



Bylaws of the

Amador County Argonaut

Jr. Mustangs

A non-profit youth football and cheer organization

As amended – February 7, 2012
As amended – March 5, 2013
As amended – July 14, 2017
As amended – February 5, 2018
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AJM BYLAWS

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AJM BOARD DIRECTOR/OFFICER CODE OF CONDUCT AND ETHICS PLEDGE

AJM COACHES CODE OF CONDUCT AND ETHICS PLEDGE

ARTICLE I - NAME AND AFFILIATION

This organization shall be known as Amador County Argonaut Jr. Mustangs Incorporated, hereinafter "AJM". AJM shall annually apply for or renew affiliation with the Motherlode Valley Football League, hereinafter "MVFL" comprised of other Youth Football/Cheer Programs. AJM operates exclusively as a non-profit organization under Internal Revenue Code Section 501 (3).

ARTICLE II - OBJECTIVES, POLICY, ETHICS

Mission Statement, Purpose, Core Principles

The purpose of AJM is to teach the fundamentals of competitive football and cheerleading, sportsmanship, fair play, and love of the sport, to eligible Amador County youth. The mission is to implant the concept of sportsmanship and help develop character through the following six (6) MVFL core principles: (1) trustworthiness, (2) responsibility, (3) fairness, (4) caring, (5) respect, and (6) good citizenship.

Program Policy

To achieve these objectives, AJM provides a supervised program under the MVFL Bylaws/Constitution and the MVFL Rules & Regulations, the current updated editions of which are posted on the MVFL website at <http://mvfl.net/forms.html> each April. AJM's Board of Directors implements these through its own Bylaws, Rules & Regulations, and Handbook. However, AJM has the authority to enforce the MVFL Constitution and Rules & Regulations, as well as any state law, without amending the AJM Bylaws and Rules & Regulations. In the event of any conflict between the MVFL Constitution, Rules & Regulations, or state law and the AJM Bylaws, Rules & Regulations, the MVFL Constitution, Rules & Regulations and state law will prevail.

Required Code of Conduct & Ethics for Directors, Coaches, Participants, Members

The Board of Directors (hereinafter "Board"), Coaches, Members, and all adult participants involved are obligated to support and carry out the same six (6) core principles, also reflected in the ***Code of Conduct & Ethics form*** to be signed by each Director, Coach, Member and Participant.

The Ethics Pledge shall, at minimum, include the following: As AJM Directors, Coaches, Members, and Participants, we agree to honor all ethical obligations. We pledge to comply with all AJM and MVFL Constitution and Rules & Regulations, the AJM Handbook and Code of Conduct & Ethics, and agree that the AJM Board in its sole discretion must hold us accountable for so doing. We agree that our accountability to the AJM Board for any breach may include suspension, expulsion, ineligibility, or disbarment of ourselves and/or our child.

ARTICLE III - MEMBERSHIP

Eligibility and Residency

Any individual residing within the boundaries of Amador County is eligible and has priority at the time of registration, per the 2/19/23 MVFL meeting making all of Amador County grey (neutral) for AJB and AJM. Proof of residency is required at registration. Any individual who receives a transfer by MVFL under the MVFL Bylaws is also eligible if approved by the AJM Board.

Classes of Members

AJM has the following classes of members, who have no rights or duties in the property of AJM.

1. **Priority Participant Members (PPM).** A PPM is any child meeting all AJM eligibility requirements, and who has been a PPM or a GPM (General Participant Member) in a previous year or who has a sibling of a former GPM or PPM. A PPM is given priority to compete for participation over a GPM when participant registration occurs for a team.
2. **General Participant Members (GPM).** A GPM is any child meeting all AJM eligibility requirements, who does not qualify to be a PPM. A GPM is eligible to compete for participation.
3. **Regular Members.** A Regular Member is a Parent or Legal Guardian who is an Amador County resident, who registered their child/children in the AJM program. Amador County residents who previously demonstrated a commitment to the AJM objectives and goals, but who do not have children in the program, or formerly had children in the program, may also become Regular Members by Board approval.
4. **Honorary Members.** Any person may be elected as an Honorary Member by the unanimous vote of all Directors present at any duly held meeting of the Board.
5. **Sustaining Member.** Any person who is not a Regular Member, but makes financial or other contributions to AJM may, by a Board vote, become a Sustaining Member.

Prohibited Affiliations

Members of all classes are prohibited from actively engaging in the promotion and/or operation of any other youth football/cheer program, except for football and cheer programs sponsored by Argonaut High School.

Definition of Terms

In all AJM Bylaws, Rules, the Handbook, Code of Conduct & Ethics forms, the terms below mean the following:

1. Participant means any child eligible and registered as a football player or cheerleader.
2. Member means any person classified as a regular member, honorary member or sustaining member, including but not limited to a parent or guardian of a participant.
3. Rules mean official Rules & Regulations adopted by the Board, the violation of which results in discipline.
4. Handbook means the Participant Handbook for Football and Cheer setting forth specific requirements and expectations for football players, cheerleaders, and their parents/guardians.

