



LAKESIDE YOUTH FOOTBALL AND CHEER

A California nonprofit public benefit corporation

ByLaws 2024

ARTICLE 1. NAME

Section 1.1 - Name: The name of this association is Lakeside Youth Football & Cheer otherwise known as "LYFC."

ARTICLE 2. AFFILIATION

Section 2.1 - Affiliation: The LYFC shall be affiliated with the West Coast Conference (WCC) association. LYFC shall keep the WCC association informed of any name and address change of the LYFC association's Board of Directors members.

Section 2.2 - Governed By: LYFC shall be governed by and comply with the principles, rules, and regulations of the Pop Warner Little Scholars National Rule Book.

ARTICLE 3. PURPOSES

Section 3.1 - General Purpose: LYFC is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Corporation Law of California ("California Nonprofit Corporation Law") for charitable purposes.

Section 3.2 - Specific Purpose: The specific purpose of LYFC shall be as set forth in the Articles to allow youths between the ages of three and fourteen to compete in football and cheerleading sporting events with other communities. To facilitate such activities, LYFC has the authority and power to sponsor and administer one or more tackle and flag football teams and their ancillary cheerleading squads; this includes, raising funds, purchasing equipment, recruiting experienced and qualified coaches and secure playing fields. Such activities will be in pursuit of achieving the following recognized Youth Football and Cheer objectives:

- a. Providing interested youth, with the opportunity to participate in an organized, supervised, safety-oriented program of tackle flag football and cheer-leading.
- b. Bringing area youth together by means of a common interest in sportsmanship, fair play and competition.
- c. Emphasizing fun for all by keeping the welfare of each individual first, foremost and entirely free of adult ambition and personal glory.
- d. Encouraging qualities such as: good citizenship, scholarship and character that should be instilled in our youth, which are important long after their years in Youth Football and Cheer.

Section 3.3 - Limitations:

(a) Political Activities. LYFC has been formed under California Nonprofit Corporation Law for the charitable purposes described in this Article 3.1, and it shall be nonprofit and nonpartisan. No substantial part of the activities of the association shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in any political campaign (including the publishing or distribution of statements) on behalf of, or in opposition to, any candidate for public office.

(b) Prohibited Activities. The LYFC association may not conduct any activity for the profit of its officers, directors, or other persons or distribute any gains, profits or dividends to its officers,

directors or other persons as such. Furthermore, nothing in Article 3 shall be construed as allowing the association to engage in any activity not permitted to be carried on (i) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code") or (ii) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.

ARTICLE 4. PRINCIPAL OFFICE

Section 4.1 - The Principal Office: Of the association shall be located within San Diego County unless decided to change the principal office location with a 2/3 vote by the Board of Directors. All LYFC association mail, correspondence and checks shall be directed to the league's post office box and not the home address of any board member.

ARTICLE 5. DEDICATION OF ASSETS

Section 5.1 - Dedication of Assets: The properties and assets of this nonprofit corporation are irrevocably dedicated to charitable purposes. No part of the net earnings, properties, or assets of this Corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or any member, director or officer of LYFC, except that LYFC is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 3.

Section 5.2 - Liquidation or Dissolution: On liquidation or dissolution, all remaining properties and assets of the association shall be distributed and paid over to one or more tax-exempt organizations organized and operated for the charitable purpose of promoting sports activities for the youth.

ARTICLE 6. GENERAL MEMBERSHIP

Section 6.1 - Members: Membership in this association shall be determined on an annual basis from August 1 through July 31 of the following Year. Persons eligible for membership are parents/legal guardians, coaches, and interested qualified persons (board members) who meet at least one of the criteria below:

- a. Have a child currently enrolled in any football and/or cheerleading program offered by LYFC. Please note that each membership has a maximum of 2 parent/legal guardians per family participating and registered for LYFC activities.
- b. Members of the Board of Directors, lead coaches, and their approved staff members
- c. Annual fees are paid in full to LYFC including any fees associated with equipment rentals.
- d. Not under suspension from any other organized youth sport association.

Section 6.2 - Removal of Membership: The Board of Directors has the authority to suspend or remove an individual's membership for conduct that is determined to not be in the best interest of LYFC.

