

BYLAWS – MARINER JR FOOTBALL ASSOCIATION

Date of last review: 9/30/2024

Last Edited by: 2024 MJF Executive Board of Directors

Approved by: Terry Lott (President)

Article I. Name and Office

Section 1.01 The name of the organization is Mariner Jr Football (MJF)

- (a) The principal office of the corporation shall be in Everett, Washington, or at such a place, or places, as the Executive Board of Directors may determine from time to time.

Article II. Mission Statement

Section 2.01 Mariner Jr Football (MJF) mission is to provide youth in south Snohomish County, Washington State, with the opportunity to participate in a safe tackle football activity. We are a "High School Feeder" model and developmental youth football association and belong to an organization committed to providing an opportunity for every youth participant, Grades K – 8th, to learn the game of football, while focusing on maximum community participation, teamwork, sportsmanship, safety, and commitment. MJF operates independently and cooperatively with other members of the youth football association to provide a positive athletic experience for each participant and to allow each participant to play in a youth football league that is competitive and fair.

Article III. Non-Profit Operation

Section 3.01 MJF is a non-profit organization. It is intended that this organization shall have the status of an organization that is exempt from Federal income taxation under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3) of the Internal Revenue Code. These Bylaws shall be construed accordingly, and all powers and activities of the organization shall be limited accordingly. The organization shall not carry on propaganda or otherwise attempt to influence legislation to such an extent prohibited under Section 501(c)(3) of the Internal Revenue Code. No activity of the organization shall consist of participating or intervening in (including the publishing or distributing of statements) any political campaign on behalf of, or opposition to, any candidate for public office.

Section 3.02 No part of the net earnings of the organization shall inure to the benefit of or be distributed to its members, officers, or private individuals. The organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions to further the purpose of the organization. No Board Member may solicit funds in the name of MJF unless all funds raised are deposited directly into the Association's common bank account.

Section 3.03 Upon dissolution of the Association, the Board of Directors shall, after paying or making provisions for payment of all the liabilities of the Association, distribute all the assets of the organization exclusively for charitable, educational, or scientific purposes to such "qualified" organization as the Board of Directors shall determine. The Association shall be deemed to be a "qualified" organization for purposes of these Bylaws only if, at the time of distribution of such assets, it is operated exclusively for the purposes described in Sections 170(c)(2)(b) and 501(c)(3) of the Internal Revenue Code.

Article IV. Membership

Section 4.01 Everyone serving in an elected or volunteer capacity of any kind will complete a WSP background check form to be forwarded to the Washington State Patrol for a records check. Any background issues will be addressed and ultimately the decision will be made by the Associate Board.

- (a) Executive Board Officers are defined by the positions listed below and are "EXECUTIVE MEMBERS" of the Board that allows one voting privilege per person, not per position or positions held.
 - (i) *President*
 - (ii) *Vice President*
 - (iii) *Secretary*
 - (iv) *Treasurer*
 - (v) *Volunteer Coordinator*
 - (vi) *At-Large Board Member*
- (b) Associate Board Officers are defined by the positions listed below and are "REGULAR MEMBERS" of the board. These positions do not have voting privileges.
 - (i) *Public Relations Coordinator*
 - (ii) *Player Representative*
 - (iii) *Equipment Manager*
 - (iv) *Concession Committee Representative*
 - (v) *Safety Coordinator*
 - (vi) *MJF Cheer President*
- (c) "Honorary Members" are all MJF supporters, including parents, guardians, coaches, and sponsors. *Honorary Members have no voting privileges.*
- (d) Parents or Guardians shall be able to apply for board positions or nominate an individual to a board position.
- (e) Membership may be terminated by resignation or the action of the Executive Board.

- (f) All Board Members are required to attend scheduled meetings. Any Board Member will forfeit their position if they miss three (3) consecutive duly constituted meetings. The Executive Board will view medical and/or personal issues on a case-by-case basis. Failure to attend a minimum of 80% of all meetings during the calendar year will result in immediate removal from the Board at the end of that calendar year, without the option to be nominated for any Associate Board position for the following term.

Article V. Executive Board

Section 5.01 The Executive Board Shall be comprised of The President, Vice President, Treasurer, Secretary, Volunteer Coordinator, and At-Large Board Member.

