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ARTICLE I

NAME

1.01 Name

The name of this corporation shall be El Monte / South El Monte Jets Youth Football

and Cheer Corporation The business of the corporation may be conducted as EM/SEM Jets Youth Football and Cheer Corporation.

ARTICLE II

PURPOSES AND POWERS

2.01 Purpose

El Monte / South El Monte Jets Youth Football and Cheer Corporation is a non-profit corporation and shall be operated exclusively for the purpose of acting as a the sole governing body over the game of amateur football played by the El Monte / South El Monte Jets Youth Football and Cheer Corporation under the rules and regulations set forth by the San Gabriel Valley Junior All-American Conference Inc.

(a) Purpose of the Organization:

1. To encourage the youth towards high scholastic achievement.
2. To promote and supervise youth football and cheer programs with related activities, to provide a positive coaching atmosphere based on teaching, motivating and developing young men and women.
3. To teach sportsmanship and promote fair play.
4. To promote parent participation in the Organization.

2.02 Powers

The corporation shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the corporation is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the corporation may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

2.03 Nonprofit Status and Exempt Activities Limitation.

- (a) Nonprofit Legal Status.** El Monte / South El Monte Jets Youth Football and Cheer Corporation is a California nonprofit public benefit corporation, recognized as tax exempt under Section 501(c)(3) of the United States Internal Revenue Code.

- (b) Exempt Activities Limitation. Notwithstanding any other provision of these Bylaws, no director, officer, employee, member, or representative of this corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended, or by any organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as it now exists or may be amended. No part of the net earnings of the corporation shall inure to the benefit or be distributable to any director, officer, member, or other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Articles of Incorporation and these Bylaws.
- (c) Distribution Upon Dissolution. Upon termination or dissolution of the El Monte / South El Monte Jets Youth Football and Cheer Corporation, any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c)(3) of the 1986 Internal Revenue Code (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving corporation.

The organization to receive the assets of the El Monte / South El Monte Jets Youth Football and Cheer Corporation hereunder shall be selected in the discretion of a majority of the managing body of the corporation, and if its members cannot so agree, then the recipient organization shall be selected pursuant to a verified petition in equity filed in a court of proper jurisdiction against the El Monte / South El Monte Jets Youth Football and Cheer Corporation, by one (1) or more of its managing body which verified petition shall contain such statements as reasonably indicate the applicability of this section. The court upon a finding that this section is applicable shall select the qualifying organization or organizations to receive the assets to be distributed, giving preference if practicable to organizations located within the State of California.

In the event that the court shall find that this section is applicable but that there is no qualifying organization known to it which has a charitable purpose, which, at least generally, includes a purpose similar to the El Monte / South El Monte Jets Youth Football and Cheer Corporation, then the court shall direct the distribution of its assets lawfully available for distribution to the Treasurer of the State of California to be added to the general fund.

ARTICLE III

MEMBERSHIP

3.01 Membership Classes

The corporation shall consist of two (2) classes of membership: an Elected Board of Directors and the General Membership.

3.02 Board of Directors

The Board of Directors shall consist of seven (7) members: a President, Two (2) Vice Presidents, a Treasurer, a City Athletic Director, a Cheer Coordinator and a Secretary who have the sole right to vote or title or interest in or to the corporation, its properties and franchises.

3.03 General Membership

The General Membership shall be limited to parents/guardians of registered players and cheerleaders (2 votes per families). General Membership shall be for a period of one (1) calendar year. It shall be the duty of General Members to perform, as diligently as possible, those tasks which may be requested to the furtherance of the aims of the program. It shall in October elect, from their number, a Board of Directors for the following year. All General Members shall have voting rights for all Board Nominations. Any and all carded members, over 18 years of age, shall have the same rights as a General Member and are entitled to one (1) vote.

3.04 Dues

Any dues for General Membership shall be determined by the board of directors.

ARTICLE IV

BOARD OF DIRECTORS

4.01 Number of Directors

The El Monte / South El Monte Jets Youth Football and Cheer Corporation shall have a board of directors consisting of seven (7) directors. Within these limits, the board may increase or decrease the number of directors serving on the board, including for the purpose of staggering the terms of directors.

4.02 Powers

All corporate powers shall be exercised by or under the authority of the board and the affairs of the El Monte / South El Monte Jets Youth Football and Cheer Corporation shall be managed under the direction of the board, except as otherwise provided by law.

4.03 Board President

The board president shall be the chief volunteer officer of the corporation. The board president shall lead the board of directors in performing its duties and responsibilities, including, if present, presiding at all meetings of the board of directors, and shall perform all other duties incident to the office or properly required by the board of directors. The board president is responsible and shall approve, in conjunction with the treasurer, all financial transactions processed on behalf of the corporation. The President's vote will determine the tie breaker (if applicable).

4.04 Vice President

In the absence or disability of the board president, the ranking vice-president or vice-president designated by the board of directors shall perform the duties of the board president. When so acting, the vice-president shall have all the powers of and be subject to all the restrictions upon the board president. The vice-president shall have such other powers and perform such other duties prescribed for them by the board of directors or the board president. The vice-president shall normally accede to the office of board president upon the completion of the board president's term of office. In the absence of the President, the 1st Vice President shall perform the duties of the 2nd Vice President and when so acting shall have all powers and be subject to all of the restrictions upon the aforementioned. In the event that the 2nd Vice President is performing the duties of the 1st Vice President the 2nd Vice President position shall be vacated until the next voting cycle.

