

NorthState Football & Cheer Bylaws

Article I - Name

The name of this organization shall be NorthState Football & Cheer (NSFC), a nonprofit corporation under the laws of California.

Article II - Mission

Our mission at NorthState Football and Cheer, is to provide our youth with the opportunity to learn and develop not only as athletes, but as humans in our community. We will pride our organization with the importance of teaching our youth teamwork, fundamentals, community, citizenship, and sportsmanship. We want our athletes to learn and excel on the competitive stage, as well as providing them with core values that will allow them to excel outside of it. NorthState Football and Cheer wants to encourage and motivate the youth while providing them with a safe and fun environment.

Article III - NSFC Board of Directors (Executive Board)

Section A

1. The general management and conduct of affairs of NorthState Football & Cheer (NSFC) shall be the responsibility of the elected members of the Executive Board.

Section B - Officers of the Board of Directors (Executive Board)

1. President: The President shall preside at all the meetings of the Board, be the public face of the Executive Board, will administer the Bylaws and Rules of NSFC as set forth; This office is for two (2) years beginning February 01.
2. Vice President: The Vice President shall assume the duties of the President at her/his request or in her/his absence and will ensure each association appoints a certification representative and will manage the certification process of all football players involved in NSFC as outlined in NSFC Rules. This office is for two (2) years beginning 01 February.
3. Secretary: The Secretary shall be the recording officer for all meetings of the Board. She or he shall give the required notices of all meetings of the Executive Board Directors, General Council and all other notices required by law or by these bylaws. The Secretary will distribute minutes of meetings in written form to the member associations no later than two (2) weeks after the meetings and keep records and files. This office is for two (2) years beginning February 01.
4. Treasurer: The Treasurer shall have and may delegate, disperse and deposit funds and all other valuable effects of the corporation. She or he shall keep full and accurate accounts of the corporation's funds and submit a monthly report to the Executive Board. This office is for two (2) years beginning February 01. Treasurer will be responsible for managing the insurance program. Duties include the delivery of the insurance certificates, arranging a date for the insurance

company to come to a NSFC meeting to discuss our policy, working with the associations when claim forms are needed. This office is for two (2) years beginning February 01.

5. Director of Cheer: The Director of Cheer shall direct and supervise all cheer volunteers, including Directors and coaches and ensure that they are trained, certified, and follow safety standards. She or he will be the liaison between the Executive Board and General Council. She or he will work with Directors to approve cheers and stunts and ensure that NSFC rules and regulations are followed and will arrange a meeting prior to the start of the season with all Directors and coaches. This office is for two (2) years beginning February 01.

Section C - Vacancies, removal or suspension of Executive Board members

- A. A member of the Executive Board may be suspended or removed for violations of responsibilities imposed by nonprofit corporations law and specific provisions of these bylaws. Evidence of misconduct or failure to comply with the Bylaws or Rules shall be presented in writing to the Advisory Board and will outline, in detail, the charge being referred. The complaint will be heard, at a special meeting, if deemed necessary, at which such a grievance is properly on the agenda, with notice of grievance having been given to the Advisory Board and board member, not less than 10 days in advance of the meeting. The referenced board member shall be given an opportunity to be heard at this special meeting at which a decision will be made.
- B. Any member of the Executive Board missing three (3) meetings unexplained may upon motion and simple majority vote of Board members present be removed from the Board. In the event a Board member is unable to attend a meeting, he or she should communicate that information to the President, Vice President, Secretary or Treasurer.
- C. In the event of an Executive Board member vacancy, the General Council shall nominate and elect by simple majority vote a representative to service until the next Board election period, at which time an election will be held for a representative to fill the duration of the term for that seat. The General Council elected representative will not be disqualified from running for the seat.
- D. Any member of the Executive Board who has been previously removed from office or resigned from the Board in order to avoid formal vote for removal by the Board, is ineligible to run for the Board.

Article IV - Membership

Section A

1. The NSFC consists of member associations. In order to be a voting member, associations must have their membership application approved by the Executive

Board and a simple majority vote of the General Council. Each association is a separate, independent entity with responsibility for managing their own internal affairs. The only stipulation is that they must agree to abide by all NSFC bylaws and rules and the decisions of the Executive Board.

