division III). Such appointees shall have only that authority as delegated by the Commissioner and approved by the Board.
- 8.4.8 The Commissioner shall have been a Board Member for at least 2 consecutive years.
- 8.4.9 The Commissioner is elected to but not limited to one 2-year term.

8.5 SECRETARY (ELECTED BOARD MEMBER)

- 8.5.1 The Secretary shall keep the minutes of each meeting attended by any Board Members excluding Conference meetings. The Secretary may have a Board approved assistant at meetings that he/she is unable to attend. The Secretary shall notify all Board Members and Head Coaches, within 24 hours, of the date, time and location of all meetings by e-mail or telephone.
- 8.5.2 The Secretary shall conduct all aspects of correspondence and keep the records and files, and provide a list of names plus the telephone numbers for the Board of Directors and members for each of the special and standing committees to all Athletic Directors upon request.
- 8.5.3 Responsible for keeping a copy of all PDLQ complaint forms on file for future reference.
- 8.5.4 The Secretary is elected to but not limited to one 2-year term.

8.6 TREASURER (ELECTED BOARD MEMBER)

- 8.6.1 The Treasurer shall receive all monies that accrue to the PDLQ Chapter from any source and deposit and keep record of the same, in the name of the Chapter.

- 8.6.2 A report shall be presented at each Board Meeting of all financial transactions, current account balances and the financial record book shall be available.
- 8.6.3 The Treasurer shall assure all authorized bills are paid in a timely manner and that no unauthorized obligations are incurred.
- 8.6.3.1 Responsible for handling all chapter organization insurance matters, plus maintain complete and accurate files as required by the **Southern California Junior All-American Football Conference**.
- 8.6.4 When a member of the Chapter collects or receives monies on behalf of the Chapter, all monies in the exact amount shall be forwarded to the Treasurer with a written statement explaining details of the transaction within three days after receipt.
- 8.6.5 The Treasurer shall provide a detailed quarterly financial statement to the Board of Directors.
- 8.6.5.1 Responsible for completing, or ensuring the completion of, required financial reporting forms to include all tax fillings along with corporate filings for the organization both Federal and State to ensure they are completed and making the forms available for the board's review during the April Board of Directors meeting. Should any issue arise he/she must communicate to the Board of Directors immediately. Failure to do so will arise in disciplinary action up to and including removal of organization.
- 8.6.6 All expenditures (over \$250) for PDLQ Youth Football and Cheer must be presented to the Board with a PDLQ Purchase Order that has been signed by the President and Treasurer, for a vote and approval by the Board of Directors.
- 8.6.7 Responsible for keeping all PDLQ Purchase Orders and/or receipts on file for future reference.
- 8.6.8 The Treasurer shall be bonded. The bond will be paid by the Chapter.
- 8.6.9 The Treasurer shall have been an elected Board Member for at least 2 consecutive years.
- 8.6.10 The Treasurer is elected to but not limited to (1) 2-year term.

8.7 CHAPTER ATHLETIC DIRECTOR (ELECTED BOARD MEMBER)

- 8.7.1 The Chapter Athletic Director shall be responsible for the conduct and activities of the team Athletic Directors within the Chapter.
- 8.7.2** Responsible for assuring strict adherence to Conference requirements, such as (home team requirements, equipment, and weight allowance, etc.) and Rules and Regulations of the PDLQ Youth Football and the **Southern California Junior All-American Football Conference**.
- 8.7.3** Responsible for handling all chapter injury insurance matters, plus maintain complete and accurate files as required by the **Southern California Junior All-American Football Conference**.
- 8.7.4 Responsible for administering the Athletic Directors Guide that has the Conference Rules, Regulations and Procedures and will distribute all conference forms of the **Southern California Junior All-American Football Conference** to each one of the Team Athletic Directors within the PDLQ Chapter.