Section 6.3 - General Member Meetings: The association will provide a minimum of 48-hour notice for any general membership meeting.

Section 6.4 - Voting: Each member as defined in Article 6, Section 1, is entitled to one vote. Voting by proxy or cumulative voting is prohibited.

Section 6.5 - Quorum: All general LYFC members present at a general membership meeting constitutes a quorum, and a majority vote will rule for items put to vote; however, if a quorum of the Board of Directors ($\frac{2}{3}$) is not present, a meeting will not be held.

Section 6.6 - General Member Meeting Minutes: Minutes will be available upon request from the LYFC Secretary. Please allow 5 business days from the date of the meeting for the minutes to be available for review.

ARTICLE 7. BOARD OF DIRECTORS

Section 7.1 - Structure: LYFC is composed of general members and the Board of Directors as structured in the positions below.

- a. **Executive Board of Directors Positions (Descending Order):** President, Vice-President, Cheer Director, Secretary, and Treasurer.
- b. **General Board of Directors Positions (Alphabetical Order):** Concessions Manager, Coaches Representative-Cheer, Coaches Representative-Football, Equipment Manager, Field Director, Fundraising Coordinator, Little Scholars Representative, Parliamentarian, Player Agent-Cheer, Player Agent-Football, Player Agent Assistant-Football, Spirit Representative, Sponsorships Representative, Team Parent Representative, and Webmaster.

Section 7.2 - Powers Exercised by the Board of Directors: The Board of Directors, at regularly scheduled meetings, decides on all matters pertaining to the association, including but not limited to:

- a. All finances related to LYFC. The Board of Directors decides how LYFC funds are to be spent based on the annual approved budget. Only the league President, Vice-President, and Treasurer shall have bank access.
- b. All committees deemed necessary.
- c. Interviews and selections of all head football and cheer coaches for the season.
- d. Formation of teams based on number of registered participants in each division and competitive strategy.
- e. Establishes codes of conduct and investigates all allegations of reported member misconduct and determines the level of discipline (if any) is required.
- f. Establish the yearly registration amount for each football player and cheerleader and advise on any scholarships available.

Section 7.3 - Voting Rights: Each member of the Board of Directors is entitled to one vote on each matter submitted. The President may only vote in the event of a tie. Voting by proxy or cumulative voting is prohibited.

Section 7.4 - Qualifications of Directors: Every person serving on the Board of Directors shall submit to and pass a criminal background check. The results of the background check will remain confidential; however, the existing Board reserves the right to use the information contained in said background check to reasonably determine that a prospective Board member is not qualified to serve on the Board of Directors. Guidelines set forth by the National Pop Warner volunteer application and approval policy will also be followed.

Section 7.5 - Fees and Compensation: Members of the LYFC Board of Directors are not to receive compensation for their services. Board members may receive reasonable reimbursement for goods and/or service expenses incurred conducting LYFC business; an itemized receipt is required for reimbursement by the LYFC Treasurer.

Section 7.6 - Member Selection: LYFC Board of Director members are elected and then voted in by the members of LYFC during the month of October. Each Board of Director member shall serve until term end or until a successor has been elected and qualified.

Section 7.7 - Term of Office: LYFC Board of Director members are asked to serve a term of two years (January 1 through December 31). To qualify for an executive Board of Directors' role, you must have previously served as a general Board of Directors' member for at least one full year. To qualify for the President role, you must have been in an Executive Board of Directors' position for a minimum of one year. The Executive Board of Directors cannot serve a role for more than four (4) years; however, additional years of service in the same role can be authorized from the current LYFC Board of Directors with a 2/3 vote. Please note, an individual can remain in an Executive Board of Directors role for more than 4 years, but must change the position every 4 years unless voted on by the current Board of Directors. LYFC Board of Director positions are put up for LYFC votes in the following manner:

Board of Director positions are put up for voting in offsetting years, as noted below:

Positions Voted on During Even-ending Years (ex. 2022): President, Secretary, Cheer Director, Coaches Representative-Cheer, Equipment Manager, Fundraising Coordinator, Parliamentarian, Player Agent Football, Sponsorships Representative and Webmaster

Positions Voted on During Odd-ending Years (ex. 2023): Vice-President, Treasurer, Coaches Representative- Football, Concessions Manager, Field Director, Little Scholars Representative, Player Agent-Cheer, Player Agent Assistant-Football, Spirit Representative and Team Parent Representative.

