



901 N. Carpenter Road  
#32 PMB 128  
Modesto, CA 95354

Since 1993

YOUTH FOOTBALL & CHEER

[www.centralsaints.org](http://www.centralsaints.org)

## **CONSTITUTION AND BY-LAWS**

### **ARTICLE 1**

#### NAME

The name of this Organization shall be the Central Saints Youth Football Inc., hereinafter refer to as "Central Saints" or "Saints"

### **ARTICLE II**

#### Purpose & Objective

The purpose of the Saints shall be to promote and administer the Youth football and Cheer team's activities for the sole benefit of the team's members.

The objective is to inspire youth, regardless of race, creed or national origin, to practice the ideals of sportsmanship, scholastic improvement, and physical fitness, while familiarizing all youth with the fundamentals of football and cheer. To additionally, provide the opportunity for youth to enjoy the game of football and cheer under supervised, organized, and in a safety-oriented manner, while keeping the welfare of the participants free of any adult ambition and personal glory.

### **ARTICLE III**

#### Principal Office

The Saints principal office may change from time to time as the Board of Directors determines appropriate. Receipt of mailings shall be fixed at 901 N Carpenter Rd #32 PMB 128 Modesto, CA 95351. The Board of Directors (hereinafter referred to as "Board") shall have the authority by vote, as described in these by laws to change the mailing address of the saints from time to time, as they deem appropriate. Such change must be publicized on the Saints website and must accompany any correspondence sent by the Saints. The Board must notify all required government agencies through a "change of address" form.

## **ARTICLE IV**

### Use of Central Saints name

The name "Central Saints Football Team, Inc., "Central Saints Varsity", "Central Saints Junior Varsity", "Central Saints Novice", "Central Saints Jr. Novice" and "Central Saints Cheerleaders" are the sole property of this organization and shall not be used without the prior written consent of the Board of Directors. In the event the association between Central Catholic High School and the Central Saints Youth Football is dissolved the "Central" name cannot be used in any capacity with any future Saints Youth Football organization. Article IV cannot be amended without the written approval of Central Catholic High School.

## **ARTICLE V**

### Authority to Act as Agent

No member of the Board, Member Elect, Member at Large or any other person/s, etc. will be permitted to state or imply that he/she/they/it has/have the permission or authority to act as an agent or solicit on behalf of the Central Saints Football Team, Inc. without prior approval of the Board of Directors.

## **ARTICLE VI**

### Membership

BOARD OF DIRECTORS: The Saints shall have three (3) membership bodies as follows:

Executive Officers - Voting: Shall consist of the President, Vice President, Treasurer, Secretary, TVYFL Representative, Cheer coordinator, Secretary of Books, CCHS Advisor and CCHS Governing Coach.

Members Elect - Voting: Members Elect shall consist of Equipment Manager, Concession coordinator, Fundraiser Coordinator, Merchandise / Apparel Coordinator, CCHS Liaison, Work Detail Coordinator, Parent Liaison or any other person voted in by the board as deemed appropriate to assist in any areas of operation.

Members at Large – Non Voting: Shall consist of Coaches, Practice Field Liaison, Weigh Master, Announcer, Time keeper/Spotter, Field Marshall and/or legal guardians of participants, and individuals who have participated in the operations of the organization through donated time and have no voting privileges unless directed by the TVYFL or Central Saints Board.

## **ARTICLE VII**

### Financial

#### A. Budget

1. Funds related to Central Saints Youth Football activities shall be listed in the annual budget for the upcoming season, prepared by the Board of Directors at their January meeting. The former President shall present the previous year's annual budget and current financial information in order to assist in preparation of the annual budget for the upcoming season.

