

FULLERTON YOUTH FOOTBALL ASSOCIATION, INC.

BY LAWS 2025

Fullerton Youth Football Association, Inc.

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SECTION 1. NAME AND OBJECTIVE

The name of the Corporation shall be FULLERTON YOUTH FOOTBALL, ASSOCIATION INC., as it was established and may also be referred to as Fullerton Pop Warner (FPW), Fullerton Pop Warner Football and Cheer or Fullerton Little Scholars. The objectives of the association shall be set forth in its Articles of Incorporation. The Objective of the association shall be to impart firmly in the youth of the community of Fullerton the ideals of good sportsmanship, integrity, honesty, loyalty and courage so that they may be finer, stronger, healthier and happier youth who may reflect credit upon themselves, their parents and their community. This objective shall be achieved by providing an accountable, supervised, safety-oriented football and cheer program. The supervisors of the program shall bear in mind and provide truth to heart that the attainment of exceptional athletic skill or the winning of games is secondary and that the molding of future adults and scholastic achievement are of prime and most importance.

SECTION 2. ADMINISTRATION

A. The affairs of this association shall be administered by a Board of Directors (Board), also known as the Executive Board, consisting of an elected Board's Officers (President, Vice President, Treasurer, Secretary and Cheer Director) and its Directors as listed:

1. President- Officer
2. Vice President- Officer
3. Treasurer- Officer
4. Secretary- Officer
5. Cheer Director- Officer
6. Athletic Director
7. Player Safety Agent
8. Field Manager/ League Player Agent -said weighmaster
9. Business Manager
10. Equipment Manager
11. Snack Bar Director
12. Little Scholars Director
13. Registration Director
14. Social Media Director -Said Publicity
15. Team Parent Director
16. Multimedia Director

B. In the event of a vacancy in the office of President, the line of succession is delineated above in Section 2A.

C. The elected and appointed Board of Directors shall serve for a term of two (2) years, ending midnight December 31 of the second year.

D. The Board shall alternate election years so that half of the Board shall remain each year for the stability of Fullerton Pop Warner. **Resetting in 2024** as year 1 the open positions will be as follows:

- President
- Secretary
- Cheer Director

Equipment Manager
Snack Bar Director
Registration Director
Team Parent Director
Multimedia Director

Resetting in 2025 as year 2 the open board positions will be as follows:

Vice President
Treasurer
Athletic Director
Player Safety Director
Field Manager/ League Player Agent
Business Manager
Little Scholars Director
Publicity Director

Auxiliary Board Positions should not exceed 3 members per season and shall be appointed by the President as necessary to run specific tasks, business, or league events. Auxiliary Board positions terms shall be the current calendar year ending midnight December 31 of that calendar year. Examples of Auxiliary Board duties may include, but not limited to:

1. Treasurer Assistant
2. Registrar Assistant
3. Cheer Director Assistant
4. Snack Bar Assistant

E. The Board of Directors shall vote to approve all teams Head Coaches presented by the Athletic Director. All other team positions including, but not limited to, assistant coaches, team parents, team business managers and player representative agents will be reviewed and approved by the Athletic Director. Team position terms shall not extend beyond the current calendar year ending at midnight December 31st of that year.

SECTION 3. ELECTION OF DIRECTORS

Nominations for the Board of Directors shall be made from among the entire membership of the organization by the duly appointed Nomination Committee in accordance with the following requirements:

l) Candidates for the office of President shall be a current Board member with at least 36 consecutive months of board service as of January of the current year. Twelve months of the 36 months of service shall be in an Officer position. Should no person with the requirements be nominated, then candidates for the office of President shall be a current Board member with the same requirements as the Vice President as noted in item "A2" below. Should no person with the requirements of the

President or Vice President be nominated, candidates for the office of President shall be any member who meets the requirements of any other Board position as noted in item "A3" below.

2) Candidates for the office of Vice President, Treasurer and Secretary shall be a current board member with at least 12 consecutive months of board service as of January 1st, of the current year. Should no person with the aforementioned requirements of the Vice President, Treasurer and Secretary be nominated, the candidates for the office of Vice President, Treasurer and Secretary shall be any member who meets the requirements for any other Board position as noted in item "A3 " below.