Any board member that steps down from their position will be on a 1 season probation with the

exception of a board vote. Any board member that is removed from their position will be on a 2 season mandatory suspension from date of removal.

Section 7.8 - Vacancies: When a position is vacant between terms, the Board of Directors may vote in a new member with a 2/3 vote. Vacancies shall be filled by the remaining members of the Board of Directors until a new member is voted in and deemed qualified.

Section 7.9 - Member Removal: The Board of Directors may, by resolution, declare vacant a Board of Director member who has been:

- a. Directors may be removed with cause by a 2/3 vote of directors then in office.
- b. Directors may be removed for not fulfilling board responsibilities or duties.
- c. The Board may, by resolution, declare vacant the office of a director who fails to attend three board meetings during any calendar year.
- d. Declared of unsound mind by an order of court.
- e. Convicted of a felony.
- f. Found by final order or judgment of any court to have breached a duty under California Nonprofit Corporation Law.

Section 7.10 - Action at a Meeting; Quorum and Required Vote: Presence of a minimum of 2/3 of Board Members constitutes a quorum for the transaction of business except as otherwise provided in these Bylaws.

Section 7.11 - Action Without a Meeting: Any action required or permitted to be taken by the Board of Directors may be taken without a meeting if 2/3 of the Board of Directors collectively consents in writing via email, text, or preferred communication app. Any action taken shall be filed within the next scheduled general meeting minutes.

ARTICLE 8. DUTIES OF THE BOARD OF DIRECTOR MEMBERS

Section 8.1 - President (Executive Member): The President shall have the following duties:

- a. Shall be the Chief Executive Officer of the Association and shall preside at meetings of the LYFC Board.
- b. Generally supervises, directs, and is responsible for all business aspects of the LYFC association including the positions of other LYFC Board of Directors.
- c. Required to attend all West Coast Conference (WCC) monthly meetings and report all actions of that meeting back to the LYFC Board of Directors.
- d. Shall be the tiebreaker on any vote of the Board of Directors that results in a tie.
- e. Subject to a credit check pursuant to being an authorized signer on the Association's bank account.

- f. May appoint any committees as deemed necessary.
- g. May not hold a head coaching position during their term as President unless approved by a 2/3 vote of the Board of Directors.
- h. Must follow the requirements of the Pop Warner Little Scholars National Rule Book.

Section 8.2 - Vice-President (Executive Member): The Vice-President shall have the following duties:

- a. In the absence of the president, the Vice-President will perform all the duties of the President, and when so acting, shall have the powers of and be subject to all the restrictions upon the office of president.
- b. Take delegated tasks/duties as assigned by the President.
- c. In case of a vacancy in the office of President, the Vice-President will assume the role of President and will serve the position until the Board of Directors decides the best way to move forward with filling the position of President.
- d. Shall assume the tie-breaking vote should the President find him/herself in a conflict of interest.
- e. Subject to a credit check pursuant to being an authorized signer on the Corporations bank account.

Section 8.3 - Secretary (Executive Member): The secretary shall have the following duties:

- a. Shall take record of all meeting minutes along with storing said records in a location designated by the Board of Directors. The minutes of the meeting shall include the time and location of the meeting, attendees of the meeting, topics discussed, actions voted on by the members in person or as stated in Article 7, Section 7.11 - Action Without a Meeting, voting outcomes, and meeting close time.
- b. Shall be responsible to give notice of all general board meetings.
- c. Shall issue a copy of the meeting minutes to the Board of Directors within five business days for review.
- d. Shall be responsible for preparing an agenda for all general board meetings.
- e. Shall have access, if needed, to all members registration information.
- f. Shall keep a copy of the Bylaws of LYFC as amended to date.
- g. Shall create a game day schedule for Board of Director shifts for home games no later than one week prior to the game.
- h. Shall be responsible for keeping the communication app calendar updated.
- i. Shall have other powers and perform such other duties as the Board or the Bylaws may prescribe.