Article VI. Board Guidelines

Section 6.01 The affairs of MJF shall be managed by its Executive and Associate Board except as specifically set forth in these Bylaws. References to the "Board" shall mean the MJF Board. All operations of MJF, including Coaches, Athletes, Parents, Sponsors and Volunteers, are governed by the Board. All decisions made are final and may not be appealed.

Section 6.02 A Vote of No Confidence may be motioned by any Board Member to remove another Board Member. A Quorum must be present, and a 2/3's vote of approval is required to remove a Board Member.

Section 6.03 A Quorum of 2/3's must be present to vote on changes for Bylaws, Coaches and Board Policy Manuals, Board Member Election Confirmations, or a Vote of No Confidence.

Section 6.04 The Board shall vote annually to approve by a 2/3's majority vote the Coaches Policy Manual and MJF Board Policy Manual. Approved in January and may be amended any time during the year by approved changes and a majority 2/3's vote. If no vote is held, the previous year's version shall be used. A non-vote is no ground for dismissal of the Coaches Policy Manual or the MJF Board Policy Manual.

Section 6.05 All Board positions shall be held for two (2) years. Elections will be held in the Month of January. The incumbent's position on the board shall end on the last day of January and the Incumbent board member's tenure will start on 1st of February.

Section 6.06 Board Position Voting Schedule:

(a) Even Year Elections:

(i) *President, Secretary, At-Large Board Member, Concession Committee, Public Relations Coordinator*

(b) Odd Year Elections:

(i) *Vice President, Treasurer, Volunteer Coordinator, Safety Coordinator, Player Rep, Equipment Manager*

Section 6.07 Any Board members, Head or Assistant coaches, or Honorary members of the MJF can nominate any member for a Board position or apply without nomination. Positions will be posted publicly and emailed to all honorary members for notification. All nominations will have the opportunity to express why they are fit for the position.

- (a) The President of the Board will cast the deciding vote in the case of an even vote by the Board and/or any instance where there is no majority decision by the Board.
- (b) The Board shall confirm the nominations of Members with a simple majority vote.
- (c) The Board shall manage the overall business operations of the Association, including but not limited to, Association planning and organization policy, public relations, finance, and budgeting. The Board shall also have specific authority as set forth in these Bylaws. Precedent and Custom - apply when there are no written rules governing a situation.
- (d) The concessions committee (CC) will be composed of 3-member team who work collaboratively to ensure donations are tracked, reported to the treasurer and received in a timely fashion. The (CC) will oversee game day operations of the concession booth. The committee will work with the volunteer coordinator to ensure all shifts are covered by volunteers. The concession committee will work with the treasurer and president on the annual concession budget and purchase of good. At least (1) member of the (CC) must be present at all board meetings.
- (e) Of the Eleven (11) elected Board positions, terms which have expired or stand vacant will be open for nomination. The Board may vote on and fill vacant positions at any time during the year. These elected Officers shall serve the remainder of the term. Terms that expire will have the voting take place during the MJF post-season organizational meeting of Board Members.

Section 6.08 Anti-Nepotism:

- (a) No MJF Board member or Honorary member may nominate or appoint a Relative. "Relative" includes, but is not limited to:
 - (i) *father, mother, son, daughter, brother, sister, uncle aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.*
- (b) Exception: If no other candidates are nominated then a Relative(s) may be nominated.

Article VII. Officers

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer
- (e) Equipment Manager

- (f) At-Large Board Member
- (g) Public Relations Coordinator
- (h) Volunteer Coordinator
- (i) Player Representative
- (j) Concession Committee Representative
- (k) Safety Coordinator
- (l) MJF Cheer

Article VIII. Meetings

Section 8.01 Unless the Executive Board adopts other procedures, Robert's Rules of Order shall govern the proceedings of all meetings.

Section 8.02 All meetings will be held on the second Thursday of each month unless it falls on a Holiday. If the meeting falls on a holiday, then the President or Vice President shall work with the board members to reschedule the meeting.

Section 8.03 MJF will hold a Board meeting as soon as possible after January 1st of each year. Other Executive Board meetings will be held at the discretion of the current presiding President.

Section 8.04 Written notice of all meetings and a copy of the agenda shall be provided to each Board Member prior to each meeting.

Section 8.05 The Public Relations Coordinator shall provide information to the public for all organizational meetings.

Section 8.06 A simple majority vote is required to pass motions presented to the Board.

Section 8.07 Mandatory "Organizational" meetings shall be held mid-season and post-season for the purpose of Board nominations and elections.