3) Candidates for offices other than President, Vice President, Treasurer and Secretary shall be from among the entire membership.

4) All candidates, regardless of position, must meet the following requirements:

a. At the Board's discretion, any person who has had disciplinary action taken against them, by the Board, during the current year shall be deemed an ineligible candidate. This shall include, but not limited to suspension, ejection from a game or practice, or notification of improper conduct by the Board.

b. Only applicants in good financial standing with the Fullerton Pop Warner will be considered an eligible candidate.

c. The Nomination Committee reserves itself the right to note any other reasonable cause for identifying a candidate as ineligible.

d. The Nomination Committee shall have the right to review the eligibility, as described herein, of successful "write in" candidates, and if necessary, nullify ballots for the "write in" candidates determined ineligible (nullification of said ballots shall only be for the affected position(s)).

The rules and guidelines for holding a Fullerton Pop Warner election will be as follows:

A. There shall be one (1) vote per fully paid registration contract for Parents or Guardians Regular Membership and only one (1) vote for all other Regular Membership.

B. Any eligible candidate receiving a majority (as defined in Section D below) of the vote shall be declared the winner. Ties will be resolved by a Board of Directors vote. If a tie remains, it will be resolved by Board's Officers vote. And if it remains a tie, the President will select the winner.

C. All ballots cast shall be counted toward the total vote. Therefore, to be declared the winner, the candidate of choice must be specified as the candidate of choice by most ballots cast. Board positions that do not meet such sufficiency of vote as described herein shall be declared vacant.

D. Board positions left vacant for the subsequent year may be filled by appointment of the President and with the confirmation of 2/3 votes by a quorum of the Board of the current year in accordance with the office requirements noted in "A" above.

E. Misconduct of a Board Member elect prior to their installation in January shall be grounds for said Board Member elects' exclusion from installation.

SECTION 4. BOARD MEETINGS AND GAMEDAY FIELD DUTY

- A. There shall be at least one (1) monthly board meeting- time and place shall be left to the discretion of the President or the acting President. There shall be additional special board meetings as necessary to conduct the association business. The League Secretary shall notify each Board Member of any meeting.
- B. The President or two (2) active board members may call a special board meeting. All meetings shall be conducted under Robert's Rules of Order.
- C. All board meetings will require a quorum consisting of the lesser of two thirds or ten (10) members of the board membership.
- D. Any Board members absent to three (3) consecutive or non-consecutive monthly meetings (other than those absences excused by the President) shall be deemed to have submitted their resignation. As an addendum to this rule elected Board members must fulfill/attend 80% of yearly board meetings. (Per By-Laws) For 18 possible yearly board meetings, only 4 missed meetings per board member would be allowed, after 4 missed meetings the board officer positions shall meet to discuss the next disciplinary steps.
- E. Any director may be removed from the Board, with or without cause, by a majority vote of all members of the association or by a two-thirds majority vote of the Executive Board.
- F. Any individual that holds two positions on the Board shall have only one (1) vote.
- G. Elected Board Members must fulfill/attend 80% of home game and playoff field duties. (possible 8 out of 10 games) As long as the game schedule allows for Board members who are also coaches/team parents.
- H. Elected Board Members and Auxiliary Board Members must, along with previous rule fulfill/attend a mandatory minimum of 2 hours of field duty coverage on Gamedays (Saturdays) at home field, during our regular season and playoffs (10 possible games).

SECTION 5. MEMBERSHIP

- A. Membership in the association shall consist of regular members and such other associates, as may be provided by the Board of Directors.
Regular Membership is as follows:
 - 1. Board of Directors
 - 2. Team Staff
 - 3. Parents or Guardians of children participating in Fullerton Pop Warner Football for the current season.
- B. Regular membership shall entitle the holder to one (1) vote at all "General Membership" meetings and one (1) vote per registration contract at annual "Election of Directors". Regular Members without a registered participant will be entitled to one (1) vote at Election of Directors.
- C. All voting members must be at least eighteen (18) years of age.
- D. The natural term of membership for players and cheerleaders shall be from the time a valid membership registration form has been submitted (including any required dues, assessments, or fees and any required accompanying forms) (and said registration is accepted by FPWF) until midnight of December 31st of the calendar year in which the application was submitted. A player or cheerleader may voluntarily resign at any time.