Section 8.4 - Treasurer (Executive Member): The Treasurer shall have the following duties:

- a. Shall keep and maintain adequate and correct books and accounts of the Association's funds, properties, and transactions. This information shall be recorded in QuickBooks or a similar approved method of accounting decided by the Board of Directors.
- b. Shall send the Board of Directors a monthly financial statements package including Bank Statement, Bank Reconciliation, Balance Sheet and Profit and loss.
- c. Shall deposit all funds within five business days from the time the funds are received.
- d. Shall be deposited in the name of, and to the credit of, Lakeside Youth Football &

- Cheer, with such depositories as directed by the Board of Directors.
- e. Shall be responsible for ensuring the association has adequate change at games and LYFC association sponsored fundraising events (not for team fundraising events).
 - f. Shall be responsible for receiving, coordinating, and dispersing all funds from fundraisers.
 - g. Shall be subject to a credit check pursuant to being an authorized signer on the Corporations bank account.
 - h. Shall have other powers and perform such other duties as the Board or the Bylaws may prescribe.

Section 8.5 - Cheer Director (Executive Member): The Cheer Director shall have the following duties:

- a. Shall be responsible for all LYFC cheer programs, camps and competitions.
- b. The Cheer Director must advise the Board of Directors regarding all matters of interest or importance to the cheerleaders, their parents, and coaches.
- c. Shall be responsible for distributing any pertinent information as directed by West Coast Conference to the Cheer Coaches Representative to forward on to all Cheer Coaches.
- d. Shall be responsible for all forms and records pertaining to any cheer injuries reported to have occurred at any Association activity.
- e. Must attend all cheer related meetings and/or clinics and relay information obtained to the Board of Directors and the Cheer Coaches Representative and Cheer Coaches.
- f. Shall be responsible for selecting, purchasing, and distributing all cheer uniforms and equipment. The final design must be approved by the Board of Directors.
- g. Enforces the coach's dress code and has the power to give warning, suspend, or remove a coach for any violations, at any single event.

Section 8.6 - Coaches Representative-Cheer: The Cheer Coaches Representative is responsible for the following duties:

- a. Assists in all duties of cheer certification.
- b. Must present all Head Cheer Coaches for Board approval and ensure all coaches receive the required training and certification.
- c. Shall be responsible for the collection and maintenance of all cheer staff certifications and badging process.
- d. Shall be the Liaison between cheer coaches, members, and the Cheer Director or Board of Directors.

Section 8.7 - Coaches Representative-Football: The Football Coaches Representative is responsible for the following duties:

- a. Assists in all duties of football certification.
- b. Must present all Head Football Coaches for Board approval and ensure all coaches receive the required training and certification.
- c. Shall be responsible for the collection and maintenance of all Football Staff certifications and badging process.
- d. Liaison between football coaches, members, and the Board of Directors.

Section 8.8 - Concessions Manager: The Concessions Manager shall have the following duties:

- a. Shall be responsible for creating and maintaining a common manageable menu.
- b. Shall be responsible for obtaining California food handlers certificate and ensuring that food safety is a priority for all volunteers.
- c. Shall manage purchases and delivery of goods to ensure the snack bar is adequately stocked for game days and any other LYFC event that the snackbar is needed.
- d. Shall be responsible for the maintenance of the Association's snack bar trailer and barbeque.
- e. Must coordinate and ensure the snack bar has appropriate staffing for game days and any other LYFC event that the snackbar is needed.
- f. Must document all spending on concessions and report finances to the Treasurer.

Section 8.9 - Equipment Manager: The Equipment Manager has the following duties:

- a. Is responsible for maintaining equipment inventory records for equipment. This includes, but is not limited to helmets, shoulder pads, tackling pads, and cheer mats.
- b. Shall be responsible for having all league helmets recertified annually.
- c. Must work with a reputable uniform manufacturer to design and purchase uniforms annually. The final design must be approved by the Board of Directors.
- d. Shall be responsible for retrieving and inspecting all equipment at the close of a season and determining what equipment needs to be replaced for the following season.