ARTICLE IV - AUTHORITY, DISCIPLINARY PROCESS, PENALTIES

Responsibility for Rules and Bylaws

The Board has the sole authority for establishing/amending the Bylaws, all Rules & Regulations, Codes of Conduct & Ethics, the Participation Handbook, forms, and other documents to carry out AJM's mission and assure general compliance with MVFL Constitution and Rules & Regulations.

1. All recommendations for rules/rule changes must be presented in writing to the AJM Board.
2. The Board may consider any rule changes or amendments to the Bylaws at any time, EXCEPT from the first day of practice through the last day of the season, UNLESS a change is necessary for the health and safety of the participants.
3. Written notice of the date, time, and location of the meeting stating that a Rule change or amendment to the Bylaws will be considered, must be delivered to all Directors fourteen (14) days in advance. A full quorum (two-thirds) of the Board must be present.
4. A majority vote of the quorum of the Board is needed to approve any Rule change or amendment to the Bylaws and the reasons therefore must be stated in the minutes.
5. AJM Board approved Rule changes/amendments to Bylaws shall be submitted to the MVFL Board.

Procedure for Reporting Incidents and Violations

1. The Board is responsible for hearing, addressing, and resolving all team or organizational complaints and all violations of the Rules or Bylaws.
2. Any member has the right to report an incident or a violation immediately to the Vice President of Cheer or Football. If the Vice President cannot resolve it, then he/she must refer it to the Board President for resolution within 48 hours of the initial report. If it cannot be resolved, the President will refer it to the full Board. To submit it to the Board, Members should use the AJM Complaint Form:

<https://drive.google.com/file/d/1h-TzYfu92N1C9enMMfDu1DHFKkTV5guV/view>

Conflict of Interest

If, during any part of these procedures, disciplinary action, enforcement action, or appeal process under this Article IV, the participation of any Officer, Director, Coach or Member poses a conflict of interest, the outcome of which would impact his/her immediate or extended family, he/she must declare it and recuse himself/herself from any engagement in the matter.

Procedure for Disciplinary Action and Violations

1. Incidents constituting a violation of the Rules & Regulations or Bylaws are subject to the penalties herein.
2. A majority vote of a quorum of the Board at a meeting has the authority to warn, discipline, impose penalties, suspend, or terminate any Member, Coach, or Director based on the nature of the violation, similar prior incidents, and harm to other members, to AJM, and/or to the MVFL League.
3. The individual involved shall be notified within twenty-four (24) hours after the Board's decision.

Penalties and Other Enforcement Actions

1. The following penalties may be imposed by a majority Board vote, subject to the procedures herein:
 1. Monetary fines
 2. Temporary suspension
 3. Temporary or permanent termination
2. The following enforcement actions may be imposed by the Vice President of Football or Cheer, the President, or the Board:
 - a. Ejection from a game. Any Participant, Coach, Director, or Member may be disqualified from participating in the remainder of a game and may be ineligible to participate in the next game(s) for inciting or involvement in activity deemed to be detrimental to the safety, fair play, or respect for others required by the AJM Code of Conduct and Code of Ethics.
 - b. If any Coach is ejected, the Coach **may be** ineligible for the next game.
 - c. Cheer Demerit Process.
3. The President or MVFL representative will notify the MVFL if a participant, Coach, or other individual is ejected no later than Monday following the game.
4. An additional penalty may include mandatory suspension by MVFL for coach ejections.

Appeal Procedures, Board Decision

1. Appeal Procedure. Any Participant, Coach, Director or Member may appeal in writing to the President or Vice President, explaining that (1) the incident or violation did not occur in the manner reported, (2) it was not harmful to others, and (3) the penalty was excessive under the circumstances. The Board shall render its decision by a majority vote based on all known facts and may sustain or modify the penalty.

2. Board Enforcement. Failure to submit an appeal or appear before the Board does not preclude the Board's ability to discipline, suspend, or terminate a person's right to future participation. Minor children required to appear must be accompanied by a parent/guardian.
3. Suspension or termination does not relieve the Member of any obligation for charges incurred, services or benefits actually rendered, or fees from contracts or otherwise. AJM has the right to enforce any such obligation or obtain damages for breach. Any person whose membership is suspended or terminated shall have no claim against AJM, its Officers or Members for any benefits or accruals that may be alleged. Unless approved by the Board, all rights of any person in AJM and its property cease upon the suspension or termination of membership.
4. Leadership disqualification. Any person suspended or terminated by the Board, may not be considered for an AJM leadership position, including but not limited to Coach, Assistant Coach, or Director for the remainder of the regular season, and if appropriate under the facts, for two (2) additional seasons.