SECTION 6. TERMINATION OF MEMBERSHIP

- A. Any member, regular or otherwise, may terminate membership at any time upon delivery to the League Secretary of the association a written resignation, signed by the resigning member, stating the effective date of such resignation.

B. The association, in its option, may terminate any membership of whatever class, for the breaking any of the Fullerton Pop Warner By-Laws, OEC or National Pop Warner rules or for other good and valid reasons as the Board of Directors shall determine.

C. Any member who is terminated will be terminated immediately from any position held in the organization when deemed necessary by the Board of Directors. He or she will not be eligible to hold or retain an office until such time as disciplinary action has been determined.

SECTION 7. LIABILITY OF MEMBERS

A. No members of the association whether regular or otherwise, shall be personally or otherwise liable for any of the debts, liabilities, or obligations of the association.

SECTION 8. COMMITTEES

- A. The President or Board of Directors shall appoint such various committees as necessary to run Association business.
- B. Each committee shall keep regular minutes of their proceedings and report the minutes and results to the Board and the Secretary of the Board for review.

SECTION 9. BOARD POSITIONS AND DUTIES

PRESIDENT

The President shall preside over all the meetings of the "Board of Directors". The President may also appoint such committee or committees as he/she may be authorized to appoint by the By-Laws. The President, at any time in case of emergency, on a temporary basis, may appoint any member of the Board to another position in the organization without the appointee relinquishing his/her current duties on the Board during said appointment. The President shall appoint at least one (1) alternate representative from the Board to the Conference Board of Presidents no later than the last day of February of each year. If Fullerton Youth Football Association, Inc. loses its vote on the Conference Board of Presidents due to lack of attendance at Conference Board Meetings, the President will be immediately terminated from office for the remainder of his/her term. The President shall have the responsibility of enforcing all disciplinary procedures as outlined in the Rules and Regulations. At the end of the November elections, the out-going President shall appoint an Audit Committee with the approval of the Board of Directors, consisting of two (2) current Board Members and two (2) incoming Board Members to audit the financial records. The President's Primary Job Responsibility (PJR) duties shall be such as follows:

- A. Attend all mandatory OEC meetings as expected and relay the information to the rest of the Board Of Directors.
- B. Maintain open and continual communication with OEC and the City of Fullerton.
- C. Submit all required documentation to OEC as requested in timely manner.
Such documentation includes, but not limited to: Treasurers Report, Board Meeting Minutes, Budget, Alternate FPW Representative, and Number of teams and divisions.
- D. Submit all required documentation to the city of Fullerton per the City of Fullerton provided M.O.U.'s meeting all their deadlines requested in timely manner. Such documentation includes, but is not limited to Treasurers Report, Board Meeting Minutes, Budget, Alternate FPW Representative, League Roster and Number of teams and divisions.
- E. Assign practice field locations to teams.

- F. Coordinate and oversee, with Registration Director, OEC Certification Day.
- G. Select the Election Committee Chair and members.
- H. Procure and maintain insurance for the association and Board of Directors as required.
- I. Regularly review, develop, and documents policies and procedures pertaining to the President's PJR

VICE PRESIDENT

The Vice President shall, in the absence of the President, perform all the duties and have all the powers of the President. The Vice President's Primary Job Responsibility (PJR) duties shall be such as follows:

- A. Be always adhering to the President's business to be in the ready to fill-in in the event of absence.
- B. Be the liaison between FPW and the city of Fullerton and obtain all permits for the fields; and have the responsibility to attend all Fullerton city field users' meetings.
- C. Be the primary lead in regularly reviewing and updating FPW By-Laws as necessary.
- D. Be the primary Custodian of Records for all Live Scans and background checks with Department of Justice.
- E. Regularly review, develop, and documents policies and procedures pertaining to the Vice President's PJR duties.