Section 8.10 - Field Director: The Field Director has the following duties:

- a. Shall be responsible for setting up and breaking down the fields for all LYFC events, not to include any team fundraising events.
- b. Shall be responsible for setting up and breaking down the scoreboard and sound systems.
- c. Shall be responsible for lights and field related equipment and facilities.
- d. Shall be responsible for the maintenance of the Association's general equipment, i.e. utility car, field markers, etc..
- e. Shall be responsible for field assignments for practices and/or scrimmages.

Section 8.11 - Fundraising & Special Events Coordinator: The Fundraising/Special Events Coordinator has the following duties:

- a. Shall plan and execute all Board approved LYFC association fundraisers.
- b. Shall be responsible for approving all proposed team fundraisers.
- c. Shall be responsible for obtaining and approving all event requests from team fundraisers or events. If said fundraiser or event will be held off site, the event request must be forwarded to the appropriate chain of command.
- d. Plans and executes all special events including, but not limited to, opening day ceremonies and picture day.

Section 8.12 - Little Scholars Representative: The Little Scholars Representative has the following duties:

- a. Shall obtain report card copies and ensure the accuracy of all information submitted by players at registration regarding the status of their scholastic standings.
- b. Shall provide a report to the West Coast Conference (WCC) of all athletes qualifying for special recognition as set forth by National Pop Warner Little Scholars.
- c. Shall be responsible for promoting Little Scholars to LYFC association members.
- d. Shall be responsible for the recognition of all of LYFC Little Scholars.

Section 8.13 - Parliamentarian: The Parliamentarian has the following duties:

- a. Shall govern the proceedings of all meetings where no other provisions are made and when said rules are not consistent with the bylaws of this Association.
- b. Shall be responsible for diffusing conflict associated with LYFC Association members or at LYFC Association events.

Section 8.14 - Player Agent-Cheer: The Cheer Player Agent has the following duties:

- a. Shall be responsible for all matters concerning player registration and certification.
- b. Shall be responsible for determining out-of-boundary participants and presenting all out-of-boundary waivers to the President for approval.
- c. Shall be responsible for verifying all required participant documentation, printing participant player cards, and compiling team books.
- d. Shall be responsible for entering and/or updating players into the roster system.
- e. Shall be responsible for all book checks.
- f. Shall be responsible for updating and maintaining rosters.

Section 8.15 - Player Agent- Football: The Football Player Agent has the following duties:

- a. Shall be responsible for all matters concerning player registration and certification.
- b. Shall be responsible for determining out-of-boundary participants and presenting all out-of-boundary waivers to the President for approval.
- c. Shall be responsible for verifying all required participant documentation, printing participant player cards, and compiling team books.
- d. Shall be responsible for entering and/or updating players into the roster system.
- e. Shall be responsible for all book checks.
- f. Shall be responsible for updating and maintaining rosters.

Section 8.16 - Assistant Player Agent-Football: The Assistant Football Player Agent has the following duties:

- a. Shall be responsible for delegated tasks assigned by the Football Player Agent.

Section 8.17 - Spirit/Apparel Representatives: The Spirit/Apparel Representative has the following duties:

- a. Shall be responsible for selecting and ordering all Spirit Wear. All designs must be

- approved by the Board of Directors.
- b. Shall coordinate the sale of apparel on game days, special events, and practices.
 - c. Shall maintain an accurate inventory of all league merchandise and provide a report to the Board of Directors upon request.
 - d. Shall be responsible for ordering board shirts for the season.
 - e. Shall document all spending and earnings and report finances to the Treasurer.

Section 8.18 - Sponsorship Representatives: The Sponsorship Representative has the following duties:

- a. Shall be responsible for soliciting league sponsorships from local or corporate businesses for items such as, but not limited to, safety equipment, training equipment, camps, concessions, and facilities.
- b. Shall be responsible for the purchasing and replacement of association banners for the purposes of promoting league registration.
- c. Shall be responsible for coordinating banners to be placed around the community and surrounding areas for the promotion of LYFC registration.
- d. Shall coordinates the ordering of banners to be placed at home games from sponsorships provided that listed deadlines have been met.
- e. Shall coordinate with the webmaster to promote league and team sponsorships on the LYFC website and social media.
- f. Shall provide a list of all business sponsors for every home game for the announcers to promote during halftime and timeouts.