ARTICLE V - FEES, REFUNDS

Participant Members

A reasonable participation fee, the "registration fee" may be assessed as a member's obligation to assure the operational continuity of AJM. Any individual/family under hardship or unable to pay, may request assistance from the Dennis Dalton Foundation.

Equipment Deposits

Regardless of the ability to pay the participation fee, equipment deposits must be collected upon the issuance of football equipment. Deposits will be refunded upon return of the football equipment, except for damage beyond normal wear and tear.

Volunteer Hours Deposit

AJM may assess a "volunteer hours deposit," which will be returned to the member at the completion of their required volunteer hours. AJM also has the right to bench a participant if volunteer hours have not been completed or paid, in the amount of \$50/hour.

Refund Policy and Guidelines

All refund requests must be submitted in writing/emailed to the AJM Treasurer, stating the name, date the equipment was purchased or issued, the reason for the request, amount, other relevant information.

1. Refund requests for football or cheer, made prior to the issuing of equipment, are eligible for a 100% refund of the Registration Fee.
2. Refund requests made after equipment has been issued require approval from the Board and will be determined on a case-by-case basis. Missing, lost or damaged equipment may reduce the refund.
3. Issued football jerseys are the property of the participant and are not eligible for refund. Cheer uniforms are the property of the participant; any money still owed will be due and payable even if the participant decided to leave AJM and cheer uniforms are not eligible for refund.
4. Dennis Dalton Foundation scholarship money is not refundable.
5. Once a refund request is approved, the Treasurer will mail a check to the address on file, to the party who paid the Registration Fee, unless otherwise authorized by the Board or Treasurer.

ARTICLE VI - BOARD OF DIRECTORS GOVERNANCE

Number and Title of Director and Officers

The management of AJM property and affairs is vested in the Board, comprised of thirteen (13) voting Directors who are also Officers, who upon election, shall perform their duties starting at the first meeting following the annual meeting and continue until their successors have been qualified and elected in that office. The title of each Director/Officer is President, Vice President Football, Vice President Cheer, Secretary, Player Agent, Treasurer, Equipment and Field Operations Manager, League Representative, Fund Raising Coordinator, Concession Coordinator, Apparel Coordinator, Safety/EMT Officer and Member Volunteer Coordinator.

*No individual may serve in a voting officer position while their spouse or significant other currently holds a position on the Board.

**The Board may appoint other Officers to non-voting positions (e.g., the High School Liaison, Social Media Director, etc) and may prescribe their powers and duties. If appointed, such an Officer may not vote on any Board matters.

Quorum, Conduct of Board Business

- **Quorum.** A majority vote of a quorum constituting two-thirds of the Board is required to transact all business, discussion and decisions on behalf of AJM at regular meetings and any special meetings.
- **Tie Vote.** If there is a tied vote, the President serves as tiebreaker by counting his/her vote as 1.5 votes.
- **Conflict of Interest.** Any matter involving a spouse/relative/close friend/business partner of a current Director shall be handled without input or a vote of that Director. The conflicted Director must declare that he/she has a conflict and remove himself/herself from the meeting and any discussion of it.

Board of Directors Duties and Powers

The Board is empowered to take all actions necessary and appropriate to conduct AJM affairs and business, including but not limited to:

1. **All Business at Board Meetings and as the Result of Board Meetings**
 - a. Appoint any committees and chairpersons as it determines appropriate and delegate powers to them as the Board deems advisable and which it may properly delegate.
 - b. Adopt rules for the conduct of its meetings and management of AJM, as it deems proper.
 - c. In matters deemed urgent or of an emergency nature, **based on the health or safety of the Participants**, the Board may convene an emergency meeting with a quorum of only a **majority** of the Directors, to take immediate action, subject to a 48-hour notice to all Directors, provided that the matter adheres to the avowed purposes of AJM and the MVFL in their respective Bylaws.
2. **Preauthorized Board Actions**
 - a. An action required or permitted by the Board at a prior meeting by "consent," a majority of the quorum is considered "pre-authorized" and has the same force and effect as a majority vote of the Directors, provided that such consent is recorded in the Board minutes. All pre-authorized actions without meeting must be reported and documented to the Board at the next meeting.
 - b. The Vice President of Football and the Vice President of Cheer have standing preauthorization to take disciplinary actions, including ejection or removal of a coach, participant, or member for violations of AJM Rules.

Meetings, Notice, and Attendance. Board meetings are held as determined by the Board or President, but not less than once a month.

The President may also, whenever he/she deems it advisable, call a special meeting, subject to written notice to all Directors fourteen (14) days in advance, via text, email, fax or other writing. Any Director who misses three (3) consecutive Board meetings, including special meetings, WILL be removed as a Director/Officer, and the Board will consider the position “vacant” and will appoint someone to take the place of removed Director/Officer.