ATHLETIC DIRECTOR

The Athletic Director shall investigate and report to the President, all complaints regarding football coaches or managers. The Athletic Director, for review by the Board of Directors, must submit said complaints in writing in duplicate. He/she shall be responsible for bowl game arrangements. He/she shall recruit and present the Board any person interested in coaching teams for the association. He/she shall oversee the functions of all football personnel. He/she shall preside, in conjunction with the registration director, over player sign-ups. He/she shall be responsible for team assignments, coaches training requirements and determine practice field assignments. The Athletic Director's Primary Job Responsibility (PJR) duties shall be such as follows:

- A. Be the Chair of the Coaches Interview Committee and present the coaches selected to the Board of Directors for final approval.
- B. Hold FPW Head Coaches meeting to provide them with key event dates and documentation required for team staff.
- C. Ensure the collections of all required documentation and that all staff members are complying prior to engaging in their duties and interacting with kids.
- D. In conjunction with the Registration Director, form team books and provide team books to the Head Coach of each team.
- E. Lead all investigation of coaches / staff complaints while following due process.
- F. Present all investigation findings report to FPW Board of Director for final decision.
- G. In conjunction with the President, coordinate Bowl Games
- H. Regularly review, develop, and documents policies and procedures pertaining to the Athletic Director's PJR duties

PLAYER SAFETY AGENT

The Player Safety Agent will also assume the responsibilities required by OEC of Player Safety Coach: coordinating CPR and first aid courses for board members and coaches; attending player tackling technique courses; providing tackling technique training to the football coaches of the association; and

conduct safety clinics with parents and players. The Player Safety Agent Primary Job Responsibility (PJR) duties shall be such as follows:

- A. Ensure FPW in whole is in complete compliance with the State of California Assembly Bill AB1 in regard to youth football.
- B. Work with Athletic Director to ensure all required coaches have gone through Heads Up training.
- C. Keep a record of league wide injuries and make sure the teams are held to compliance.
- D. Keep a record of referees and EMT's names and check in times for game days
- E. Throughout the season continue to monitor practices to ensure proper Heads-Up techniques are being used. Regularly review, develop, and document policies and procedures pertaining to the Player Safety Agents Primary Job Responsibility (PJR) duties.

CHEER DIRECTOR

The Director of Cheer shall investigate and report to the President all complaints regarding cheerleaders, head cheer coaches, and assistants. The Director of Cheer must submit said complaints in duplicate for review by the Board of Directors. He/she shall recruit and present to the Board any person interested in coaching cheer teams for this association. He/she shall be responsible for cheer coach training requirements. He/she shall assist the cheer coaches in a training program for cheerleaders. The Cheer Director shall serve as liaison with the Orange Empire Conference in matters concerning the Cheer and their activities. The Cheer Director's Primary Job Responsibility (PJR) duties shall be such as follows:

- A. In conjunction with the Athletic Director, interview prospect Cheer Coaches and present the coaches selected to the Board of Directors for final approval.
- B. In conjunction with the Athletic Director, hold Cheer FPW Coaches meeting to provide them with key event dates and required documentation for team staff.
- C. Ensure the collections of all required documentation and that all staff members are complying prior to engaging in their duties and interacting with kids.
- D. In conjunction with the Registration Director, form team books and provide team books to the Cheer Coach of each team.
- E. Regularly review, develop, and documents policies and procedures pertaining to the Cheer Director's PJR duties.

TREASURER

The Treasurer shall be responsible for maintaining the corporate financial records. The Treasurer shall be bonded by the organization. The Treasurer's Primary Job Responsibility (PJR) duties shall be such as follows:

- A. Furnish, prepare and keep a full set of books of accounts showing every detail of the association activities, accounts, receipts and disbursements; every name and nature and the amount of cash on hand and money owed by the association or owed to it; and any other such information as may be in the judgment of said Treasurer, pertinent or such as may be required by the Board of Directors.
- B. Treasurer shall receive all monies and deposit in a depository approved by the Board of Directors.
- C. The Treasurer shall keep record for the receipt and disbursement of all monies of the association team accounts, approve all payments from allocated funds and draw checks. The account shall be kept current with the signature card for the account reflecting the signatures of the present Board of Directors.
- D. The Treasurer shall receive, review and maintain files of each team's financial report and bank statements.