#### B. Checking

1. All funds shall be held in a checking account, savings, certificate of deposit, money market or other account, which is insured by the F.D.I.C. in the name of the Central Saints.
2. The President, Vice President and Treasurer are empowered to sign all checks to ensure all organization debts are paid in a timely manner.
3. The organization checking account will require two signatures, one of which must be the Treasurer as the primary with the President or Vice President as the secondary to dispense any organization funds.
4. All bills payable from the organization are to be accompanied by a billing statement or invoice that must be approved by the board prior to ordering products and services.

#### C. Solicitation, Gifts, and Fund raisers

1. The Central Saints Organization may solicit, receive gifts, raise funds necessary for its Football and Cheer Programs. All income received from such fundraisers/gifts/donations shall be expended only for the Central Saints program.
2. No income received in the name of the Central Saints shall be used for the benefit of any Officers or Directors of the Central Saints with the exception of "official" team apparel, team BBQ's/ and Awards Banquet Dinner.

#### D. Compensation

1. Officers and Board of Directors in whole or part shall receive no compensation for their service to the Central Saints.

## **ARTICLE VIII**

### Board of Directors:

#### **A. Executive Officers**

1. Are elected for a term of 1 year.
2. Current Board of Directors shall vote on all Board positions.
3. Officers are elected at the December Board of Directors meeting.
4. Newly elected officers shall take their positions at the January meeting.

5. Officers shall not hold the same office for more than 2 consecutive years unless approved by the board and CCHS.
6. CCHS Advisor and CCHS Governing coach are exempt of the 1 year term. (No term limit)
7. No one (1) individual shall hold more than one (1) board position unless approved by the board and CCHS.

General Powers, Duties, and Responsibilities:

1. To exercise supervision of the Central Saints Football and Cheer.
2. To act as the executive body of the Saints in establishing all Policies as set forth in these By-laws to assure adherence to all Trans-Valley Youth Football League Policies with approval of CCHS.

**B. Members Elect**

1. Are elected for a term of 1 year.
2. Officers are elected at the December Board of Directors meeting.
3. Newly elected officers shall take their positions at the January meeting.
4. Officers shall not hold the same office for more than 2 consecutive years unless approved by the board and CCHS.
5. No one (1) individual shall hold more than one (1) board position unless approved by the board and CCHS.

General Powers, Duties, and Responsibilities

1. To exercise and manage a specific task of the Central Saints Football and Cheer business.
2. All Board Members shall attend home games, fundraisers, and special events.
3. Supervise Saints events, facilities and premises as needed.

**ARTICLE IX**

A. Meetings

1. Monthly meetings of the Board of Directors shall be held at a time and place designated by a majority vote of the Board of Directors.
2. All Board meetings shall be posted on the Saints Website.
3. The Board may go into closed session at any time the Board deems necessary.
4. The public may address the Board on any topic under the following criteria:
  - a. Notification has been given to a Board member or Officer not less than 2 weeks prior to a Board meeting to insure they are included on the agenda.

- b. In the case of a complaint, the President must be allowed ample time to contact all parties involved in the complaint and allow ample time for said parties to attend the meeting.

B. Quorum

1. Shall consist of two-thirds of the Members of the Board of Directors
2. No business shall be voted upon unless a quorum is present.

C. Voting

1. All Central Saints business shall be decided by a vote of the Board.
2. All votes shall be by voice unless any Board member requests the vote be taken by hand or secret ballot.

D. Emergency Meeting

1. The President shall have the authority to call an emergency meeting he/she deems necessary without prior notification.

E. Board Action

1. Any action by the Board may be taken with or without a meeting if all members individually consent to the action via e-mail or written notice. Such consent shall be included in the minutes of the next Board meeting.

F. Board Proxies

1. Any Board member unable to attend a meeting may give his/her proxy to another Board member via "proxy". Said proxy must be in writing.