4.05 Secretary

The secretary shall keep or cause to be kept a book of minutes of all meetings and actions of directors and committees of directors. The minutes of each meeting shall state the time and place that it was held and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and these Bylaws. The secretary shall cause notice to be given of all meetings of directors and committees as required by the Bylaws. The secretary shall have such other powers and perform such other duties as may be prescribed by the board of directors or the board president. The secretary may appoint, with approval of the board, a director to assist in performance of all or part of the duties of the secretary. Will document any meeting with staff and or one on one with participant parents. Notifying and preparing agenda for monthly Board meetings.

Maintaining a binder with all minutes, which can be accessed by the Board. Assisting and ensuring that all reports for the EM/SEM Jets program are completed and filed , and distributing copies of minute meetings to conference all in a timely manner

4.06 Treasurer

The treasurer shall be the lead director for oversight of the financial condition and affairs of the corporation along with the President. The treasurer shall oversee and keep the board informed of the financial condition of the corporation and of audit or financial review results on a weekly basis or as necessary. In conjunction with other directors or officers, the treasurer shall oversee budget preparation and shall ensure that appropriate financial reports, including an account of major transactions and the financial condition of the corporation, are made available to the board of directors on a timely basis or as may be required by the board of directors. The treasurer shall perform all duties properly required by the board of directors or the board president. The treasurer may appoint, with approval of the board, a qualified fiscal agent or member of the staff to assist in performance of all or part of the duties of the treasurer.

4.07 City Athletic Director/Representative

This person represents Team Athletic Directors and supervises to see they control their team, except as pertains to coaching. (shall be responsible for the conduct and activities of adult staff members and shall be held accountable to the Corporation and Conference for any rule violations.) It shall be their responsibility to insure spectator control (scrimmage, games, playoffs games), playing field requirements and necessary personnel to man the clock, down chains and other game requirements are carried out by each Team Athletic Director. Team Athletic Directors are responsible to see that all persons associated with their team abide by and adhere to all the rules and regulations as set forth in the Constitution and by-laws of the Corporation. She/he shall keep a true and accurate attendance record of the practices, scrimmages, games or other activities her/his team may participate in. These records shall list the names of all players and list whether they are present, late or absent. This record will be available for examination, if requested, at any Board Meeting.

- a) Attending and representing the EM/SEM Jets at all mandatory conference City AD meetings.
- b) For distributing all information and new forms handed out by conference each season, to all team Athletic Directors in a timely manner.
- c) Preparing all necessary paperwork required for certification day.

4.08 Cheer Coordinator

This person represents the cheer program and shall serve as an advisor to Cheer

Coaches, Cheer Trainers, and Cheer Athletic Directors. The Cheer Coordinator must ensure that all cheerleading participants conform to the San Gabriel Junior All American Conference and the El Monte / South El Monte Jets Youth Football and Cheer Corporation rules. Any fundraising events must be approved by the Board of Directors and all funds must be deposited with the Corporation Treasurer. The Cheer Coordinator must assist with any league fundraisers and cannot opt out from any league fundraisers. The cheer coordinator shall ensure that the team Cheer Athletic Directors of each division has all of the participants' paperwork complete for certification (Contracts, Report Cards, etc.). The Cheer Coordinator can also appoint assistants that must be approved by the Board of Directors. Examples of assistant positions include: Cheer Head Coach Representative, Team Parent Coordinator, Assistant Cheer Coordinator

4.09 Executive Board Officers

The board of directors may designate additional officer positions of the corporation and may appoint and assign duties to other executive board officers of the corporation.

(A) Conference Representative (1)

The Conference Representative shall represent the corporation at all Conference Meetings. She/he shall attend all Conference Meetings (unless excused by the Conference President) and give a report of the same at the next Board of Directors meeting. It shall be their responsibility to see to the rules and regulations of said Conference and brought to the attention of the Corporation. She/he also shall render decisions whenever possible and interpret Conference rules and Regulations. She/he shall act as liaison between the Corporation and the Conference. She/he shall assume such offices and duties thereof as may be assigned to him/her by the Conference President. She/he, in general, performs all duties incident to the office of Conference Representative and such other duties as may be assigned to him/her by the President and/or Board of Directors. The prerequisite of Conference Representative position shall be an active Athletic Director, Head Coach or Assistant for a period of one (1) year before becoming eligible for nomination.

(B) Head Coaches Representative (1)

He/She shall be responsible for full compliance with Articles V and VI by all of the Head Coaches. The prerequisite of the Head Coach Representative position shall be an active Head Coach or Assistant Coach for a period of one (1) year before becoming eligible for nomination.

(C) Appointed Positions

(1) Players Safety Coach (1)

It is recommended that the individual have at least one (1) year of prior coaching experience. No Franchise Player Safety Coach may simultaneously serve as a Head Coach or Assistant football coach or Team Athletic Director unless it is approved by a SGVJAAFC representative

(2) Equipment Manager (1)

Purchase of all equipment with approval by the Board of Directors. Compile inventory, marking of all equipment, and is responsible for repair of all equipment. Ensure all players have the proper equipment while at practices/games. Equipment Manager may not simultaneously serve as a Head/Assistant Coach unless it is approved by aSGVJAAFC representative. Set up the field for games. Take inventory at the end of the season such as pads, helmets, balls, etc. Shed must be organized for the new season.