Members Responsibility

Each Director/Officer of the Board shall be familiar with the AJM Bylaws, Rules & Regulations, and Handbook, and shall devote his/her energies to promote the purpose of AJM and the MVFL. Each Director shall be prepared to report on their respective area of responsibility at each Board meeting.

Removal of Officer or Director for Cause

The Board may remove a Director or Officer for cause, by a two-thirds vote of a quorum of the Board. Any Director removed for cause may not serve as a Director or Officer for two (2) years.

Open Meetings

All meetings of the Board shall be open to the general membership, and any Member may address the Board, make requests, and provide information or attempt to influence Board action at appropriate times during Board meetings. Voting, consent and all decision-making on AJM matters shall be by Directors only.

Closed Meetings, Confidentiality Requirement

Meetings that deal with potential litigation or personnel issues will be closed to the general membership. Any matter discussed by the Board in closed session shall not be discussed with anyone outside of the Board and any sharing of closed session information will be subject to disciplinary action or termination.

Access to AJM Records

Subject to written request submitted to the Board ten (10) days in advance, all Members have the right to inspect and copy AJM Bylaws, rules, minutes, contracts, financial records, and publicly disclosable documents approved in open session **that do not contain confidential information**, at reasonable times, for purposes reasonably related to their interest as a member. Directors have an absolute right to inspect and copy any record of AJM at the next regularly scheduled Board meeting.

ARTICLE VII - BOARD OF DIRECTORS ELECTION, TERMS, VACANCIES

Nomination, Election, Qualifications, Term

1. **Nominations for Board of Directors.** Nominations can be made by elected Officers, Coaches and Board Members only, and must be submitted to the Secretary prior to the last regular-season football game. The Secretary shall send a list of nominations and positions two weeks in advance of the election to all interested Members.
2. **Voting.** All elections and appointments of Director, Officers and Coaches shall be decided only by a majority vote of the current Board, including those leaving office, at a Regular or Special Board meeting, scheduled before December 31st of each year.

3. **Election by acclamation.** If an insufficient number of nominations are filed to fill the vacancies in that the number of candidates equals (or is less than) the number of seats that are vacant, the Board may appoint the Directors and Officers needed.
4. **Qualifications.** Only regular AJM members, prior-elected Directors and Officers, Coaches, Instructors, and other Officers in good standing are eligible to serve as Directors or Officers, whether elected or appointed; except a Director, who resigned may not reapply for two (2) seasons after the year of resignation.
5. **Vacancies.** If any vacancy occurs in the Board, by death or resignation, it may be filled by the Vice President or a majority vote of the remaining Directors at any regular or special meeting called by the Vice President. The newly appointed person shall finish the vacant Director's term and may run for re-election. The Vice President will act as President until the Board selects a new President.
6. **Term of Office.** The term of office of all Directors and Officers shall be for one (1) year, and there is no limit on the number of consecutive terms that a Director may serve.
7. **Emeritus Status.** For loyal service to or on the Board, the Board may, by unanimous approval, bestow on a Director, Officer, or Coach the honorary, non-voting designation of Emeritus Status, a lifetime appointment as an honorary Director, Officer or Coach in recognition of his/her service.

ARTICLE VIII - FINANCIAL ACCOUNTING AND FUNDRAISING

Board Responsibility and Fiscal Year

The Board shall decide all matters pertaining to AJM finances and shall place all income in an approved financial institution, directing its expenditure in conformity with MVFL Bylaws and in a manner as to give no individual or team an advantage over those in competition. AJM's fiscal year commences on January 1 of each year and concludes on the last day of December the same year.

No Personal Use; No Compensation

The Board shall not permit the contribution of funds or property to any individual except where a participant needs equipment due to theft, damage or other physical loss, or under hardship circumstances due to natural disasters, as determined by the Board and placed in the minutes.

No AJM Director, Officer, Coach, member or participant shall receive, directly or indirectly, any salary compensation from AJM for any services rendered.

Fundraising Policy and Guidelines

The following are guidelines for fundraising by and with AJM and all Directors and Members.

1. **Fundraisers.** The Board shall plan/determine, at their discretion, fundraisers for Football and for Cheer each year.
2. **Solicitation of Funds.** Only the Board shall permit the solicitation of funds in the name of AJM and shall mandate and ensure that all the funds raised are placed in the AJM treasury.
3. **Disbursement of Funds Raised.** The Board shall not permit the disbursement or expenditure of any AJM funds raised (or any funds from any source) for anything other than the conduct of AJM activities consistent with these Bylaws and Board decisions.
4. **Other Fundraisers.** The Board may also permit/direct other charitable fundraising efforts for government-declared disasters (ex. American Red Cross Katrina Relief efforts).

Authorization for Disbursements, Counting

All money received shall be deposited to the credit of AJM in an approved local bank and all disbursements shall be made by check signed by two (2) authorized Board members.