## **ARTICLE X**

### Elections

A. Elections

1. Current Executive Board and Members Elect shall nominate the Board of Directors for a specific position as described below. CCHS Advisor/Athletic Director shall be a voting member with veto power.
2. President, Vice President, Treasurer, Secretary, Secretary of Books, League Representative, Cheer Coordinator, CCHS Advisor and CCHS Governing Coach comprise the "Executive Board".
3. A nominations meeting shall be held not less than 3 weeks prior to elections and must be publicized on the Saints website indicating the purpose of the meeting, and the date, time and place said meeting is to transpire. Nominations may be taken at the meeting or by mail as long as it is received prior to the meeting.
4. Executive Board and Members Elect are voted in on the first regular meeting in December or special meeting prior to January.
5. At said Election meeting, votes shall be cast by current Board of Directors.
6. Board members shall be elected for a term of 1 year.

## **ARTICLE XI**

### Executive Board

#### A. President

1. Shall preside at all Board of Directors meetings.
2. Shall maintain the general supervision and direction of the business and affairs of the Saints.
3. Shall Countersign all minutes with the Secretary.
4. Must co-sign checks with the Treasurer.
5. Shall not be a current Head coach.
6. Shall have such other powers as the Board of Directors may prescribe.
7. Be familiar of contractual agreement between CCHS and Central Saints to insure that facilities are used in accordance with the Agreement. Maintain a copy of the Agreement on hand during games.
8. Be familiar of contractual agreement between the practice facility and Central Saints to insure that they are used in accordance with the Agreement. Maintain a copy of the Agreement on hand during practices.

#### B. Vice President

1. Shall act as assistant to the President and perform such duties as designated by the President.
2. Shall become "acting" President, when there is an immediate need for decision/action during the temporary absence or unavailability of the President or should the office of the President become vacant.
3. Shall assist the Treasurer and other members to ensure a standard of accounting practices is adhered to for all fundraisers and events.

#### C. Secretary

1. Shall keep accurate records and insure that all minutes of the Board of Directors Meetings are approved by the Board and countersigned by the President.
2. Shall keep an accurate record and complete file on all Central Saint's activities.
3. Shall be responsible for recording all incoming and outgoing correspondence for the Central Saints Board of Directors.
4. Provide Web Master with schedule of current and special events.

#### D. Secretary of Books

1. Shall be responsible for assuring all player registration forms and records are up to date, to include but not be limited to verification of age , grade, school and waiver are correct and in accordance with TVYFL requirements.
2. Shall keep accurate records and insure that all football records are approved by the Coach and countersigned by the President.

3. Shall make copies of football/cheer records.
4. Shall be responsible for dispersing the official team "books" as mandated by the TVYFL and collection of same at end of the official season.

E. Treasurer

1. Shall keep, disburse and distribute all Saints funds.
2. Shall keep a detailed accounting of all Saints financial transactions.
3. Shall prepare a current Balance Sheet and income Statement monthly to be presented to the Board of Directors at their regular monthly meeting.
4. Shall present full disclosure of books and records at the Board of Directors meeting when requested by any Board member.
5. Responsible for setting up and monitoring all cash drawers at home games and fund raising events, and for the collection of money at the end of each event for depositing- in conjunction with the Vice president.
6. Shall provide a standard form for all fundraisers and events as to provide a profit and loss of each event and or fundraising activity.

F. League Representative

1. Shall be responsible for submitting all issues concerning league play as deemed appropriate by the Board of Directors.
2. Shall be responsible for outlining and presenting to the Board of Directors all additions, deletions, or changes to league policy.
3. Shall be responsible for outlining and presenting the "Playing and Coaching Rules" as set forth by the League to all Head Coaches and monitoring adherence to said rules.
4. Oversee the successful operating of the facilities during football games.
5. Shall report monthly to the Board of Directors on all League meetings issues.
6. Shall have authority to enforce all team rules and code of conduct set forth by the Saints and TVYFL.