(3) City Designated Agent (1)

It is recommended that the individual have at least (1) year of prior experience as a member of the executive board. No Designated Agent may simultaneously serve as a Head Coach or Team Athletic Director. This person has the task of gathering all pictures and information from program participants who DO NOT have a VALID PLAYER CARD. Must collect all players cards at the end of each season.

(4) League / Team Parent Coordinator (1)

Responsible for coordinating fundraising activities, opening day, homecoming and closing ceremonies and any other league activities. All fundraisers/activities and or events must be approved by the Board of Directors. Responsible for all divisions to ensure each team keeps track of all fundraising activities and money collected. Weekly balance ledgers are to be sent to the league parent director.

(5) Snack Bar Coordinator

Shall be responsible for the sales and fundraising from the snack bar. He/she will buy all food, materials and establish prices/menus along with the board and operate the snack bar. Snack Bar coordinator is also responsible for the maintenance of the snack bar and equipment. At the end of the day and in the presence of (1) other Board members and Treasurer: Count all money received. Write a receipt containing everyone's signature. Turn the money over to the Treasurer.

4.10 Terms

(A) All directors shall be elected to serve a two-year term, however the term may be

extended until a successor has been elected.

- (B) Director terms shall be staggered so that approximately half the number of directors will end their terms in any given year.
- (C) Directors may serve terms in succession.
- (D) The term of office shall be considered to begin January 1 and end December 31 of the second year in office, unless the term is extended until such time as a successor has been elected. Unless cheer season is still in effect.

4.11 Qualifications and Election of Directors

In order to be eligible to serve as a director on the board of directors, the individual must be at least 21 years of age and have been a carded member in good standing. No code of conduct violations, terminations, and or unfulfilled season term with the El Monte/South El Monte Jets Youth Football and Cheer Corporation within the past two (2) years. Conference approval required if an individual does not meet age requirements. Directors must be elected at the general meeting by the majority vote of the existing general membership. The election of directors to replace those who have fulfilled their term of office shall take place in October of each year. Nominations are to be held for two (2) consecutive days, and Elections the third (3) day once all nominees have been confirmed eligible.

4.12 Vacancies

The board of directors may fill vacancies due to the expiration of a director's term of office, resignation, death, or removal of a director or may appoint new directors to fill a previously unfilled board position, subject to the maximum number of directors under these Bylaws. If positions need to be filled and no candidate meets requirement(s) as noted in section 4.11 the board of directors has the right to conduct interviews and vote as a Franchise to vote in the best candidate for the position applied. In order to be eligible for an interview the candidate must be in good standing from the previous season as a staff member or a parent.

- (A) Unexpected Vacancies. Vacancies in the board of directors due to resignation, death, or removal shall be filled by the board for the balance of the term of the director being replaced.

4.13 Resignation

Any officer may resign at any time by giving written or verbal notice to the corporation without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party. Any resignation shall take effect at the date of the receipt of the notice or at any later time specified in the notice, unless otherwise specified in the notice. Verbal notice must be given to the League President and

he/she should advise the board within twenty hours (24) of verbal notice. The acceptance of the resignation shall not be necessary to make it effective. Any officer resigning from its position may not be a candidate for the same position for at least two (2) seasons after resigning. The officer resigning may not be eligible for the following executive positions, President or Vice President until they have successfully completed two (2) consecutive full seasons, ending both seasons in good standing after resigning from any executive or board member position.

4.14 Removal of Directors

A director may be removed by two-thirds vote of the board of directors then in office, if:

- (A) The director is absent and unexcused from two or more meetings of the board of directors in a eight (8) month period. The board president is empowered to excuse directors from attendance for a reason deemed adequate by the board president. The president shall not have the power to excuse him/herself from the board meeting attendance and in that case, the board vice president shall excuse the president. Or:
- (B) for cause or no cause, if before any meeting of the board at which a vote on removal will be made the director in question is given electronic or written notification of the board's intention to discuss her/his case and is given the opportunity to be heard at a meeting of the board.

4.15 Board of Directors Meetings.

- (A) Regular Meetings. The board of directors shall have a minimum of nine (9) regular meetings each calendar year at times and places fixed by the board. Board meetings shall be held upon four (4) days notice by first-class mail, electronic mail, or facsimile transmission or forty-eight (48) hours notice delivered personally or by telephone. If sent by mail, facsimile transmission, or electronic mail, the notice shall be deemed to be delivered upon its deposit in the mail or transmission system. Notice of meetings shall specify the place, day, and hour of meeting. The purpose of the meeting need not be specified.
- (B) Special Meetings. Special meetings of the board may be called by the president, vice president, cheer coordinator, city athletic director, or treasurer. A special meeting must be preceded by at least one (1) days' notice to each director of the date, time, and place, but not the purpose, of the meeting.
- (C) Waiver of Notice. Any director may waive notice of any meeting, in accordance with California law.

4.16 Manner of Acting.

- (A) Quorum. A majority (four) of the directors in office immediately before a meeting shall constitute a quorum for the transaction of business at that meeting of the board.

No business shall be considered by the board at any meeting at which a quorum is not present.