All money shall be counted at the end of the football day by two pre-approved people, and the signature of each such person is required to certify that they each counted the money on that date.

Expenditure Approval and Budget

The Board alone shall approve all expenditures in excess of \$1000 for non-budgeted items. The President has executive power to approve expenditures less than \$1000 without majority Board approval, if the expenditure is only for AJM activities in accordance with the Bylaws and prior Board decisions. At the beginning of each season, the Treasurer may submit a budget by the May meeting upon Board request.

Distribution on Dissolution

Upon dissolution of AJM, after all outstanding debts and claims have been satisfied, the Directors shall distribute AJM property to another federally incorporated entity maintaining an objective similar to that set forth herein.

ARTICLE IX - OFFICERS, DUTIES AND POWERS

List of Officers Duties and Powers

The thirteen (13) AJM Officers are also voting Directors on the Board, and two additional appointed officers (High School Liaison and Social Media Director) are non-voting Director, each of whom is assigned the following powers and duties. * In addition to these duties, *each Officer shall perform all other duties customarily incident to that office and that may be assigned by the Board or President.*

President's Duties

1. Conduct the affairs of AJM and execute the policies established by the Board.
2. Preside over all meetings of the Board as Chair, establish meeting agendas, coordinate with all Officers.
3. Act as spokesperson based on Board input/direction for AJM in all matters on which the Board is authorized to act.
4. Communicate to the Board all AJM matters and make suggestions that will promote AJM's welfare.
5. Conduct AJM's affairs in strict conformity with the AJM Bylaws, Rules & Regulations, Handbook and Board policies, and the MVFL Constitution and Rules & Regulations.
6. Investigate complaints, irregularities, and conditions detrimental to AJM and report them to the Board as stated in these Bylaws.
7. In the event the President cannot perform his/her duties outlined above, the Vice President shall call a meeting of the Board for the purpose of selecting a replacement.

Vice President of Football Duties

1. Recruit Football Coaches, Assistant Coaches and Instructors annually, subject to Board approval.
2. Manage and/or supervise all football coaches and instructors, notify them of certification dates and times, notify coaches, instructors, and participants of upcoming football camps.
3. Submit anticipated expenses to the Board. Get scale certified with the Equipment Manager.

4. With the assistance of the Secretary or coordinator, examine the applications and proof-of-age documents of every participant, certify residence and age; recommend acceptance or rejection of each.
5. Conduct regular meetings with coaches/instructors and report to the President and Board potential problems or issues.
6. Pursuant to AJM Rule 10, *Procedure for Communicating Complaints; Violation Appeals*, address problems/complaints by members, participants, and coaches and implement the process for conflict resolution. Coordinate with President and/or VP of Cheer for the resolution of significant incidents, violations, and complaints. Document and respond to complaints/violations, report initial findings, recommendations or actions to the President and the Board.
7. Serve as a point of contact and interact with MVFL, other football teams, AJM board, coaches, members, and participants to ensure the expedient resolution of issues.
8. Serve as subject matter expert on proper protocols, processes, and questions related to the AJM program outlined in AJM and MVFL Bylaws, Rules and official documents.

Vice President of Cheer Duties

1. Conduct regular meetings with coaches and report to Board; submit anticipated expenses to Board.
2. Attend the AJM Board meetings.
3. Recruit cheerleading coaches and instructors annually with the approval of the Board of Directors.
4. Pursuant to AJM Rule 10, *Procedure for Communicating Complaints; Violation Appeals*, implement the process for conflict resolution and coordinate with AJM President, and/or Vice President of Football for the resolution of incidents, violations and complaints. Document and respond to complaints and violations. Report initial findings, recommendations and/or actions to the President and the Board.
5. Manage and/or supervise all Cheerleading Coaches and youth advisors.
6. Arrange and coordinate all Cheerleading practices and tryouts. Supervise Cheer Clinic and assume responsibility for tryouts.
7. Ensure that cheer routines and audio conform to stated AJM Handbook and MVFL Bylaws and Rules.
8. Inventory uniforms in AJM possession prior to start of season; order coach/instructor uniforms subject to Board approval. Plan fitting night (including recruitment of volunteers). Coordinate uniform distribution and squad refits on delivery; coordinate returns/exchanges. Submit orders to vendors and track delivery.
9. Plan and execute annual team cheer program.

Secretary Duties

1. Record the activities of AJM and maintain appropriate files, mailing lists, and necessary records. Perform such duties herein and such other duties customarily incident to the office of Secretary.
2. Give notice of all AJM Board meetings as required by these Bylaws. Keep the minutes of the Board meetings and cause them to be recorded and retained as a permanent record of AJM.
3. Conduct all correspondence (newsletters, sign-ups, etc.) in connection with meetings and carry out all orders, votes and resolutions not otherwise delegated.
4. Coordinate with the proper authorities, the background checks and documentation of Coaches, Officers, Board Members and other AJM officials as necessary.
5. Arrange for football and cheer practices and tryouts with ACUSD and secure proper facility usage forms.
6. Prepare, maintain, and administer records needed during games and file them with the MVFL.
7. Plan and execute annual team and individual photos.