G. Cheer Coordinator

1. Shall report directly to the Board of Directors.
2. Shall prepare a list of cheer coaches candidates for the Varsity, Junior Varsity, Novice and Jr. Novice teams and submit said list for approval by the Board of Directors.
3. Shall require background checks to be sent to the League for confidential consideration.
4. Shall coordinate cheer fundraisers, oversee and ordering of cheer uniforms and provide an accounting of all Cheer events and fundraisers in coordination with the Treasurer.
5. Coach placement shall be at the will of The Board of Directors.

H. CCHS Governing Football Coach

1. Shall oversee Saints governing football committee to ensure coaching direction and implementation follows CCHS football program.
2. Shall work closely with Central Saints coaches to help develop and organize practice schedules and routines.
3. Shall be an active member to ensure communication between the Central Saints and CCHS football programs.
4. Shall have veto power over governing football committee.

## **ARTICLE XII**

### Members Elect - Voting

The Board of Directors may appoint such other officers or agents as it may deem desirable, and such officers shall serve such terms, have such authority, and perform such duties as may be prescribed from time to time by the Board of Directors

All Coaches must be fingerprinted and have F.B.I. and D.O.J. before any contact with athletes.

#### A. Equipment Manager

1. Shall report directly to the board of directors monthly.
2. Shall conduct an initial inventory to verify current inventory at beginning of season.
3. Shall maintain the equipment binder ("The Book") with an accurate record of all Saints equipment issued, or returned, by date, player and team.
4. Shall coordinate equipment collection at season end verifying the return of all equipment and conduct end of year inventory.
5. Shall oversee equipment storage until following season.
6. Shall be appropriately early for practices and games for equipment matters.

#### B. Concession Coordinator

1. Shall report directly to the board of directors monthly.
2. Oversee purchasing and storage of food and other related items necessary for football events.
3. Obtain and schedule (in conjunction with Work detail coordinator) sufficient assistants to successfully handle each event.
4. Shall submit all receipts and other financial information to the treasurer and Vice-President and document accounting for each game or event prior to funding the next game or event
5. Contact and coordinate with organizations willing to donate items to the Saints.
6. Log all Saints snack related inventory before and after each event.
7. Responsible for cash in association with concession stand events.
8. Insure that concession stand is thoroughly cleaned after each event.

9. Begin with and maintain proper cash levels at all events, coordinate excess cash/cash shortages with Treasurer and Vice President. Provide cash at the end or during the event to the Treasurer and Vice President.
10. Inform game announcer of end of event "deals" in order to sell out perishable foods.

C. Work Detail Coordinator

1. Shall report directly to the board of directors monthly.
2. Oversee and schedule adequate personnel to operate the areas of ticket sales at the gate, ticket-takers, apparel & merchandise, snack bar, chain gang and other areas in need of volunteers (Including special events).
3. Keep and maintain volunteer schedule during practices, games and special events.
4. Make weekly reminders to the parent volunteers of scheduled work detail. Obtain, schedule and coordinate sufficient assistants for mentioned areas as well as for unforeseen situations (errands, accidents, emergencies, etc).
5. Shall be responsible for keeping records of all volunteer work times to insure each family fulfills their work detail duty.
6. Communicate with press box regarding announcements/reminders for volunteers on or before each game.
7. Be familiar with contractual agreement between CCHS and Central Saints and insure that facilities are used in accordance with agreement.
8. Prepare statement regarding CCHS volunteer hours. All CCHS volunteers hours shall be "signed off" by President.

D. Fundraising Coordinator

1. Shall be voted on by the Board at such time as is appropriate.
2. Coordinate ordering, receiving, storage and distributing of any fundraising materials.
3. Research and recommend to the Board any possible new fundraising opportunities.
4. Oversee receipt of funds from fundraising activities and coordinate with Treasurer and Vice President to maintain profit and expense reports.
5. Keep accurate records of sales by player or team as needed for appropriate credit.
6. Maintain communication with player families regarding fundraising.
7. Inform game announcer of any approved fundraising related announcements.