- (B) Majority Vote. Except as otherwise required by law or by the articles of incorporation, the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board.
- (C) Hung Board Decisions. On the occasion that directors of the board are unable to make a decision based on a tied number of votes, the president in the order of presence shall have the power to swing the vote based on his/her discretion.
- (D) Participation. Except as required otherwise by law, the Articles of Incorporation, or these Bylaws, directors may participate in a regular or special meeting through the use of any means of communication by which all directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting or by telephonic conference call.

4.17 Compensation for Board Service

Directors shall receive no compensation for carrying out their duties as directors. The board may adopt policies providing for reasonable reimbursement of directors for expenses incurred in conjunction with carrying out board responsibilities, receipt must be provided. Reimbursement must be approved by the treasurer or president.

4.18 Compensation for Professional Services by Directors

Directors are not restricted from being remunerated for professional services provided by the corporation. Such remuneration shall be reasonable and fair to the corporation and must be reviewed and approved in accordance with the board Conflict of Interest policy and state law.

4.19 Vendors

Vendors shall be engaged to supply assorted items for sales (food, clothing, pictures). Only vendors approved by the Board of Directors may be engaged to sell items. It shall be determined by the Board of Directors what percentage of profit should be reimbursed back to the league.

ARTICLE V

COACHES COMMITTEES

5.01 Committees

The board of directors may, by the resolution adopted by a majority of the directors then in office, designate a coaches committee, consisting of the President, one (1) Vice President, the Coaches Representative, and any appointed advisors. When available this committee will be called into session to screen all applicants for the position of Head Coach. It will be their responsibility to interview and appoint a Head Coach for each team. This committee, to the extent provided in the resolution of the board, shall have all the authority of the board, except that no committee, regardless of board resolution, may:

- (A)** Take any final action on matters which also requires board members' approval or approval of a majority of all members;
- (B)** Fill vacancies on the board of directors of in any committee which has the authority of the board;
- (C)** Amend or repeal Bylaws or adopt new Bylaws;
- (D)** Amend or repeal any resolution of the board of directors which by its express terms is not so amendable or repeal able;
- (E)** Appoint any other committees of the board of directors or the members of these committees;
- (F)** Expend corporate funds to support a nominee for director; or
- (G)** Approve any transaction;
 - (i)** To which the corporation is a party and one or more directors have a material financial interest; or
 - (ii)** Between the corporation and one or more of its directors or between the corporation and any person in which one or more of its directors have a material financial interest.

5.02 HEAD COACHES

(A) Number, Tenure and Qualifications:

1. There shall be one (1) Head Coach for each team in the Corporation.

2. Head Coaches shall be appointed for the term of one (1) season upon approval of the Coaches Committee and or Executive Board members.
3. The qualification of an applicant shall be judged by the Coaches Committee and or Executive Board members upon receipt, by that body, of their official application.
4. Any head coach or head cheer coach must be 21 years of age by August 1st of that year.

(B) Duties:

1. Head Coaches shall assume the complete responsibility for all coaching duties and practices including those performed by their assistants.
2. They shall submit to the Board of Directors their selection of assistant coaches, for approval by June 1st of that year.
3. They shall comply with all the rules and regulations of the corporation and Conference or Conferences.
4. They shall, at all times, both on and off the field, practice the highest ideals of health, citizenship, character, sportsmanship, fair play, fellowship, intelligent supervision and moral ethics.
5. Head Coaches will be removed from their position for any or continued violation of Corporation and San Gabriel Valley Junior All American Conference rules or regulations. They may also be removed for action or demeanor deemed by the E-Board of Directors contrary. This will be accomplished by a majority vote of the Directors, present upon presentation of the evidence of misconduct, in accordance with provisions in Article XI. If removed from position due to violations, the person will not be allowed to apply for staff the following season and will have a one (1) year suspension from the franchise.
6. Head Coaches are not to change practice days, times (no ending, or starting early or late), cancel practices, change locations, without the approval from Franchise President or City AD.

(C) Vacancies:

1. When vacancies occur during the season, a replacement shall be appointed by the Board of Directors, from the ranks of assistant coaches.
2. When vacancies occur at the end of the season, applications shall be sought,

secured and screened by the Coaches Committee and The Executive Board appointed as described in Paragraph 2, above.

5.03 ASSISTANT COACHES

(A) Number, Tenure and Qualifications:

- (1)** Assistant Coaches shall be appointed for a period of one season at a time.
- (2)** Qualifications shall be judged in the same manner as outlined for Head coaches above.

(B) Selection and Appointment

Assistant Coaches shall be selected by the Head Coach and their names submitted to the Board of Directors for approval.

(C) Removal

An Assistant Coach may be removed in the same manner and for the same reasons as a Head Coach. If removed from position due to violations, the person will not be allowed to apply for staff the following season and will have a 1 year suspension from the franchise.

(D) Vacancies

Vacancies may be filled during the regular season, to prevent the team from dropping below the minimum of two (2).

(E) Other Adult Staff

As team needs dictate, other adult staff members such as Team Mother or Traditional Touchdown Collection Personnel may be appointed by the Athletic Director and Head Coach on a volunteer basis. These staff members are under the direction of the Athletic Director and Head Coach and subject to all rules and regulations of the El Monte- South El Monte Jets Youth Football and Cheer Corporation and the San Gabriel Valley Junior All American Conference. Names and contact information shall be given to Executive Board members for reference.

5.04 Meetings and Action of Committees

Meetings and action of the committees shall be governed by and held and taken in accordance with the provisions of Article IV of these Bylaws concerning meetings of the directors.