- 8.7.5 Responsible for reporting all scores of the Chapter games to Conference per Conference rules. Team Athletic Directors shall report scores to the Chapter Athletic Director by 8:00 p.m. the day of the game.
- 8.7.6 Responsible for Chapter registration. Responsibilities to include date, time, location of in person registration, start and end dates of online sign-ups, will maintain accurate team Rosters by age and weight and order of sign-up, will coordinate with Chapter Treasurer on registration funds.
- 8.7.7 8.6.6.1 Each Team will have 25 players. This count can be adjusted with approval of the Board of Directors and with agreement of the Head Coach. 1) Players placed on the waiting list will be placed in the program/division based on the date/time order received. 2) all players wishing to play up a division will be subject to Chapter A.D. and/or Commissioner approval. (this includes any 6-year-old wanting to play Jr. Micro)
- 8.7.8 Responsible for all volunteers on the field that interact with players. Will run Megan's Law background checks and maintain record of volunteer applications and forms pertaining to such checks. Will issue field passes to all volunteers on the field using the information found.
- Responsible for all volunteers on the field that interact with players. Will run background checks and maintain record of volunteer applications and forms pertaining to such checks. Background checks will be conducted via the Megan's Law website and Riverside County court and Sheriff's databases.
- 8.7.9 The Chapter Athletic Director shall not be a Team Athletic Director, unless a qualified athletic director cannot be found, or a Team Athletic Director resigns, is released or otherwise vacates their position, and a Conference Certified Team Athletic Director to serve as a replacement cannot be found.
- 8.7.10 The Chapter Athletic Director shall be entitled to appoint one Assistant Chapter A.D. for each Division of play PDLQ participates in (i.e. Division I, Division II, or Division III). Such appointees shall have only that authority as delegated by the Chapter A.D. and approved by the Board.
- 8.7.11 Responsible for organizing the Individual Team Parents to successfully relay all pertinent information from the Board of Directors to the Teams, assist Team Parents in the fulfillment of their team duties, and train first year Parents when necessary.
- 8.7.12 Report all questions and concerns raised by the Team Parents to the Board of Directors.
- 8.7.13 The Chapter AD shall inspect all books and cards of all teams weekly or bi-weekly. The Chapter AD shall determine the time and place of the AD meetings.
- 8.7.14 The Chapter AD shall have been an elected Board Member for at least one (1) year or have at least one (1) year served as a Team AD, if no applicant meets the one (1) year requirement. **(Exceptions can be made by the Board should the Election Committee be unable to fill the position with a willing and able person as stated above).**
- 8.7.15 The Chapter AD is elected to but not limited to one 2-year term.

8.8 CHAPTER EQUIPMENT MANAGER (ELECTED BOARD MEMBER)

- 8.8.1 The Chapter Equipment Manager shall be responsible for the selection, replacement and delivery of equipment and supplies for the PDLQ Chapter with the approval of the PDLQ Board of Directors.
- 8.8.2 The Chapter Equipment Manager shall work with the individual team Head Coaches and Equipment Managers when the equipment is issued at the start of the season, when equipment is returned at the end of the season, final inventory, cleanliness checks, plus the inspection and storage of all gear.
- 8.8.3 Responsible for conducting 100% inventory of all equipment at the beginning of the season (Prior to the regularly scheduled Board Meeting in March).
 - 8.8.3.1 To Present an inventory of all equipment to the Board of Directors no later than 90 day after his/her election or appointment. 1) This inventory will be signed and verified by the President and included in the Board Minutes as part of his/her report. 2) Must obtain competitive bids in writing for equipment repair and purchase to be submitted to the President for presentation to the Board of Directors for approval. 3) Provide equipment contracts to all parents or guardians that are issued equipment with a “return by” date. 4) Coordinate any equipment issue, after initial equipment is distributed, with only the Team A.D. or Head Coach for that team.
 - 8.8.3.2 Responsible for setting the date for organized equipment cleaning.
- 8.8.4 After inventories are completed they shall be presented to the PDLQ Board of Directors with a list of all discrepancies.
- 8.8.5 Responsible for making recommendations to the PDLQ Board of Directors as to the maintenance, certification and accountability of the chapter property.
- 8.8.6 The Equipment Manager is elected to but not limited to one 2-year term.

8.9 HEAD COACHES

- 8.9.1 The Head Coaches must attend all board meetings or lose their right to vote at Board meetings.
- 8.9.2 At a minimum, Head Coaches must attend one board meeting per quarter.
- 8.9.3 Head Coaches shall be limited to a one (1) season term. Term = from appointment as Head Coach to the last game assigned to by Conference.
- 8.9.4 If for any reason the Head Coach resigns before the completion of the term, the position shall not be filled.
 - 8.9.4.1 The commissioner shall be responsible for appointing an interim head coach in the event that a head coach is unable to complete the season. This interim head coach does not fill a board member role.
- 8.9.5 The Head Coach will select Assistant Coaches/Team A.D.(s) and these selections will be turned into the Commissioner and Chapter Athletic Director prior to the first day of conditioning practice. Said individuals must pass a background check and meet with the Coaching Selection Committee prior to having any involvement with the team. The

HEAD COACH will select a Team Parent/Assistant Team Parent and these selections will be turned in the Chapter AD and Commissioner no later than the First team meeting.