Treasurer Duties

1. In accordance with Internal Revenue Code section 501 (c)(3) and state law, receive all moneys and securities, and deposit same in a bank depository approved by the Board.
2. Keep accurate detailed records of all AJM receipts and disbursements, all money, property, assets, business transactions, and reimbursements. Approve all payments from budgeted/allotted funds; draw checks consistent with established, pre-approved Board directives and decisions.
3. Provide a written financial report to the Board monthly, including status of all income and expenditures, receipts, gains, losses, reserves, and items customarily found in financial reports. Perform the duties herein and other duties customarily incident to the Treasurer or assigned by the Board or President.
4. Have AJM books, accounts, and records in condition for audit at all times and ready to turn over to his/her successor in the office of Treasurer.
5. Ensure all accounts are correctly designated and disclosed; no commingling of personal or non-league or non-AJM assets.
6. Pick up and direct organization mail from the post office to appropriate Board members.

Concession Coordinator Duties

1. Be responsible for all concession activities.
2. Prepare menu items and submit anticipated expenses to the Board for approval.
3. Procure necessary concession items and equipment consistent with Board approval.
4. Supervise all Concession Assistants. Coordinate volunteer assistance in cooperation with Team Member Coordinator and Member Volunteer Coordinator.
5. Assure set-up and take-down of Concessions Area before and following games, and the safe disposition of AJM owned concessions equipment.
6. Plan and execute cheer and football banquets in coordination with the Board.

Fund-Raising/Event Coordinator Duties

1. Coordinate, perform and oversee all AJM fundraising activities and donation programs and other duties as may be assigned by the Board or the President.
2. Submit anticipated expenses to Board for approval.
3. Plan and execute Board sanctioned events, including cheer and football banquets, with the Board.
4. Work with the Board, coaches, and members to perform fundraising opportunities.
5. Coordinate and help execute solicitation of local business for sponsorships.
6. In charge of year end Board/Coaches banquet.

Field and Equipment Manager Duties

1. Prepare annual field equipment budget and submit it to the President for Board approval.
2. Inspect all team equipment before, during and after the season.
3. Keep an accurate, updated inventory of equipment, emblems (stickers), and other supplies needed. Use inventory to order necessary AJM uniforms and equipment, consistent with Board approval.
4. Distribute equipment and uniforms to each participant; ensure proper AJM emblems are affixed.
5. Coordinate equipment returns with Treasurer for accurate refunds of equipment deposits along with the collection of amounts owed for non-returned equipment.

6. Provide equipment and supplies needed during practice and on sidelines at games at the request of the Head Coaches or Vice President.
7. Oversee the care and maintenance of the field and field equipment.
8. For each home game, secure announcers, spotters, scoreboard operators, EMT, officials, janitors; supervise the set-up and clean-up; supervise the Assistant Field Operations Manager, as needed.

MVFL Representative Duties

1. Attend and report all matters related to the MVFL Board meetings.
2. Execute AJM's one (1) vote in all matters at MVFL meetings, per AJM Board and President's direction.
3. Present and explain recommended changes and proposals from the AJM Board to the MVFL.

Member Volunteer Coordinator Duties

1. Work directly with AJM Board Members and other Officers and Coordinators who require or engage with member volunteers. Coordinate member volunteer activities between cheer and football teams.
2. Per AJM Rule 5, *Member Volunteers*, meet regularly with team members from each sport, encourage and document volunteer compliance. Collect volunteer hours from each team member.
3. Support and help ensure that team members properly execute volunteer hours by suggesting activities, providing support, and dealing with member conflicts.
4. Prepare and manage the schedule of game day volunteer activities, in cooperation with team members and Board direction. Manage the implementation of any last-minute changes.

Apparel Coordinator Duties

1. Prepare an annual apparel budget and submit to the President for Board approval.
2. Prepare apparel designs and ideas, submit to the Board for approval. Upon approval, procure the apparel through AJM approved vendors.
3. Oversee the AJM "store" under the direction of the Concession Coordinator, including set-up and take-down of the store at home games and other activities requested by the Board.

Safety/EMT Officer Duties

1. Prepare first aid kits and boxes for practices and games.
2. Schedule trained and equipped EMT providers for each home game throughout the season.
3. Schedule EMT providers for availability during football practices to administer care to those in need.

Participant Agent Duties

1. Collect all necessary participant forms.
2. Assemble books for each head coach prior to book signing.
3. Assume responsibility for getting rosters to booths at each home and away game.
4. Ensure all coaches, members, and participants sign the Code of Conduct & Ethics forms.