5.05 Informal Action by the Board of Directors

Any action required or permitted to be taken by the board of directors at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be agreed

by the consensus of a quorum. For purposes of this section an e-mail transmission from an email address on record constitutes valid writing. The intent of this provision is to allow the board of directors to use email to approve actions, as long as a quorum of board members gives consent.

ARTICLE VI

TEAMS

6.01 TEAM GUIDELINES

A team shall consist of an Athletic Director, Head Coach, and in addition, three (3) carded members but limited to thirteen (13) carded members on the playing field, per conference handbook.

6.02 DUTIES OF TEAM MEMBERS

(A) Athletic Directors, Head Coaches, Assistant Coaches, all adult staff members and junior coaches shall be card-holding members of the San Gabriel Valley Junior All American Conference.

(B) Water boys must be at least seven (7) years old and shall be selected by the coaching staff and, under the direction of the Athletic Director with Executive Board members approval.

(C) Cheerleaders shall range in age from one (1) year younger to one (1) year older for their respective team. Cheerleaders may be moved at the discretion of the Cheer Coordinator.

(D) Players: A player is any child who meets the requirements of the Corporation, or the San Gabriel Valley junior all American Conference.

(E) Flag teams must consist of a minimum of three (3) carded members (Head Coach, Athletic Director, and Assistant coach) with a maximum of seven (7) carded members, as per conference handbook.

(F) Appointed Team Mothers, Athletic Director or Touchdown Collection Personnel for football and Cheer shall relinquish all collected funds no later than that Tuesday following the game to the treasurer. If the treasurer is not available it should be relinquished to the president, VP or Cheer coordinator. So that a receipt can be issued for the funds collected in order to thwart fraud or loss.

6.03 REGISTRATION REQUIREMENTS

Requirements of the Corporation at the time of registrations or when deemed necessary are as follows:

- (A) Birth certificate or other legal proof of age and birth date.
- (B) Report card with a "C" average or above. (Grade averages below "C" may be accepted conditional to the provisions set down by the Conference.)
- (C) Football Registration fees as decided upon by the Board of Directors, One hundred and fifty dollars (\$150.00) of which is due at the time of registration and the remainder of the balance the month of June (before the start of the season). Exact date will be on the participants contract signed at time of registration.
- (D) Must work designated hours of snack bar duty (1 parent/guardian per participant 18 & over). Failure to participate will result in a One hundred and twenty five dollar (\$100) fine per shift to be paid to the league. Fees must be paid two (2) days before the assigned shift. Participant(s) will be suspended from practice(s)/game(s) until the fee is paid in full. (No registration refunds)
- (E) Must assist with crowd control at a home/away game per SGVJAAFC Conference policy. The buy out fee is One hundred and twenty five dollars (\$100.00). Must be paid one (1) week before the assigned game. Failure to participate/pay buy out fee will result in the participant being suspended from practice(s)/game(s) until fee is paid in full. (No registrations refunds)
- (F) Must assist with chain gang (on field) at a home/away game per SGVJAAFC Conference policy. The buy out fee is One hundred and twenty five dollars (\$100.00). Must be paid one (1) week before the assigned game. Failure to participate/pay the buyout fee will result in the participant being suspended from practice(s)/game(s) until the fee is paid in full. (No refunds)
- (G) Cheer Registration fees as decided upon by the Board of Directors, Three hundred and fifty dollars (\$350.00) of which is due at the time of registration and shall follow the remainder balance due dates as given for that season to meet deadlines.
- (H) Signature of at least one parent/guardian on the parental consent form contract of the Corporation and Conference. Although the other parent doesn't sign the contract, he/she must still follow code of conduct regardless of parental responsibilities.
- (I) To remain on a team roster a child must:

- (1) Obey all lawful orders and directions of the Athletic Director and coaching staff, conducting himself as a gentleman/ herself as a young lady at all times.
- (2) Maintain a “C” average in school throughout the entire season.
- (3) Attend all practices, scrimmages, games and activities of his/her team whenever possible, unless ill or injured.
- (4) Three (3) consecutive unexcused absences and/or four (4) excused (with note) absences during the season may be cause for dismissal from the team. (Individual team rules regarding the reporting of absences may apply.)
- (5) Any football participant who misses 2 or more practices in the same week will not be eligible to play that weekend's game. If any staff member of that particular division decides to disregard this rule, a \$200.00 (two hundred dollar) fine will be deducted from the division's team funds. The staff member who allowed this participant to play at the game is responsible to pay fees to either the Head AD or directly to the board. All fines will be added to the leagues account to be used at the Executive Board's discretion.
- (6) If a participant misses any Thursday practice (unexcused absence) before a game (regular/playoff) it is up to the Head Coach discretion to play the participant on that same week's game. Participants are still expected to attend the game to support teammates on the field.
- (7) Any cheerleader that misses 2 or more practices in one (1) week won't be able to participate in the upcoming game, but is expected to attend the game to support teammates.
- (8) Any cheerleader that is late to check in time will sit out the first half of the game. (Individual team rules may apply.)
- (9) One parent or guardian must be at every practice and game per registration contract. Participants will be sitting out of practice if no parent/guardian is available. This will count as an unexcused absence. This rule is implemented to ensure the safety of every participant.
- (10) Any cheerleader that is late to practice (after 5 minute grace period) will be charged a \$5 late fee. Any cheerleader that is late to game call time (after 5 minute grace period) will be charged a \$10 late fee. Any cheerleader that is late to competition call time (after 5 minute grace period) will be charged a \$25 late fee. All fee's must be paid by the following week's first day of practice. Cheerleaders will not be able to participate until fees are paid. All fees will be collected by the Team Athletic Director and handed over to City Treasure. All late fees will go towards team funds.
- (11) Cheerleaders that are registering are also committing to competition season. There

are no separate registrations for sideline and competition teams. Both participant and parent will need to make sure to sign registration contracts along with competition season contracts at time of registration. Two contracts (sideline & Competition)