E. Parent Liaison (If vacant, position duties to be assumed by President or Vice-President)

1. Serves as primary contact between parents and coaches.
2. Maintain regular open communication and a positive relationship with coaches and parents.

3. Notify the Board, as soon as possible, regarding any player, parent or coaching problem.
4. Shall oversee review process between parents/guardians and coaches as needed.
5. Shall be accessible to parents/guardians and coaches.
6. Make monthly reports to the Board.

F. Central Catholic Liaison/Facility Coordinator

1. Serves as primary contact between the Central Saints and Central Catholic High School (CCHS).
2. Maintain regular open communication and positive relationship with the CCHS athletic director and CCHS facilities director.
3. Notify the Saints Board and CCHS, as soon as possible, regarding contractual agreements, understandings or possible conflicts with CCHS.
5. Facilitate the Annual Contract agreement Between the Saints and CCHS.

G. Practice Field Liaison/Facility Coordinator

1. Serves as primary contact between the Central Saints and the practice field facility director.
2. Maintain regular open communication and positive relationship with the practice facility Director, Coaches, Principal and teachers as necessary.
3. Notify the Saints Board, as soon as possible, regarding contractual agreements, understandings or possible conflicts.
4. Notify the practice facility director, as soon as possible, regarding contractual agreements, understandings or possible conflicts with the Saints.
6. Facilitate the Annual Contract agreement Between the Saints and the practice facility director.
7. Make monthly reports to the Board.

## **ARTICLE XIII**

### Members at large – Non Voting

The Board of Directors may appoint such other officers or agents as it may deem desirable, and such officers shall serve such terms, have such authority, and perform such duties as may be prescribed from time to time by the Board of Directors

All Coaches must be fingerprinted and have F.B.I. and D.O.J. before any contact with athletes.

A. Football Coaching Governing Committee

1. Shall report directly to the Board of Directors.
2. The Governing Committee shall consist of 1 Varsity, 1 Junior Varsity, 1 Novice and 1 Junior Novice head coach along with the governing coach.

3. The committee is responsible for setting up assistant coaches of all levels under supervision of the "Governing Coach". Saints board will vote on those recommendations.
4. Other duties include preparing the practice routine and implement "The System" and oversee that all levels adhere to it throughout the season.
5. Shall require background checks to be sent to the League for confidential consideration.
6. Approval of Committee members shall be at the will of The Board of Directors.

B. Head Coaches (Football & Cheer)

1. Shall report directly to the Board of Directors.
2. Shall consist of 1 Varsity, 1 Junior Varsity, 1 Novice and 1 Jr. Novice head coach.
3. Football Head Coaches shall provide a list of their assistant coaches to the Governing Committee.
4. Cheer Head Coaches shall provide a list of their assistant coaches to Cheer Coordinator.
5. Shall require background checks to be sent to the League for confidential consideration.
6. Final Coach placement shall be at the will of The Board of Directors.

C. Coaching Requirements and Responsibilities

1. Football and Cheerleading coaches must be at least eighteen years old.
2. Head coaches must be 21 years of age.
3. Must possess a high moral character and meet the background check criteria set forth by the TVYFL.
4. For Head coach positions, applicant must present a written resume outlining their experience and qualifications, and be prepared to make an oral presentation of said qualifications to the Board of Directors.
5. Returning coaches will be given special consideration as senior coaches while other applicants for the same position will also be considered as applicants and voted on by the Board. Coach placement shall be At the recommendation of the governing committee and final approval from Board of Directors.
6. Head coaches will select candidates for assistant coaching positions and for team-parent coordinator position. Prior to affirming candidates, Head coaches are required to submit selected candidates to the governing committee for final approval by Board of Directors.
7. Applicants must have a 2/3 majority approval of the Board.
8. Returning coaches must submit an application for a coaching position annually and must be approved by two-thirds (2/3) majority approval of the Board.