2. All member associations upon acceptance of the Executive Board will be on a probationary status for at least the first year. Full member status will be voted on at the January meeting following the probationary season.
3. All prospective associations must complete a NSFC member association application.
4. Prospective associations must present their application proposal no later than the February NSFC General Council board meeting.

Section B - Membership Suspension or Dismissal

1. Any membership of NSFC, and any player, adult, or Board Member is subject to suspension or dismissal from the program by the Executive Board if, in its opinion, their failure to comply with the Bylaws or Rules of NSFC is detrimental to the program and the NSFC.
2. Evidence of misconduct or failure to comply with the Bylaws or Rules shall be presented in writing to the NSFC President and will outline, in detail, the charge being referred. At the next regular meeting, or a special meeting if deemed necessary, the complaint will be heard by the General Council and a decision will be handed down.
3. Suspension or dismissal will require a 2/3 majority vote of the General Council, with a quorum of members being present.

Section C - Elections in Member Associations

1. Member associations will elect or appoint their Officers and Directors no later than January 31 and will notify the NSFC President in writing of their Officers and Directors by the first General Council meeting in February.

Article V - General Council

Section A

1. The Executive Board and Presidents from the voting member associations of NSFC will form the General Council with each association having one (1) vote. The Presidents will be considered the primary representatives from their associations; one (1) alternate may be named.

Section B – The Executive Board of NSFC

1. The Executive Board of NSFC will consist of the following members:
 - President
 - Vice President

- Treasurer
 - Secretary
 - Director of Cheer
2. Election of the Executive Board will be held at the first general membership meeting every other calendar year. The term of office of the Executive Board will run from February 1 to the following January 31st for two (2) years. Each position will be voted upon individually and requires a simple majority of the voting members present to elect a person to the Executive Board.
 3. At the last general membership meeting of every other calendar year, the Secretary of the Executive Board will submit applications to the Advisory Board. The role of the Advisory Board is to solicit applications for election to the Executive Board. The Advisory Board will compile a complete list of qualified applicants and will forward the list to the association representatives at least two weeks prior to the first general membership meeting every other calendar year.

Article VI: NSFC General Council Meetings

Section A

1. A General Council meeting consisting of voting members of the Executive Board and member association representatives shall be held monthly at time and place indicated by the Executive Board. An agenda will be provided for each meeting for discussion. If necessary, a Board member may attend meetings by phone or other technology. Written or printed notice stating the place, day and time of meetings shall be delivered either personally, by mail, email or text message to each member entitled to vote at such meeting, not less than 10 days before such a meeting.
2. Each member association has one vote. Each association will maintain one primary and one alternate representative.
3. All meetings will be conducted by "Robert's Rules of Order, Revised", and in compliance with NSFC Rules and Bylaws. All business to be conducted by a simple majority vote except as defined herein. It is well understood that all will be handled by the NSFC President. Otherwise, the decisions reached at meetings are binding on all associations, teams, and individuals residing in that area.
4. If a decision requires the vote of the general council at a meeting in which an affected association is not present the executive board will make an attempt to contact a representative of said association during the meeting.
5. These meetings will be used to conduct the normal routine business. Such meetings will be used to promote communications between associations, resolve differences, address apparent rule infractions, arbitrate disputes, etc.

6. Special meetings may be called by the President of the General Council. In the case of special meetings, those concerned shall be notified no less than forty-eight (48) hours in advance by telephone or in writing as to the date, time, place, and purpose. NOTE: 48-hour rule is waived if a simple majority of the General Council requests a special meeting during a regular meeting. No business other than that for which a special meeting is called may be discussed.
7. A majority of the General Council will constitute a quorum for any business meeting.
8. No proxies will be accepted.
9. Association attendance at properly called meetings is mandatory. Failure to send at least one official representative to a meeting will result in the association being charged the following fines: meeting \$50.00. Failure to pay the fine in a timely manner or two consecutive failures to attend will result in automatic Assembly consideration for dismissal..