- (12) Cheer Coordinator / E-Board has the right to refuse to register a participant due to any unfulfilled prior season and any violations that were made by participant and or parent/guardian the prior season (including if parent was on staff).
- (13) Any derogatory remarks on social media, email, text, and or via phone call towards any of the following but not limited to Executive Board staff, and or any staff member will disqualify the individual from taking any part in the franchise program. Such individuals will not be allowed to register their child(ren) in football or cheer, or volunteer as a staff member for a minimum of one (1) season from the occurrence.

6.04 TEAM OBLIGATION/FUNDRAISING

- (A) No team shall conduct a fund raising project that will conflict with any fundraising event of the corporation/league.
- (B) All team/person fundraising projects shall be cleared through the league President and Board of Directors. No more than 2 for each division unless authorized (football and cheer)
- (C) All team awards shall be cleared through the Board of Directors. No individual awards will be given under any circumstances. Individual awards may be given to an individual such as but not limited to effort, participation and or outstanding participant of the week, ect. with board approval.
- (D) Anyone willing to donate any items to a division must advise the Head AD or President of the league before gifting any items.
- (E) Must get approval from the League to use the “Jets Logo”, failure to do so may result in the participant being suspended or removed from the league.
- (F) Jet Day formerly known as El Monte Day is a mandatory league fundraiser for all parents, participants and divisions within the franchise. All teams are expected to participate. Failure by a parent(s) to participate in “Jet Day” activities so mandated by that parent’s child’s team will result in a one hundred and twenty five dollar (\$125.00) fine per participant that will go directly to the league’s account to be spent as the Board of Directors decide.
- (G) Mandatory League fundraisers (maximum of four (3) per season) besides “Jet Day” are mandatory. Failure to participate in League fundraiser activities so mandated by the league will result in a one hundred and twenty dollar (\$125.00) fine per participant

that will go directly to the league's account to be spent as the Board of directors decide.

- (H) Team fundraising by a parent/guardian is optional. By opting not to participate in all team fundraisers you relinquish any of the rewards such as but not limited to pizza parties, team bondings, any items purchased for the participants and or end of the season team banquet. The team AD's may give you the option to pay the full price out of pocket for such items if you would like to participate.
- (I) The participant's parent/guardian is responsible for any and all fines but not limited to any code of conduct violations and or conference violations caused by any family member. It can result in disqualification from the team and or league if the fine is not paid within reasonable time agreed upon by the board and parent/guardian.
- (J) Any code of conduct violation has a minimum fine of one hundred dollars (\$100.00) per violation up to five hundred dollars (\$500.00). Any spectator with alcoholic beverages of any sort will incur a five hundred dollar (\$500.00) fine and both the participant and parent/guardian can be banned from the league for up to one (1) season after the incident. Parents/guardians must advise their guest of rules as this will apply to all guests. Fines will go directly to the league's account to be spent as the Board of directors decide. Fines must be paid before returning to the next practice following the incident. The participant may not play until fees are paid.
- (K) E-Board has the right to suspend or terminate a participant's season due to any violations from the participant, or parent/guardian. This can lead to not being able to return the following season or seasons. No refunds for ending season early due to code of conduct violation.
- (L) The Franchise has the right to deny any staff application for football and or cheer as well as any participant applications.
- (M) Every parent/guardian is responsible to return all loaned items, and gear by date indicated by the E-Board. Failure to do so will forfeit the gear deposit of two-hundred dollars (\$200.00). All items but return in the same condition it was given minus any reasonable wear and tear.
- (N) Any lost and or damaged loaned items such as but not limited to helmets, shoulder pants, practice pants, game pants, and or practice jerseys must be replaced by the parent/guardian as indicated in the player contract signed at registration in order to receive a full gear deposit refund. Failure to do so will void the full amount of the "refundable gear deposit" and the participant will not be able to register with the franchise until all fees for lost, and or damaged loaned items are paid in full. No cut contract will be provided until all fees are paid in full. The deposit amount does not go towards any fees that the participant may owe for lost/damaged items.

ARTICLE VII

CONTRACTS, CHECKS, LOANS, INDEMNIFICATION AND RELATED MATTERS

7.01 Contracts and other Writings

Except as otherwise provided by resolution of the board or board policy, all contracts, deeds, leases, mortgages, grants, and other agreements of the corporation shall be executed on its behalf by the treasurer or other persons to whom the corporation has delegated authority to execute such documents in accordance with policies approved by the board.

7.02 Checks, Drafts

All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents, of the corporation and in such manner as shall from time to time be determined by resolution of the board.

7.03 Deposits

All funds of the corporation not otherwise employed shall be deposited within 2-3 business days to the credit of the corporation in such banks, trust companies, or other depository as the board or a designated committee of the board may select. All deposit receipts shall be saved for reference.