9. A Coach may be removed from his/her position with or without cause by the League Rep., coaching committee or Board of Directors.
10. In the event a head coach resigns or is removed from their position, first consideration shall be given to an existing coach who has expressed interest. If more than one existing coach is interested the head coach will be decided on by a majority vote of the Board.
11. All head coaches are responsible for collection and verification of their participant's documentation requirements.
12. All head coaches are responsible for having available, all documents required of each participant at practices, games and fund-raising events in which the player/cheerleader is participating.
13. All coaches will refrain from using profanity at all times. Repeated offenses of this type of inappropriate behavior will be referred to the Board for possible disciplinary actions. Coaches must put the emotional welfare of the children above winning the game.
14. All coaches must be approved by Central Catholic High School.

C. Weigh master/Play Counter

1. Shall be responsible for assuring all player weight in accordance with TVFYL requirements and is responsible for counting plays as is required by the TVYFL.

D. Announcer

1. Shall announce the Game in a clear, fair, and respectful way to both teams.
2. Shall make Ad Hoc announcements as needed by various coordinators or Board members.
3. Shall know the proper pronunciation of player's names as provided by the coaches.
4. Must be provided with a schedule for each game of volunteer's names to announce shortly before they are needed at the appropriate area.
5. Communicate with the Facilities Coordinator during game for assistance or concerns.
6. Shall attempt to mention as many Saint's players names and numbers during the game as possible, i.e. tackles, players entering the game.

E. Time Keeper/Spotter (Announcers Assistant)

1. Assist announcer by providing names and numbers of players involved in plays.
2. Maintain a Saints program on hand.
3. Provide backup for announcer as needed for breaks, etc.
4. Make announcements if necessary.

## **ARTICLE XIV**

### Vacancies

Vacancies on the Board of Directors shall exist (1) on the death, resignation or removal of any voting member and (2) whenever the number of authorized members is increased.

The Board may declare vacant the office of a director who has been declared of unsound mind by a final order of the court, or convicted of a felony, or found by the Board to have missed more than three (3) Board meetings, and/or do not participate in the majority of special events/fundraisers put on by the Central Saints.

## **ARTICLE XV**

### Disputes

To re-open any issue previously voted upon by the board requires a two-thirds (2/3) vote.

## **ARTICLE XVI**

### Conflict of Interest

1. No Board Member shall have any member of their immediate family participating on any other TVYFL football organization or League Board.
2. No Board Member shall organize and conduct a meeting with Saints parents/guardians/coaches/players/cheerleaders pertaining to Saints organization without approval by the Board.

## **ARTICLE XVII**

### Amendments

This constitution may be amended from time to time at any Board meeting, by a two-thirds (2/3) approval vote of the entire board with written or e-mail notice having been given to the members not less than three (3) days prior to the meeting. Any amendments must also have approval of Central Catholic High School.

## **ARTICLE XVIII**

### Dissolution

Upon dissolution of the Central Saints Youth Football Teams, Inc., all funds and properties in excess of liabilities and expenses of the dissolution shall be transferred to Central Catholic High School, if not in violation of City, State, and or Federal Law.

Adoption

This Constitution consisting of 13 pages shall become effective upon affirmative vote of the majority of the Executive Board of Directors and final approval by the C.C.H.S Advisor.

Affirmed on \_\_\_\_\_, by the signatures of the Central Saints Organization Executive Board of Directors.

\_\_\_\_\_  
Greg Johnson      President

\_\_\_\_\_  
Rex Sutter      Vice President

\_\_\_\_\_  
Kevin Stinson      League Rep.

\_\_\_\_\_  
Val Sutter      Cheer Coordinator

\_\_\_\_\_  
Jamie Smith      Treasurer

\_\_\_\_\_  
Gina Thexton      Secretary

\_\_\_\_\_  
Lucy De La Torre      Secretary of the Books

\_\_\_\_\_  
Roger Canepa      CCHS Head

\_\_\_\_\_  
Billy Hylla      CCHS Advisor

Adopted April 9, 2012