

Burbank Boys Sport Federation  
BURBANK VIKINGS

BY-LAWS

Article I – Name

The name of this organization as recognized by the Internal Revenue Service shall be Burbank Boys Sport Federation. Any and all sports teams or affiliates shall be known as the Burbank Vikings.

ARTICLE II – OFFICES

This organization shall maintain such offices within the city of Burbank in the state of California as the Board of Directors may from time to time determine.

ARTICLE III OBJECT AND PURPOSE

Specific Purpose of the organization are as follows:

1. To acquaint the youth with high scholastic standards
2. To promote and supervise an amateur youth football program with related activities.
3. To teach sportsmanship and the ideal of working together through the same interest
4. To promote parent participation in the organization
5. To increase interest amongst people of the community in sports.

Object

A. To promote an amateur football and Cheer program for the youth of Burbank, California and the surrounding cities, that will inspire them to practice ideals of health, citizenship, character, fair play, fellowship and safety through sports.

B. Members of this organization and the Officers and Directors thereof shall at all times act for the accomplishment and attainment of the purposes of the organization as expressed herein and as express in its By-Laws

C. In accordance with Section 501 (c) (3) of the Federal Internal Revenue code, Burbank Boys Sports Federation shall operate exclusively as a non-profit organization provide a supervised program of competitive football and related activities. No part of the net earnings shall inure to the benefit of any individual.

#### ARTICLE IV – BOARD OF DIRECTORS

- A. The affairs of the organization shall be managed by its Board of Directors. All Officers and Directors shall be qualified in accordance with the By-Laws of this organization. It shall be their duty to take charge, control and manage all property belonging to the Organization. They shall supervise the finances of the Organization and audit all bills prior to the payment thereof.
- B. The Number of directors shall not be less than 9 (nine). Officers and Directors shall be nominated at the Annual Meeting (to be held before the first official meeting in January for the new year). The Officers and directors shall assume office at the first meeting in January, following the Annual Meeting. All Officers and Directors shall serve until the following year, until their term is up, unless terminated sooner by resignation, removal from office, or by death. All board members shall be elected for a two-year term.
- C. A Director will automatically be dropped from the Board upon his failure to attend three (3) consecutively scheduled meetings without a valid excuse. To be excused, he/she must be excused by the President or board prior to the Scheduled meetings.
- D. A quorum of the Board of Directors will consist of five (5) members, two of whom must be Officers.
- E. It shall be the duty of the Board of Directors to take the initiative in determining the policies of all sports under the sponsorship of the Burbank Vikings.
- F. Each officer, upon the expiration of his/her term of office, or in case of resignation, shall turn over to his/her successor without delay all records, books, and other material pertaining to the office, and he shall return to the treasurer without delay all funds pertaining to his/her office and the organization.
- G. Committees and sub-committees may be formed by the President with the approval of the Board of Directors
- H. Any vacancy occurring in the Board of Directors may be filled by the Board of Directors. Any director appointed to fill a vacancy shall be appointed for the un-expired term of his predecessor in office.

## ARTICLE V – OFFICERS AND DIRECTORS

A. The Executive Officers of the Organization shall be: President, Vice-President, Secretary and Treasurer and such other Officers as may be elected in accordance with the provisions of the Article. The Board of Directors may elect or appoint such other Officers it may deem desirable. In addition to the board of Directors, the President may appoint any committee Chairperson/director or committee members will have authority and perform the duties as prescribed from time to time by the Board of Directors any two or more offices may be held by the same person, unless it may cause direct conflict of interest. The President may not hold any other office except that of President.

B. Any Executive board member shall have the authority to suspend any member or members when they have reasonable cause to believe that they violated Conference or Burbank Viking rules and regulations. Their decision is final and binding.

C. Any Officer, Board member or Agent of the Organization may be removed by two-thirds (2/3) vote of the Board of Directors whenever in its judgment the best interest of the Organization would be served thereby.

D. Coaches may not hold an Executive Office and any coaches that are Board members must excuse themselves from voting on any items that would affect their team.

## ARTICLE VI – DUTIES OF THE OFFICERS

A. President: The President shall be the principal Executive officer of the Organization and shall in general, supervise and control all of the business and affairs of the Organization. He/She shall preside at all meetings of the members and the Board of Directors at which he is present, including notification as to all Board Meetings and represent the Burbank Vikings at the league meetings. He may sign, with the Secretary or any other proper Officer of the organization, as authorized by the board of Directors, any deeds, mortgages, bonds, contracts or other instruments which the board of Directors have authorized to be executed, except in such cases where the signing and execution thereof shall expressly delegated by the Board of directors or by these By-laws or by statute, shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

B. Vice-President: The Vice-President shall assist the President to his duties. In the absence of the President or in the event of his/her inability or refusal to act, the vice-president shall prefer the duties of the President, and when so acting, shall have all of the posers of the President and be

subject to all the restrictions upon the President. The Vice-President shall perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

C. Secretary:

1. Keep the minutes of all regular and special Board meetings.
2. Read the minutes OR be responsible for the printing of said minutes and their circulation (via email) for their approval.
3. Shall be prepared to refer to minutes of previous meetings.
4. Shall prepare a summary of all unfinished business for the use of the President.
5. Shall take roll call at all Board meetings.
6. Shall be responsible for Board correspondence.
7. Keep a register of the Post Office address (and/or email address) of each member which shall be furnished to the Secretary by such members.
8. Perform all duties as from time to time may be assigned by the President or the Board of Directors.