8.9.6 All Head Coaches and at least (2) Assistant Coaches per division must be certified through the SCJAAFC Head Coaches certification.

8.10 SNACK BAR MANAGER (ELECTED BOARD MEMBER)

8.10.1 The Snack Bar Manager shall be responsible for purchasing supplies and staffing the snack bar at all practice sessions and home games.

8.10.2 Responsible for keeping accurate records of all financial transactions on a daily basis and working closely with the Chapter Treasurer to maintain an accurate bookkeeping system.

8.10.3 Responsible for providing a detailed financial report to the Board of Directors at each Board Meeting during the months of operation.

8.10.4 Responsible for conducting normal business in the snack bar.

8.10.5 All non-food expenditures for the PDLQ Snack Bar must have prior approval by the Board of Directors and must be accompanied by a PDLQ Purchase Order, which has been signed by the President and Treasurer.

8.10.6 The Snack Bar Manager, along with another Board Member, or other person designated by the Board, shall be responsible for a final count of the snack bar proceeds at the end of Saturday's games.

8.10.6.1 A money drop shall be made at least once during each game. (Money shall be removed from the cash register, counted, placed in a sealed envelope, dated and signed by the Snack Bar Manager and any other person designated by the Board of Directors).

8.10.7 The Saturday snack bar money shall be turned over to the Treasurer no later than the first practice following that Saturday's games.

8.10.7.1 If the Treasurer is unavailable, the money shall be turned over to the President or the Vice President.

8.10.8 The snack bar money collected during the week shall be turned over to the Treasurer no later than the last practice of that week.

8.10.8.1 If the Treasurer is unavailable, the money shall be turned over to the President or the Vice President.

8.10.9 The Snack Bar Coordinator is elected to but not limited to one (1) 2-year term.

8.10.10 No Child/ Children should be left alone in the snack bar or handle cash transactions.

8.11 CHEERLEADER COORDINATOR (ELECTED BOARD MEMBER)

8.11.1 The Cheerleader Coordinator shall be responsible for the conduct and activities of all team Cheerleader Coaches within Chapter.

8.11.2 Responsible for investigating all problems or complaints about or from the Cheer Coaches and staff, parents or legal guardians of youth, and cheerleaders, and will be

reported to the Board of Directors.

- 8.11.3 Responsible for all cheerleader registration and assure all contracts are in compliance with **Southern California Junior All-American Football Conference** rules and regulations for the Team Athletic Directors to certify.
- 8.11.4 Responsible for selection of cheerleading uniforms and all monies required to purchase the same, with the approval of the Board of Directors.
- 8.11.5 Responsible for conducting 100% inventories of all equipment owned by the league at the beginning of the season (by the third week in January) and at the end of the season (prior to December 31).
- 8.11.6 After inventories are completed, they shall be presented to the PDLQ Board of Directors, along with a list of discrepancies.
- 8.11.7 The Cheer Coordinator shall have the power to assign a cheer committee to aid him/her in his/her duties. The committee does not serve a board function.
- 8.11.8 The Cheer Coordinator is elected to but not limited to one (1) 2-year term.

8.12 PUBLICITY DIRECTOR (ELECTED BOARD MEMBER)

- 8.12.1 The Publicity Director shall be responsible for all publicity associated with the PDLQ Youth Football Association, this may include but not limited to newspaper ads and radio spots for general membership, meeting and registration information.
- 8.12.2 The Publicity Director is elected to, but not limited to one (1) 2-year term.
- 8.12.3 Be responsible for any digital communications made by the league. They are responsible for maintaining the organization's website, distributing mass emails, and maintaining social media accounts. Ensure all communications and posting are done in a professional manner as to maintain the professionalism of the organization. any communications made on behalf of the organization will need to be approved by the PRC.