7.04 Loans

No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the board. Such authority may be general or confined to specific instances.

7.05 Indemnification

(A) Mandatory Indemnification. The corporation shall indemnify a director or former director, who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which he or she was a party because he or she is or was a director of the

corporation against reasonable expenses incurred by him or her in connection with the proceedings.

- (B) Permissible Indemnification. The corporation shall indemnify a director or former director made a party to a proceeding because he or she is or was a director of the corporation, against liability incurred in the proceeding, if the determination to indemnify him or her has been made in the manner prescribed by the law and payment has been authorized in the manner prescribed by law.
- (C) Advance for Expenses. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or proceeding, as authorized by the board of directors in the specific case, upon receipt of (I) a written affirmation from the director, officer, employee or agent of his or her good faith belief that he or she is entitled to indemnification as authorized in this article, and (II) an undertaking by or on behalf of the director, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the corporation in these Bylaws.

ARTICLE VIII

MISCELLANEOUS

8.01 Books and Records

The corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all meetings of its board of directors, a record of all actions taken by board of directors without a meeting, and a record of all actions taken by committees of the board. In addition, the corporation shall keep a copy of the corporation's Articles of Incorporation and Bylaws as amended to date.

8.02 Fiscal Year

The fiscal year of the corporation shall be from January 1 to December 31 of each year. With the exception of Cheer which may run till the MID of February of the following year.

8.03 Conflict of Interest

The board shall adopt and periodically review a conflict of interest policy to protect the corporation's interest when it is contemplating any transaction or arrangement which may benefit any director, officer, employee, affiliate, or member of a committee with board-delegated powers.

8.04 Nondiscrimination Policy

The officers, directors, committee members, employees, and persons served by this corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of the El Monte- South El Monte Jets Youth Football and Cheer Corporation not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

8.05 Bylaw Amendment

These Bylaws may be amended, altered, repealed, or restated by a vote of the majority of the board of directors then in office at a meeting of the Board, provided, however,

- (A) that no amendment shall be made to these Bylaws which would cause the corporation to cease to qualify as an exempt corporation under Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code; and,
- (B) that an amendment does not affect the voting rights of directors. An amendment that does affect the voting rights of directors further requires ratification by a two-thirds vote of a quorum of directors at a Board meeting.
- (C) that all amendments be consistent with the Articles of Incorporation.

ARTICLE IX

DOCUMENT RETENTION POLICY

9.01 Purpose

The purpose of this document retention policy is establishing standards for document integrity, retention, and destruction and to promote the proper treatment of the El Monte- South El Monte Jets Youth Football and Cheer Corporation records.

9.02 Policy

Section 1. General Guidelines.

Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.

From time to time, the El Monte- South El Monte Jets Youth Football and Cheer Corporation may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

Section 2. Exception for Litigation Relevant Documents.

The El Monte- South El Monte Jets Youth Football and Cheer Corporation expects all officers, members, and volunteers to comply fully with any published records retention or destruction policies and schedules, provided that all officers, members, and volunteers should note the following general exception to any stated destruction schedule: If you believe, or the El Monte- South El Monte Jets Youth Football and Cheer Corporation informs you, that corporate records are relevant to litigation, or potential litigation (i.e. a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

Section 3. Minimum Retention Periods for Specific Categories

(A) Corporate Documents. Corporate records include the corporation's Articles of Incorporation, By-Laws and IRS Form 1023 and Application for Exemption. Corporate records should be retained permanently. IRS regulations require that the

Form 1023 be available for public inspection upon request.

- (B) Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the corporation's revenues. Tax records should be retained for at least seven (7) years from the date of filing the applicable return.
- (C) Player Records/Personnel Records. State and federal statutes require the corporation to keep certain recruitment, employment and personnel information. The corporation should also keep in the player's personnel file all final memoranda and correspondence reflecting actions taken by or against personnel. Player applications should be retained for one (1) year.
- (D) Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in the corporation's minute book. A clean copy of all other Board and Board Committee materials should be kept for no less than two (2) years by the corporation.
- (E) Press Releases/Public Filings. The corporation should retain permanent copies of all press releases and publicly filed documents under the theory that the corporation should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the corporation.
- (F) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten (10) years.
- (G) Sales Documents. The corporation should keep final copies of sales documents for the same period of time it keeps other corporate files, generally three years. An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.
- (H) Contracts. Final, execution copies of all contracts entered into by the corporation should be retained. The corporation should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.
- (I) Correspondence. Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two (2) years.
- (J) Banking and Accounting. Accounts payable ledgers and schedules should be kept for three (3) years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years. Any

inventories of products, materials, and supplies and any invoices should be kept for three (3) years.

(K) Insurance. Expired insurance policies, insurance records, accident reports, claims, etc. should be kept for five (5) years permanently.

Section 4. Electronic Mail. E-mail that needs to be saved should be either:

- (i) printed in hard copy and kept in the appropriate file; or
- (ii) downloaded to a computer file and kept electronically or on disk as a separate file. The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

ARTICLE X

Transparency and Accountability

Disclosure of Financial Information With The General Public

10.01 Purpose By making full and accurate information about its mission, activities, finances, and governance publicly available, the El Monte- South El Monte Jets Youth Football and Cheer Corporation practices and encourages transparency and accountability to the general public. This policy will:

- (A) Indicate which documents and materials produced by the corporation are presumptively open to staff and/or the public
- (B) Indicate which documents and materials produced by the corporation are presumptively closed to staff and/or the public
- (C) Specify the procedures whereby the open/closed status of documents and materials can be altered.