D. Treasurer:

1. Shall receive all monies for the Burbank Vikings and shall deposit them in the name of the Burbank Vikings in a bank approved by the Board.
2. Report on outstanding bills and make payment of same upon direction of the Board.
3. Make a financial report when requested by the President.
4. Make an annual formal financial report.
5. Keep record and report delinquent accounts.
6. Collect monies due.
7. File yearly signature cards at bank and obtain Burbank Viking checks.
8. Be responsible for financial reports on special events.
9. Keep an accurate record of receipts and disbursements.
10. Be responsible for billings.
11. File necessary financial reports for State and federal Governments.
12. Perform all duties incident to the Office of Treasurer, and such other duties as from time to time be assigned to him/her by the President or the board of Directors.

## ARTICLE VII – MEMBERSHIP

A. Membership in this organization is open to all persons interested in the betterment of the Burbank Vikings, believing in its objects and purpose, and residing in or around Burbank.

B. Membership in this organization constitutes a blinding agreement upon the person applying to comply with and uphold the By-Laws in letter and spirit. Membership shall be considered terminated upon failure to abide by any regulation which would result in dismissal by a two-thirds (2/3) vote of the Board of Directors at a duly continued meeting.

C. Type of members

1. Member of board of Directors – (Voting members)
2. General Members – Consisting of parents/guardians of youths who are participation in this organization and up hold the interest in the goals of the organization (May Vote only at the annual Meeting for Officer election)
3. Youth members (any youth participating in the activities of the organization)
4. Honorary member (Voted by majority of the Board of Directors for outstanding service to the Organization).

ARTICLE VIII – MEETINGS

A. Regular Board Meetings of the Board of directors shall be open to any member of the organization without voice or vote. The Board, by majority vote, may recognize any member of the organization who wishes to speak to the Board of Directors.

B. The Board of Director may hold special and closed sessions at its discretion. Special and closed meetings of the Board may be called by the President and must be called upon request of four (4) Board members.

C. There will be at least one Annual Meeting to be held no later than January. The first official Meeting of each year shall be in January.

D. The Board of Directors shall meet at least one time each month (December excluded).

ARTICLE IX – AMENDMENTS

These By-Laws may be amended at a regular or special meeting set forth by the President providing that at least a fourteen (14) days notice has been given to all Board Members and to other members when needed. Intention to alter, amend, repeal or to adopt these by-Laws must be in writing. The written notice must also include time, date and locations of meeting for purpose of any amendments.

## ARTICLE X – REMUNERATION

No Officer/member shall receive a remuneration for services rendered except as authorized by official action of the Organization.

## ARTICLE XI – BASIC POLICIES

A. This organization shall be non-commercial, non-partisan. No commercial enterprise and no candidate for public office shall be endorsed by the organization. Neither the name of the association nor the names of its officers in their official capacities shall be used in any connection with a commercial concern, except as to ads placed in our program, not with any partisan interest or for any purpose other than the regular work of the association.

## ARTICLE XII – ROBERT’S RULES OF ORDER

Robert’s Rules of Order shall govern all meetings of this organization except insofar as they are abrogated in these By-Laws

## ARTICLE XIII – ELECTION OF OFFICERS AND DIRECTORS

A. Elections shall be held at the Annual Meeting.

B. Nominations for the Officers may be made from the floor at the annual Meeting provided the prior consent of the nominee has been obtained. If the person who is nominated cannot attend the meeting, a document from the nominee must be presented to President that he/she if elected will except the position.

C. Votes are taken. Verbal Vote can be used. A secret ballot may be used if needed, listing all candidates on a single ballot.