8.13 FUNDRAISING DIRECTOR (ELECTED BOARD MEMBER)

- 8.13.1 Responsible for organizing and heading the Fundraising Committee.
- 8.13.2 Must be a part of the Budget Committee.
- 8.13.3 Reports all fundraising ideas to the Board of Directors by May 31st to be voted on in the regular June meeting.
- 8.13.4 All fundraising expenditures must be approved by the Board of Directors, with a PDLQ Purchase Order.
- 8.13.5 The Fundraising Director is elected to but not limited to one (1) 2-year term.
- 8.13.6 Responsible for working to ensure all teams receive all pertinent information, supplies, and accounting paperwork to successfully manage Chapter Fundraisers and Team Fundraisers.

9.1 COMMITTEES AND CLUBS

- 9.2 The PDLQ Board of Directors shall establish Committees or Clubs to improve the operation of the PDLQ Youth Football Association.

- 9.3 Committees or Clubs other than those specified herein may be established as required by the PDLQ Board of Directors.
- 9.4 Members of the Board of Directors may be on more than one committee, provided they are members of the association who are in good standing with Chapter and the Conference.
- 9.5 A representative from each Committee shall attend all general meetings of the PDLQ Youth Football Association.
- 9.6 General Members may serve on Committees upon written submission of application to serve, and approval of the Board.
- 9.7 THE BUDGET COMMITTEE
- 9.7.1 The Budget Committee shall be responsible for the establishment of the operating budget and the development of fiscal procedures to assure a sound financial status of the PDLQ Chapter.
- 9.7.2 The Treasurer, Equipment Manager, Cheer Coordinator, Fundraising Director, and Snack Bar Manager shall be members of the Budget Committee.
- 9.7.3 The President shall chair the Budget Committee.
- 9.7.4 The Budget Committee will meet in February and August to present its findings to the Board of Directors in the regularly scheduled March and September meetings.
- 9.8 BY-LAWS COMMITTEE
- 9.8.1 The By-Laws Committee shall be responsible for scrutinizing the current By-Laws for effectiveness and propose any new additions or changes to the governing By-Laws for the PDLQ Youth Football Association.
- 9.8.2 The Vice President shall be the Chairperson for the By-Laws Committee.
- 9.8.3 The Vice President, President, Commissioner, Chapter AD, and Cheer Coordinator shall be members of the By-Laws Committee.
- 9.8.4 The By-Laws Committee shall meet in February and present its findings to the Board of Directors in the regularly scheduled March meeting.
- 9.9 ELECTION COMMITTEE
- 9.9.1 The Election Committee shall be responsible for soliciting nominations for positions up for election from the general membership in the month of October. The nominations shall be presented at the regularly scheduled Board of Directors meeting in November.
- 9.9.2 The Commissioner shall be the Chairperson for the Election Committee.
- 9.9.3 The Commissioner, President, Vice President, Chapter AD, Cheer Coordinator and Snack Bar Coordinator shall be members of the Election Committee.
- 9.10 COACHING SELECTION COMMITTEE
- 9.10.1 The Commissioner shall chair the head coach selection committee.
- 9.10.2 The President and Chapter AD shall be members of the Coach Selection Committee.

- 9.10.3 The committee will interview all Head Coach applicants and present the coaches slate for voting at the April board meeting. Head coach applications will be accepted until March 15. Interviews will take place from March 15 through April 1.
- 9.10.4 All prospective Assistant Coaches will be interviewed by the Coaching Selection Committee, including any Assistant Coaches added after the start of the season.

10.1 ELECTIONS AND VOTING

10.2 The PDLQ Youth Football shall hold elections as specified herein for all Board Offices.

- 10.2.1 All nominees shall be in good standing with the PDLQ Chapter and the Conference plus complete an application for a Board position.
- 10.2.2 Nominees will be approved by the election committee in October and presented to the Board at the regularly scheduled November board meeting for approval.
- 10.2.3 Once approved by the Board, those nominees and any incumbents wishing to serve another term will be placed on the ballot during the elections which will take place at the regularly scheduled board meeting in December.
- 10.2.4 All nominees and incumbents shall present their views on various issues and state the reasons why they want to serve in the position for which they were nominated at the regularly scheduled meeting in December.
- 10.2.5 If a person nominated for a Board Position is unable to attend the nomination meeting, he/she must submit a written acceptance letter of the nomination and a campaign statement to the PDLQ Election Committee within two (2) weeks prior to the PDLQ election.
- 10.2.6 The open Board positions shall be voted upon by the Board at the regularly scheduled meeting in the month of December.
- 10.2.7 Voting shall be done by secret ballot, with the names of the incumbents and running nominees for each position listed on a single sheet of paper. A box for YES and a box for NO will accompany each person running. A box should be marked for each person. A YES indicates a vote for that person. A NO indicates no vote for that person.
- 10.2.8 Each Board Member will have an opportunity to approach the ballot box and fill out and submit his or her anonymous ballot in private.
- 10.2.9 A voting register shall be kept with each voter signing his or her name to indicate that they voted on said register upon completing the ballot and placing it in the ballot box.
- 10.2.10 The votes shall be tallied by all members present. The tally sheet shall be signed and dated by each member who counted the votes.
- 10.2.11 Persons who have accepted a nomination for a Board Position must be in attendance at the election meeting or he/she will not be considered for that position unless excused by the President.