Section 8.08 All Head Coaches shall attend a mandatory pre-season meeting with the President, VP and Volunteer Coordinator to define coaching policies, review NSJFL and MJF rules and discuss the desired goals for the upcoming season.

Section 8.09 At the end of the season meeting, all present members will vote on the new Board.

Section 8.10 Honorary Members are allotted 15 minutes (or more as allotted by the President) at the beginning of designated meetings to speak and/or discuss issues.

Article IX. Coaches

Section 9.01 Head Coaches can apply every January of the new year and are voted on by the executive board at the February Board Meeting.

Section 9.02 Refer to the MJF Coaching Policy Handbook for all other coaching polities.

Article X. Finance and Accounting

Section 10.01 The Executive Board shall decide all matters pertaining to the finances of the Association and shall place all funds in a local bank account.

Section 10.02 No member shall receive, directly or indirectly, any salary or compensation from MJF for services rendered.

Section 10.03 Raffle, concession, and any other funds received during game day must be turned into the president or treasurer.

Section 10.04 No member shall hold funds received in the name of MJF for more than 72 hours.

Section 10.05 The President & Treasurer will be joint account holders of the MJF bank accounts.

- (a) NO OTHER ACCOUNTS CAN BE OPENED WITHOUT THE CONSENT OF THE EXECUTIVE BOARD.

Section 10.06 For all single purchases that exceed \$500.00, Executive Board approval will be required.

Section 10.07 All orders will have a Purchase Order attached to it that will be given out by the Treasurer. Failure to obtain a proper Purchase Order will result in disciplinary action from the Executive Board.

Section 10.08 Any purchase requiring reimbursement must be accompanied by a receipt containing only reimbursable items.

- (a) Reimbursements will be approved at the discretion of the Executive Board and will be issued no later than seven (7) calendar days following the approval of the request.

Article XI. Amendments

Section 11.01 These Bylaws may be amended, repealed, or altered in whole or in part by 2/3's majority vote of the Executive Board. A ten-day notice specifying the proposed change, or changes, and the date of the meeting must be given to each Board Member.

Section 11.02 Whenever any notice is required to be given under these Bylaws, it shall be in writing and signed by a Board Member. Such notice can be given by mail or email.

Section 11.03 Any action that could be taken by the Executive Board at a meeting may be taken without a meeting, if consented to, stated clearly in writing, and signed by a 2/3's majority of the Board Members. The action statement shall be communicated promptly to all Board Members.

Article XII. Fiscal Year

Section 12.01 The fiscal year of the Corporation shall begin on January 1 and terminate on December 31 of each year.

Article XIII. Indemnification of Directors

Board Members shall be indemnified and held harmless from any and all liability beyond the Directors and Officers liability coverage provided by the Association.

Article XIV. Miscellaneous

Section 14.01 No Loans to Directors -No loans shall be made by the Corporation to its Directors.

Section 14.02 Conflict of Interest:

- (a) Each Director should recognize that he or she functions as a person occupying a place of trust and should not put him or herself in a position in which self-interest conflicts with any duty he or she owes to those for whom he or she acts. A Director or Officer will not be permitted to make a profit for any self-dealing transaction, whether individually or acting as an agent, without affirmatively showing full disclosure and fair dealing. Any Director or Officer who actually or potentially is involved in any conflict of interest due to his or her position as Director or Officer shall make a full disclosure of his or her interest, and shall not vote on the matter, and will not be considered as part of the voting body. The Director shall leave the room during the discussion and vote on the issue, unless requested to stay to either respond to questions or provide information to the Board on the matter under discussion.

Section 14.03 MJF, its board, and Executive Directors, shall work with the Mariner Cheer program and its representatives.

- (a) Fundraising Events
- (b) Field Practice use and dates
- (c) Game Times and Dates
- (d) Updates at Monthly Meetings
- (e) Support the Cheerleading Community

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify that I am the duly elected and acting Secretary of MARINER JR FOOTBALL of Everett, Washington, a Washington Nonprofit Corporation, and that the foregoing BYLAWS, constitute the BYLAWS of said Corporation as duly adopted at a meeting of the Board of Directors therefore duly held on _____, 2024.

IN WITNESS WHEREOF, I have hereunto submitted my name:

Printed Name, Secretary

ACKNOWLEDGED

Signature Date

Printed Name, President

Signature Date