D. All voting must be done in person. Voting by proxy and cumulative voting is expressly prohibited.

E. Voting is open to all members as described in these By-Laws

#### ARTICLE XIV – FINANCIAL PROCEDURES AND RECORD KEEPING

- A. The board of Directors may authorize any Officer of Officers, of the Organization to enter into any contract or execute any and deliver any instrument in the name of and on behalf of the Organization and such authority may be general or confined to specific instances.
- B. The Board of Directors shall be responsible for preparation and presenting an operating budget beginning of each year.
- C. All checks, drafts or other orders for the payment of money, notes or other indebtedness issued in the name of the organization shall require two (2) signatures. The President will designate either three (3) or four (4) Officers of the organization and of these, any two (2) will be eligible to fulfill the requirements of two (2) signatures.
- D. Payments exceeding \$1,000.00 would accompany at least two (2) competitive Bids when submitted for approval when necessary.
- E. All payments must have Approval from the Board before any payment can be issued.
- F. The Board of directors shall not permit the distribution of funds or property to individual teams but shall solicit some from the common treasurer of the Organization thereby to discourage favoritism among teams.
- G. The board shall not permit the solicitation of funds in the name of the Burbank Vikings unless funds so raised are placed in the Burbank Viking treasury.
- H. Upon dissolution of the Organization and after all outstanding debts and claims have been satisfied, the members shall distribute the property of the Organization to such other organizations maintaining an objective similar to that set forth herein, which are or may be entitled to exemption under Section 501 © (3) of the Internal Revenue code or any future corresponding provision.
- I. The Organization shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its Board Meetings.
- J. The Board shall keep record of Board member names and addresses.
- K. Books and records may be inspected by request by a member for any proper purpose at any reasonable time.

## ARTICLE XV –ORGANIZATION OF SPORTS ACTIVITIES

A. All teams shall be known as “Burbank Vikings”.

B. For each team the organization desires to field, the Board of directors, by majority vote shall appoint a Head Coach. The Head Coach shall be responsible to the Board of Directors for all actions and activities or lack of actions or activities of that team. The Head Coach has the duty to bring to the attention of the Board of Directors any circumstances or happening which shall affect, in any major degree, the Burbank Vikings organization, including a recommendation for a change in assistant coaches, managers and trainers on any team, however, such a dismissal or change shall only be accomplished by a majority vote of the Board of Directors. The assistant coaches, managers and trainers may be appointed by the Head Coach with the concurrence of the Board of Directors. Each athletic team shall have a minimum of two assistant coaches, a Team manager and a trainer in addition they may have up to six assistant coaches, two trainers and two managers.

C. Disciplinary Action: The head Coach can take disciplinary action in relations to player, and assistant coaches including suspensions with the approval of at least three (3) Board members.

D. Any Coach shall have the authority to take immediate disciplinary action in relation to the players, with the exception of dismissal, but any major action must be brought to the attention of the Manager and head Coach.

E. In the event of any action resulting in the suspension of a player, coach, the matter shall be referred to a meeting of the Board of Directors. The Board of Directors shall review complaints and handle all reprimands as well as the dismissal of participants or settlements of disputes per Discipline Guidelines set forth by the Board of directors.

F. Any person against whom a major action is filed has the right to appeal to the Board of Directors.

## ARTICLE XVI – OVERSIGHT AND TRUSTEE COMMITTEE

The Oversight and Trustee Committee is setup to oversee the operations of the Burbank Boys Sports Federation Board of Directors as well as to oversee the income and expenditures of the organization and to protect the continued existence and success of all the Viking Programs.

A. Trustees of the Oversight Committee shall consist of 5 members

1. All members of the Trustees must have held a Viking Program executive board member

position – President, Vice president, Secretary or Treasurer.

2. Trustee tenure is decided by majority vote of the Trustee Committee.

3. Majority vote of the Trustee Committee approves replacement.

- B. The Trustees shall have the authority to step in and take over the Board of Directors should it become necessary only for one of the following reasons:
  - 1. Misappropriation of funds.
  - 2. Failure to abide by the bylaws.
- C. A budget must be presented to the Oversight and Trustee Committee immediately following the first sign-ups.
- D. All Viking banking accounts require two executive Board member signatures.
- E. Following the end of the football season and no later than January 31<sup>st</sup>, any funds in the Viking accounts over \$15,000 must be returned to the Trustees Committee Account to be overseen by the Trustee Committee.
- F. At the end of season, the Viking accounts cannot exceed \$15,000.
- G. A Monthly income and expense report must be filed with the Trustees via email.
- H. Total expenditures cannot exceed 95% of yearly budget. 5% is given to the Trust account and \$15,000 will remain in the account as startup funds for the next season.
- I. After signups and during the season, the account balance cannot exceed \$50,000 at any time.
- J. The balance of that year's budget will be fully returned as needed and as issued by Viking Board approval.
- K. Prior to money being issued, Trustees must be shown an approval by the Board with 3 signatures.
- L. Trustees do not determine where funds are spent. It will be considered the Board of Directors decision.
- M. To disband the Trustee Committee, it will require 100% vote by both the Trustee Committee and the Viking Board of Directors.

- N. Any expenditure over \$10,000 has to be approved by Trustees.
- O. Two members of the Executive Board must attend all Trustee Committee meetings.
- P. Trustee Committee will meet at least twice per year.