High School Football Liaison Duties (non voting)

If a Liaison is appointed or if no one is assigned, the MVFL Representative will perform the following duties.

1. Interact with the Argonaut High School coaching staff and the AJM Vice President of Football to ensure proper program guidelines/rules are being taught and implemented. Address questions, issues, and concerns of the Board regarding the AJM program with the Head Coach of Argonaut High School.
2. Assist each level of AJM Football by obtaining clarification on proper techniques, new updates, and other issues related to the High School football program.
3. Present concerns by the Argonaut High Head Coach to the Vice President of Football.

Social Media Coordinator (non voting)

If a Social Media Coordinator is appointed or if no one is assigned, the MVFL Representative will perform the following duties.

1. Responsible for all communication on social media platforms and communicating to players and parents through group me. Will work closely with president on all communications.

ARTICLE X - FOOTBALL AND CHEER COACHES

Selection Process for all Coaches

1. All Head Coaches shall be selected annually by the Board before participant Registration.
2. All Assistant Coaches are the choice of the Head Coach after a pool of applicants is selected by the Vice President and approved by the Board. There is a maximum of six (6) Football Assistant Coaches for all levels.
3. Head and Assistant Coaches on the field are authorized to coach *only*; other activities are prohibited.
4. Only Head and Assistant Coaches with badges are permitted on the practice and game fields to interact with the participants.
5. Members with expertise in certain areas may volunteer to coach. Selection is subject to screening processes implemented by the Board and will be approved by the Head Coach and the Board. An applicant must have good communication skills, demonstrated teamwork experience, a willingness to work well with other coaches, and a good understanding of the needs of the assigned age group.

Duties and Responsibilities of All Coaches

1. Know the Rules. All Coaches must read and understand the AJM Bylaws, Rules, and Handbook prior to the season and shall, by signing the AJM Code of Conduct & Ethics, acknowledge and certify that they have read and will conform to the contents therein.
2. Violations. A violation of Bylaws by a Coach is handled by the Vice-President, President and/or the Board.
3. Priority. All coaches must give priority to AJM cheer and football-related obligations over all other sports/activities from the last week in July through the end of the season. Coaching is viewed as a priority over other athletic or social activities and is critical to the team and our youth.
4. Prohibitions. All Coaches shall implement tobacco/drug prohibitions and participate in tobacco/drug risk classes one (1) hour a month (for AJM grant eligibility).
5. No distractions. All Coaches must actively coach during practices/games and refrain from cell phone or camera use, unless directed otherwise by the Head Coach.
6. No negative conduct. All Coaches and advisors shall conduct themselves above reproach and follow the AJM Bylaws and Rules. Strict adherence to the AJM mission and six core principles is required.

7. Uniforms / Attire. All Coaches and Youth Advisors shall wear approved AJM coach attire at all games. Coaches are responsible for the maintenance/control of assigned uniforms and equipment provided by AJM during the season and must ensure its return at the close.

Duties and Responsibilities of Head Coaches

1. Head Coaches are responsible for the actions of Assistant Coaches, Instructors, and their team participants. Coaches are assigned to one team level only, unless approved by the Board.
2. Head Coaches must plan a meeting with Members at the beginning, middle and end of the season to provide an opportunity to address their questions/concerns and shall report results to the Board.
3. Head Coaches must document and ensure compliance with MVFL minimum play rules.

ARTICLE XI - AMENDMENTS

These Bylaws may be amended, repealed, or altered in whole or in part by a majority vote of the Board quorum (two-thirds) provided that the wording of such proposed amendment is included in the 14-day notice of the meeting. The Board may review and amend these Bylaws annually as it deems necessary. However, updates and amendments to the MVFL Constitution and Rules & Regulations and any provisions enacted under state law will be enforced by AJM even if the Board is not able to timely update the AJM Bylaws or Rules & Regulations.

CERTIFICATE OF THE PRESIDENT

The undersigned President of the corporation known as the Argonaut Junior Mustangs, Incorporated, hereby certifies that the above and foregoing amended and restated Bylaws were duly adopted by a two-thirds majority vote of the Board of Directors at the meeting on December 11, 2023, and that they now constitute the official Bylaws of this organization.

ARGONAUT JUNIOR MUSTANGS, INCORPORATED, a California nonprofit mutual benefit corporation.

President _____

Date 12/11/2023



AJM BOARD OF DIRECTORS/OFFICER CODE OF CONDUCT AND ETHICS PLEDGE

I agree that the pillars of character-building and ethics in sports are embodied in the MVFL and AJM concept of sportsmanship and six core principles: trustworthiness, respect, individual responsibility, fairness, concern for others and good citizenship, and I will make every effort to reflect these principles in my service as an AJM Director and Officer.