Section 8.19 - Team Parent Representative: The Team Parent Representative has the following duties:

- a. Shall be the liaison between the Board of Directors and the Team Parents from both football and cheer.
- b. Shall be responsible for organizing and distributing the Team Parent Handbook.
- c. Shall provide concessions manager with a list of all team parents and their contact information.
- d. Shall notify all Team Parents of league events.
- e. Shall act as custodian of all transportation forms from the Team Parent and complete verification that all carpool drivers, including coaches, have valid automobile insurance in force and for maintaining records pertaining to that proof.

Section 8.20 - Webmaster: The Webmaster has the following duties:

- a. Shall be responsible for the content, design layout, graphics, and photos of the LYFC website.
- b. Shall be responsible for the ongoing maintenance of the LYFC website.
- c. Shall be responsible for posting any information, in a timely manner, as required by LYFC and ensuring that the information is accurate, pertinent, and up to date.
- d. Shall be responsible for the weekly maintenance of score updates.
- e. Shall monitor the LYFC social networks such as Facebook and Instagram.
- f. Shall be responsible for creating and/or retrieving association email addresses for the

Board of Directors at the end of every season.

ARTICLE 9. HEAD COACHES

Section 9.1 - Selection: Anyone interested in being considered for a head coaching position, for either football or cheer, must do the following:

- a. Shall have been a Coach for one year in LYFC, or a comparable association, unless approved by $\frac{2}{3}$ vote of the general board.
- b. Shall be interviewed by the Board of Directors.

Please note, the final decision of each team's Head Coach will be decided by the Board of Directors and is contingent upon a cleared background check.

Section 9.2 - Duties and Responsibilities: The Head Coaches duties and responsibilities are:

- a. Shall complete all required certifications and required training set forth by WCC and LYFC.
- b. Shall be responsible for the supervision and safety of all players or cheerleaders within their team.
- c. Shall be responsible for maintaining control over his/her team, coaching staff, and its parents/guardians according to the Parent Code of Conduct, LYFC Bylaws, and the National Pop Warner Little Scholars rule book. Failure to do so can be considered grounds for suspension or removal.
- d. Shall select a Team Parent and is required to provide the Team Parent Representative the name of the Team Parent by the 1st week of August.

The LYFC Board of Directors will not tolerate:

- a. Unsportsmanlike conduct during games, practices, or any LYCF or WCC sponsored event.
- b. Any slander, harassment, and/or negative social media referencing the association, or any of its members.

Section 9.3 - Coaches Dress Code: Head Coaches and all staff members must adhere to the following dress code requirements:

- a. All football and cheer coaches, along with any rostered staff members, must wear appropriate clothing and adhere to what's listed in the National Pop Warner Little Scholars rule book.
- b. Attire worn on game days must represent LYFC appropriately and all attire must be coordinated.
- c. No iPads, cell phones, headphones, or earpieces are to be used during practices or games unless needed to support a disability, an emergency and/or a coaching aid.

ARTICLE 10. CONDUCTION OF ACTIVITIES

Section 10.1 - Formation of Teams/Squad: PLEASE NOTE, the Board of Directors reserves the right to form teams at its discretion with a 2/3 vote of the board.

Each football team may consist of a minimum of 18 players and each cheer squad may consist of a minimum of 5 cheerleaders. In the event that we have 2 football teams in the same division, the Black Team will be considered the more competitive team. In this instance, the cheer squad will then be assigned to the Black team; however, the cheer squad could potentially travel between the two teams.

Section 10.2 - Rules of Play: The rules governing play shall comply with the official rules and regulations within the National Pop Warner Little Scholars rule book.

ARTICLE 11. CORPORATE RECORDS; ANNUAL REPORT

Section 11.1 - Minute Book: The association shall keep minutes in written form which shall contain a record of all actions by the Board or any committee including:

- a. The time, date, and place of each meeting.
- b. Whether a meeting is regular or special and, if special, how notice was given and a copy thereof.
- c. The names of those present at each Board meeting and any invited guests.
- d. The minutes of all meetings.
- e. Any written waivers of notice and consents to the holding of a meeting or approvals of the minutes thereof as well as all written consents for action without a meeting.
- f. All protests concerning lack of notice.
- g. Formal dissents from Board actions.