11.1 FINANCIAL MANAGEMENT

11.2 The Board of Directors shall conduct all financial affairs of the PDLQ Youth Football in a manner that will assure sound financial status of the Chapter, plus maintain proper State and Federal tax exemption certificates.

- 11.3 The Budget Committee shall submit a budget proposal for the current year to the Board for review and approval on or before the regularly scheduled March general meeting.
- 11.3.1 The proposed budget shall present a breakdown by categories of estimated income and expenses for the following twelve-month period.
- 11.3.2 A budget must be approved at this meeting or a special meeting must be called to obtain approval.
- 11.4 Reimbursable expenses directly related to Chapter business (such as postage, snack bar, telephone, office supplies, etc.) will be reimbursed by the Chapter to any member of the Board as long as a receipt is provided.
- 11.4.1 All reimbursable expenses must have prior approval by the PDLQ Board of Directors and shall be reimbursed only after submitting an itemized list and receipts or bills to the Treasurer, providing the budget for these expenses has not been exceeded.
- 11.5 Registration fees will be established by the PDLQ Board of Directors based on the recommendations of the Budget Committee and the approval of the PDLQ Chapter Budget.
- 11.6 Sign-ups run from March 1 through August 1.
- 11.6.1 Late sign-ups accepted as needed per team.
- 11.7 Refunds. From date of sign-up through July 1 - full refund. From July 2 through August 1 - \$100 is non-refundable. After August 1 - non-refundable. All refund requests must be submitted in writing to the Board. 2/3 Board majority is required for approval of refunds. *Extenuating circumstances will be considered (Also requiring 2/3 Board majority for approval.)
- 11.8 PDLQ has a scholarship process to be voted on by the Board.

12.1 MEETINGS

12.2 BOARD OF DIRECTORS MEETING

- 12.2.1 PDLQ Youth Football shall hold regular open meetings to improve the operation of and conduct the business of the PDLQ Chapter.
- 12.2.2 Regular Board Meetings shall be attended by Board Members, Members at Large and Head Coaches from both PDLQ Football and PDLQ Cheer on the second Monday of each month, unless otherwise noticed.
- 12.2.3 Anyone who would like to address the Board on a specific matter must contact the President of the Board at least one week prior to the next Board Meeting and receive approval to be placed on the Agenda. The discussion shall be limited to the matter, which has been approved in advance. There shall be a limit of ten (10) minutes, unless the Board deems more time is necessary.
- 12.2.4 Board Members which have submitted their agenda items in advance shall be given an opportunity to discuss their items. If there is sufficient time remaining after all agenda items have been discussed, other Board Members may have an opportunity to discuss additional items, at the discretion of the President
- 12.2.5 A majority of the Board Members currently serving will constitute a quorum for any regular Board Meeting.

12.2.6 In order to vote on any subject a Board Member must be in attendance in person for said vote.

12.2.7 All Board Members, Members at Large, and Head Coaches shall be notified by telephone, mail or e-mail of the date, time and location of the meeting in advance.

12.2.8 The PDLQ Website may be used as a legal means of contact for Board Members and others in the PDLQ Youth Football Association.

13.1 PDLQ FOOTBALL LOGO

13.2 The PDLQ Youth Football Logo shall be protected under the By-Laws of the PDLQ Chapter for use on PDLQ's apparel and/or accessories. There will be no unauthorized use of the PDLQ Logo without prior approval from the Board of Directors. PDLQ's apparel shall consist of any apparel and/or accessories that are approved by the PDLQ Board of Directors for the purpose of raising money for the PDLQ Youth Football.

14.1 CHAPTER RULES OF CONDUCT

14.2 Chapter rules shall be entitled "PDLQ Rules of Conduct".

14.3 Chapter rules as established will be adhered to as if a part of these By-Laws, however may be changed when the Chapter Board deems necessary by a two-thirds majority at any regularly scheduled Board Meeting or Special Board Meeting called for such purpose.