Article VII: Fiscal Year

Section A

1. The NSFC will operate on a fiscal year beginning February 01 and ending January 31. This will apply both to financial matters and officer positions

Article VIII - NSFC Rules & Regulations

Section A

1. No rule changes every year. The General Council will study and vote upon any new Rules submitted by the associations at the November General Council meeting.
2. All proposed rule changes must be submitted to the General Council no later than the first meeting in February on an every-other-year basis.
3. All rule changes submitted will be presented to the General Council for a first reading at the first meeting in February, voted on in March with a 2/3 majority vote to pass; quorum present.
4. Rule changes submitted by the first meeting in February may be amended to correct wording by author with approval of a simple majority vote of General Council at first reading.
5. Yearly Rule changes submitted by the first meeting in February may be amended to correct working by author with approval of a simple majority vote of the General Council at the first reading

Section B - Playing Rules

1. The official playing Rules and Regulations for NSFC will consist of the NSFC Rules, Regulations and amendments.

2. Interpretations of any Article of the Bylaws or Section thereof, or any Rule of this program or organization, shall rest with the Executive Board.
3. A 2/3 majority vote to amend or add Rules or Regulations is required to change any Rules after the bi-annual Rules meeting.

Article IX - Grievances/Disciplinary Action

Section A

1. A grievance on any item, other than official's judgment, must be filed, in writing and in the NSFC President's possession not later than seventy-two (72) hours after the alleged infraction has taken place, accompanied by a check, cash, money order, or certified check in the amount of fifty dollars (\$50.00). *No grievance will be heard considering an official's judgment call.*
2. A hearing will be held, if necessary, as soon as possible following receipt of the grievance.
3. The team that the grievance is against will be notified immediately and will be permitted to have a representative, along with the person(s) and affiliated association that filed the grievance, at the hearing.
4. The President and Vice President will inform the General Council, in writing, of their decision and recommendations within seventy-two (72) hours after the hearing.
5. The General Council will review the President's and Vice President's decisions and recommendations and either uphold the findings or issue further disciplinary actions.
6. All decisions of the General Council are final and binding and its decisions will be verbally communicated to the Presidents of the Chapters involved within 24 hours of the hearing.
7. The \$50.00 protest fee will be refunded if the grievance is allowed, and deposited in the NSFC treasury if the grievance is not allowed.

Article X - Member Association Fees

Section A – Fees

1. Fees, as established by the approved NSFC budget, will be payable as follows:
2. Association Member Fees to be paid at the May meeting Flat Fee \$500 per team
3. Fines and Penalties to be paid by next NSFC General Council meeting after assessed, pay within 30 days.
4. Game Officials Fee to be paid by the first game of the season. Cost TBA.

5. Officials assigning fee of \$500.
6. Badging fee flat rate \$300, lost badge fee will be an additional charge.

Section B - Penalty for Failure to Comply

1. Failure to comply with Article X, Section A shall result in a ten percent (10%) late penalty charge of the fees if not postmarked on or before the due date. All returned checks will be considered a late payment and a 10% penalty charge applied.
2. Because of financial difficulties, an association may request the 10% late penalty charge be waived by requesting in writing and submitting to the NSFC President who will evaluate the association's status and present the recommendations to the Executive Board for vote.
3. Failure to comply with Article X, Section A shall result in the offending association's right to vote at any NSFC General Council meeting until such past due payments have been paid in full. Failure to pay the Game Officials fees for regular season home games by August 31, 2024 will result in the loss of that association's opportunity to host any home games during the playoffs.

Article XI - Advisory Board

Section A

1. The Advisory Board will consist of 5 persons. This board will provide overall guidance and counsel to support NSFC goals, objectives and issues that may arise. The Advisory board will investigate grievances regarding Executive Board members according to the procedures outlined in Rules, Regulations and Bylaws.

Article XII - Amendment of Bylaws

Section A

The power and authority to adopt, amend, or repeal any of these Bylaws rests solely with the General Council.

1. A recommended change to these Bylaws shall be presented in writing to the Executive Board for first reading at a regular or special meeting of the General Council, but action on the proposed change may take place only after its second reading at the following regular or special meeting. An affirmative vote of 2/3 majority vote of the General Council present at said meeting shall be necessary for adoption of the amendment.
2. Whenever an amendment or new Bylaw is adopted, it shall be duly recorded and dated.