Section 11.2 - Books and Records of Account: The association shall keep updated records of, but not limited to, financial accounts, properties, assets, liabilities, receipts, disbursements, gains, and losses.

Section 11.3 - Articles of Incorporation and Bylaws: The association shall keep and save a copy of the Articles of Incorporation and Bylaws, as amended to date, at its principal office.

Section 11.4 - Federal Tax-Exemption Application and Informational Returns: The association shall always keep a copy of its federal tax exemption application and—for three years from the date of filing—its annual information returns at its principal office. These documents shall be open to public inspection and copying to the extent required by Code.

Section 11.5 - Execution of Corporate Instruments: The Board of Directors may determine the method

and assign the signatory designee/s to execute any LYFC device or document to sign the association's name without limitation, except when otherwise provided by law, and such execution or signature shall be binding upon the association.

Unless otherwise specifically determined by the Board of Directors, or otherwise required by law, formal contracts of the LYFC association, promissory notes, deeds of trust, mortgages, and other evidences of indebtedness of the association, and other corporate instruments or documents, and certificates of shares of stock owned by the association, shall be executed, signed, or endorsed by the President of Lakeside Youth Football & Cheer.

All checks and drafts drawn on banks or other depositories on funds to the credit of LYFC association, or in special accounts of the association, shall be signed by at least two (2) authorized executive board members.

Section 11.6 - Annual Report: If the association has more than Twenty-Five Thousand Dollars (\$25,000) in gross balance at the year's end, the Treasurer shall prepare and deliver an annual report to the Board of Directors no later than sixty (60) days after the close of its annual year. The report shall contain the following information in appropriate detail:

- a. The assets and liabilities of the Corporation as of the end of the annual year.
- b. The principal changes in assets and liabilities during the year.
- c. The revenue or receipts of the Corporation, both restricted and unrestricted to purposes, for the year.
- d. The expenses or disbursements of the Corporation, for both general and restricted purposes, during the year.
- e. Any information required by Section 6322 of the California Corporations Code concerning certain self-dealing transactions involving more than \$50,000 or indemnifications involving more than \$10,000 which took place during the year.
- f. The report shall be accompanied by any pertinent reports of independent accountants, or if there are no such reports, the certificate of an authorized Board Member of the Corporation that such statements were prepared without audit.

Section 11.7 - Directors' Right of Inspection: Every director shall have the absolute right at any reasonable time to inspect the books, records, documents of every kind, and physical properties of the Corporation and each of its subsidiaries. The inspection may be made in person or by the director's agent or attorney. The right of inspection includes the right to copy and make extracts of documents.

ARTICLE 12. CONSTRUCTION AND DEFINITIONS

Section 12.1 - Construction and Definition: Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the California Nonprofit Corporation Law as amended from time to time shall govern the construction of these Bylaws. Without limiting the generality of the foregoing, the masculine gender includes the feminine and neuter, the singular number includes the plural, and the plural number includes the singular, and the term "person" includes a corporation or other entity as well as a natural person. In any court of law shall deem any portion of these Bylaws invalid

or inoperative, then so far as is reasonable and possible (i) the remainder of these Bylaws shall be considered valid and operative, and (ii) effect shall be given to the intent manifested by the portion deemed invalid or inoperative.

ARTICLE 13. AMENDMENTS

Section 13.1 - Amendments: These Bylaws may be adopted, amended, or repealed by a vote of a majority of the directors then in office,

THE ABOVE LISTED BY-LAWS HAVE BEEN REVIEWED AND RATIFIED AS THE LYFC ASSOCIATION'S OFFICIAL GOVERNING DOCUMENT BY A MAJORITY OF THE BOARD OF DIRECTORS. NO FURTHER CHANGES OR AMENDMENTS TO THESE BY-LAWS MAY TAKE PLACE AFTER THE OFFICIAL SIGNED DATE SHOWN BELOW WITHOUT A FULL PRESENTATION TO AND A MAJORITY VOTE BY THE BOARD OF DIRECTORS.

Official Bylaws Ratification Date: March 12, 2024