Board Members Code of Conduct

Leadership and Attendance. I pledge to lead by example in demonstrating the six pillars of character to all involved in AJM, including participants, coaches, league officials, referees, other Directors and the public. I understand that my attendance at Board meetings, games and other Board-prescribed activities is mandatory and that the successful function of AJM's program depends on proper fulfillment of my position.

Professional Director Conduct. As a Board Director/Officer, I pledge to uphold all AJM and MVFL Bylaws, Rules & Regulations, and the AJM Handbook. I will report any violation regardless of the person(s) involved. I will conduct myself in a professional and impartial manner and treat all other Directors, participants, coaches, league officials and members with respect, honesty, integrity, and without any discrimination.

Commitment and Support. Understanding that a spirit of harmony and cooperation is essential, I will devote time, thought, and study to my specific duties and responsibilities as an AJM Director and Officer in full support of the AJM program and purpose. I will make my service to AJM a priority above other sports/activities.

Sportsmanlike Attitude and Communication. I will keep a positive attitude and refrain from open criticisms, foul language, derogatory comments, or racial epithets (including negative innuendos regarding race or religion). I understand that any such negative language or conduct toward or about others, including coaches, participants, referees, other Directors, the other team or AJM, is prohibited under MVFL Rules and AJM Bylaws and Rules, and may result in discipline or my dismissal from the Board for cause.

Responsible Decision-Making. I will base my personal decisions upon available facts in each situation. I will vote my honest conviction in every case and not be swayed by partisan bias of any kind. I will abide by and uphold the majority decision of the Board. I will act in the best interest of AJM rather than pursuing personal interests or the interests of third parties (friends and family). I will not allow myself to be influenced, nor appear to be influenced, by any private profit, personal gain or outside benefit for myself or any others.

Ethics Pledge

As a volunteer Director/Officer, I agree to honor all ethical obligations to all participants, members and the public. I promise not to slander, communicate malicious rumors, make threats, malign or disparage verbally or on social media the AJM organization or anyone involved. I will recuse myself if I have a conflict or a personal interest in a matter and will comply with all AJM and MVFL Bylaws and Rules and this Code. I agree that the AJM Board in its sole discretion may hold me accountable and that my accountability for any breach may include suspension, ineligibility, or disbarment.

Director/Officer Name (Please Print)

Director/Officer Signature

Date



AJM COACHES CODE OF CONDUCT AND ETHICS PLEDGE

I agree with the essential elements of character-building and ethics in sports embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, individual responsibility, fairness, concern for others and good citizenship and that the highest potential of sports is achieved when the competition reflects them.

Coaches Code of Conduct

Leadership. I pledge to lead by example in demonstrating the six pillars of character to all my participants and to treat all participants, coaches, league officials, referees and members with respect and dignity, placing the emotional and physical well-being of all participants ahead of the personal desire to win. I will treat each participant as an individual, always remembering the large range of emotional and physical development for each age group.

Health and Safety. I will adhere to the Argonaut High School comprehensive safety plan, which includes no tobacco, no drugs, no alcohol and no smoking (including e-cigarettes and vape pens) on any school grounds, and I understand that use of alcohol, tobacco, or drugs will be cause for immediate ejection from the grounds and other disciplinary action as stated in AJM Rule 8 *Prohibition Against Tobacco, Drugs, Alcohol, Smoking*. I understand that the MVFL will not tolerate any form of abuse of children (should it be physical, verbal, emotional, ethical or sexual) and acknowledge that it will be immediately reported to the proper authorities.

Support Program and Rules. Being obligated to support the AJM program purpose, I will become knowledgeable in all the rules of the sport. I will teach these rules to all participants and encourage them in teamwork, good sportsmanship, fair play, safety, and love of the sport. I will do my best to make sure that all practices are well-organized, safe, fun and challenging for all participants. I will use only those coaching techniques that are appropriate and safe for the skill level of the team I will be coaching.

Sportsmanlike Attitude. I will keep a positive attitude and refrain from open criticisms, foul language, derogatory comments, or racial epithets (including negative innuendos regarding a person's race or religion). I understand that any such negative language or conduct toward or about others, including other coaches, participants, referees, board members and the other team, is prohibited and may result in discipline, penalties, demerits, or ejection as stated in AJM Rule 7 *Prohibition Against Negative Conduct* and MVFL league rules.

Ethics Pledge

As a volunteer Football or Cheerleading coach, I agree to honor the ethical obligations to all participants, members and the public. I promise not to slander, communicate malicious rumors, make threats, malign or disparage verbally or on social media the AJM organization or anyone involved. I will recuse myself if I have a conflict or a personal interest in a matter and will comply with all AJM and MVFL Bylaws and Rules and this Code. I agree that the AJM Board in its sole discretion may hold me accountable and that my accountability for any breach may include suspension, ineligibility, or disbarment.

Coach Name (Please Print)

Coach Signature

Date