The details of this policy are as follow:

10.02 Financial and IRS documents (The form 1023 and the form 990)

El Monte- South El Monte Jets Youth Football and Cheer Corporation shall provide its Internal Revenue forms 990, 990-T, 1023 and 5227, bylaws, conflict of interest policy, and financial statements to the general public for inspection free of charge.

10.03 Means and Conditions of Disclosure

El Monte- South El Monte Jets Youth Football and Cheer Corporation shall make available the aforementioned documents through its Treasurer who will provide copies of all documentation upon written or verbal request to be viewed and inspected by the general public. A copy of the league finances should be available via hard copy at the snack bar on scheduled practice days from 6:30pm-8:00pm and should be updated by the end of each month or deemed necessary. No hard copies, email, or pictures will be provided to any person such as but not limited to parent(s), athletes and or staff. Team balances and copies are to be provided by the team's athletic director.

10.04 IRS Annual Information Returns (Form 990)

El Monte- South El Monte Jets Youth Football and Cheer Corporation shall submit the Form 990 to its board of directors prior to the filing of the Form 990. While neither the approval of the Form 990 nor a review of the 990 is required under Federal law, the corporation's Form 990 shall be submitted to each member of the board of directors via (hard copy or email) at least 10 days before the Form 990 is filed with the IRS.

10.05 Board

- (A) All board deliberations shall be open to the public except where the board passes a motion to make any specific portion confidential.
- (B) All board minutes shall be open to the public once accepted by the board, except where the board passes a motion to make any specific portion confidential.
- (C) All papers and materials considered by the board shall be open to the public following the meeting at which they are considered, except where the board passes a motion to make any specific paper or material confidential.

10.06 Staff Records

- (A) All staff records shall be available for consultation by the staff member concerned or by their legal representatives.
- (B) No staff records shall be made available to any person outside the corporation except the authorized governmental agencies.
- (C) Within the corporation, staff records shall be made available only to those persons

with managerial or personnel responsibilities for that staff member, except that

(D) Staff records shall be made available to the board when requested.

10.07 Donor Records

(A) All donor records shall be available for consultation by the members and donors concerned or by their legal representatives.

(B) No donor records shall be made available to any other person outside the corporation except the authorized governmental agencies.

(C) Within the corporation, donor records shall be made available only to those persons with managerial or personnel responsibilities for dealing with those donors, except that

(D) Donor records shall be made available to the board when requested.

ARTICLE XI

CODES OF ETHICS AND WHISTLEBLOWER POLICY

11.01 Purpose

The El Monte- South El Monte Jets Youth Football and Cheer Corporation requires and encourages directors, general members, and volunteers to observe and practice high standards of business and personal ethics in the conduct of their duties and responsibilities. The representatives of the corporation must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. It is the intent of the El Monte- South El Monte Jets Youth Football and Cheer Corporation to adhere to all laws and regulations that apply to the corporation and the underlying purpose of this policy is to support the corporation's goal of legal compliance. The support of all corporate staff is necessary to achieve compliance with various laws and regulations.

11.02 Reporting Violations

If any director, officer, staff or employee reasonably believes that some policy, practice, or activity of the El Monte- South El Monte Jets Youth Football and Cheer Corporation is in violation of law, a written complaint must be filed by that person with the vice president or the board president.

11.03 Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false shall be viewed as a serious disciplinary offense.

11.04 Retaliation

Said person is protected from retaliation only if she/he brings the alleged unlawful activity, policy, or practice to the attention of the El Monte- South El Monte Jets Youth Football and Cheer Corporation and provides the El Monte- South El Monte Jets Youth Football and Cheer Corporation with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to individuals that comply with this requirement. The El Monte South El Monte Jets Youth Football and Cheer Corporation shall not retaliate against any director, general member, parent or volunteer who in good faith, has made a protest or raised a complaint against some practice of the El Monte- South El Monte Jets Youth Football and Cheer Corporation or of another individual or entity with whom the El Monte- South El Monte Jets Youth Football and Cheer Corporation has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy. The El Monte- South El Monte Jets Youth Football and Cheer Corporation shall not retaliate against any director, general member, parent or volunteer who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of the El Monte- South El Monte Jets Youth Football and Cheer Corporation that the individual reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

11.05 Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

11.06 Handling of Reported Violations

The board president, vice president or cheer coordinator shall notify the sender and acknowledge receipt of the reported violation or suspected violation within five (5) business days. All reports shall be promptly investigated by the board and its appointed committee and appropriate corrective action shall be taken if warranted by the investigation. This policy shall be made available to all directors, general

members, parents or volunteers and they shall have the opportunity to ask questions about the policy.

ARTICLE XII

AMENDMENT OF Articles of Incorporation

12.01 Amendment

Any amendment to the Articles of Incorporation may be adopted by unanimous approval of the board of directors.

CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify (with E-Board approval) that the above stated Bylaws of the El Monte - South El Monte Jets Youth Football and Cheer Corporation were approved by the El Monte - South El Monte Jets Youth Football and Cheer Corporation board of directors on Wednesday, February 04, 2026 and constitute a complete copy of the Bylaws of the corporation.

President: Leticia Mendoza

Date: February 4, 2026