14.4 Failure of any Board Member, Head Coach or Team Staff Member to follow PDLQ Rules of Conduct shall subject such individuals to such penalties as outlined in the Chapter Rules, at the discretion of the Board.

14.4.1 Failure to comply with these rules may result in the suspension or termination of rights to attend practice or games.

14.4.2 The President, along with the Commissioner will present to the Board of Directors names of those being considered for Suspension(s).

14.4.3 Suspensions are to follow SCJAAFC Bylaws per Article VIII section C of the SCJAAFC Rules and Bylaws.

14.4.4 The Commissioner has the right to revoke Field Passes in the event of any violation of a Conference or Chapter Rule. Field Passes must always be shown at request and remain visible. Any persons on the field without their designated field pass will be subject to the following actions: A) 1st offense (1) week suspension B) 2nd offense- Field Passes revoked. C) Parent(s) on the field without a pass can be suspended if they refuse to leave when requested.

15.1 BOARD OF DIRECTORS CODE OF CONDUCT

15.2 Upon becoming a Member of PDLQ each Member will be required to read, acknowledge and agree to abide by the following Code of Conduct. Violations of this code will be taken seriously, and discipline will be applied accordingly, to include periods of suspension up to removal from the Association, to be decided on by a vote of the Board.

15.2.1 1. Respect. Members will treat others within PDLQ (the organization) with respect at all times. This includes but is not limited to: Board Members, Coaches, Volunteers, Parents and Players/Cheerleaders. Respect is subjective, so as a general guideline, always treat others in a way that you would expect to be treated yourself.

- 15.2.2 2. Follow Rules. The organization has established a set of explicit by-laws to be understood and abided by all Members. Any question of procedure or responsibility should first be sought out for clarification in the by-laws before any action is taken. Secondary clarification can be provided in the By-laws of the Junior All American Football Southern California Conference.
- 15.2.3 3. Use of Electronic Media. All Members agree that, in the use of personal or organizational text messaging, email, voicemail, or social media, to include but not limited to Facebook, Twitter, Instagram, et. al., that no disrespectful language or remarks will be used. This includes vague or suggestive language that may be interpreted by any member of the organization as being disrespectful.
- 15.2.4 4. Professionalism. The Member is a representative of the organization at all times. This is especially true during games, competitions, and practices. You are expected to conduct yourself in a manner that would not bring a negative reputation or image to the organization. This includes the use of profanity, being unsportsmanlike to other teams, players or referees, excessive celebration, etc.
- 15.2.5 5. Integrity. Each Member agrees to be truthful and straightforward in all dealings with the organization. This includes disclosing any potential conflicts of interest, reporting any perceived violations within the organization in a professional manner, and being honest in all dealings in general with regard to your position on the board and in the organization.
- 15.2.6 6. Confidentiality. Each Member agrees to keep confidential any player or parent personal information, board member personal information, non-public league procedures, team strategies, and any other information that could be used against, personally or otherwise, any individual or entity within the organization.
- 15.2.7 7. Commitment. Each Board Member acknowledges that acceptance of a board member position requires a significant commitment of time and energy to be able to fully carry out the duties of said position. If any board member at any time is or becomes unable to remain fully committed to the duties and responsibilities of their position, they must immediately seek the guidance of the board and/or resign from their position with a reasonable period of notice so that the organization may find a replacement.
- 15.2.8 8. Communication. As a Board of Directors, our main responsibility is to communicate effectively as a group to manage the inner-workings of the organization. Proper communication is essential to the fulfillment of the duties of the Board. Proper communication includes, but is not limited to, listening to each board member's opinions, suggestions, etc. openly and respectfully; not interrupting others while they are speaking; making a point as concisely as possible; maintaining a reasonable speaking volume; absolutely no unprofessional language or criticism will be tolerated.
- 15.2.9 9. Megan's Law Background Check. Board Members shall complete a new Megan's Law form every year by March 1. The President, Commissioner, or Treasurer, will complete the checks and shall not complete their own background check.

15.3 I (name) _____, a Member of the PDLQ Youth Football, Inc., have read, understood or sought clarification of any unclear points, and agree to abide by the above Code of Conduct. I understand that signing this agreement serves as my first warning and any violations here forth shall be punishable by appropriate means deemed fit by the Board.