- E. The Treasurer shall present a detailed financial statement to the OEC and the FPW Board monthly, which shall include an accounting of money in each individual team account.
- F. Arrange for audits of the league when necessary.
- G. File the proper tax forms or contract a pre-approved professional to do so.
- H. Prepare and submit current year's budget by February meeting, review the budget at each monthly meeting and report any deviations.
- I. Regularly review, develop, and documents policies and procedures pertaining to the Treasurers PJR duties.

LEAGUE SECRETARY

The League Secretary shall maintain the corporate record which shall include the following: minutes of all meetings of the Board of Directors including those of committees; copy of all Treasurer Reports; copy of all board attendance records; copy of all resolutions numbered for reference. He/she shall serve all notices required by law or the By-Laws of the association. He/she shall notify all Board of Directors prior to any meetings requiring their presence. The Secretary's Primary Job Responsibility (PJR) duties shall be such as follows:

- A. Maintain the Secretary Book containing all meeting minutes, attendance records, OEC documents, and any other documentation presented or processed during Board meetings.
- B. Maintain Board of Director's contact list and share with all its members.
- C. In conjunction with the President, prepare the meeting agenda prior to each meeting.
- D. Record meeting minutes at each meeting, proof and distribute to all members for review prior to next meeting for approval of minutes.
- E. Provide to President all meeting records when requested for OEC.
- F. Maintain records of Old Business, New Business, and Action Items to be reviewed at each meeting.
- G. Maintain FPW Annual Calendar and bring it to the Board of Directors meetings to remind of key events coming due.
- H. Regularly review, develop, and documents policies and procedures pertaining to the Secretary's PJR duties

FIELD MANAGER/LEAGUE PA

The Field Manager/League PA shall: ensure each football player who participates in a game under Fullerton's jurisdiction conforms to the Conference's age rules; ensure each player is wearing approved equipment to ensure that each player is properly protected; prevent any player who does not conform to items one and two from participation in that game; ensure coverage for scheduled games three (3) days prior to game day. The Field Manager/League PA will also ensure that the field is ready for each game or event by setting up the field; establishing pedestrian access areas; ensuring signage is appropriate; hang sponsorship banners and perform minor maintenance within the snack bar and equipment shed. He/she may appoint teams, coaches, or other people as necessary to accomplish the job. The Field Manager/League PA Primary Job Responsibility (PJR) duties shall be as follows:

- A. Attend the mandatory Weigh Master OEC meeting.
- B. Training all Board Members that will be performing player check in at each game of its rules, regulations and process.
- C. Facilitate or ensure that a qualified Board Member is scheduled to facilitate the check in process 30 minutes before each game hosted at FPW home field.

- D. Offer training to the Players Agent of each FPW team to ensure that they are knowledgeable of their responsibilities during each game.
- E. Ensure the setup of the field prior to the first scheduled game each Saturday. This includes pylons, down marker and chains, scoreboard, and that the field is free of any hazardous items.
- F. Secure the field by posting restricted access signs, putting up barriers, locking down gates, scheduling staff to key field stations (welcome, stands, cooler check, field, and score board operator).
- G. Ensure field is picked up at the end of the last game.
- H. Regularly review, develop, and documents policies and procedures pertaining to the Weigh Master's PJR duties.

BUSINESS MANAGER

The Business Manager shall be responsible for overseeing and/or organizing FPW events including, but not limited to Opening Day ceremonies, Picture Day, association fund raising events, and association social events. The Business Manager's Primary Job Responsibility (PJR) duties shall be such as follows:

- A. Be the Chair on the Opening Day Committee and be the primary Board Member coordinating the event.
- B. Be the primary Fullerton Pop Warner contact for the City of Fullerton in the requisition of the necessary permits for the league and its different events, including but not limited to practice field, game fields, opening day ceremony, picture day etc.
- C. Coordinate Picture Day in conjunction with Team Parent Director by selecting photographer, and schedule teams' time slots.
- D. Present fundraising ideas with Team Parent Director and recommendations to the Board of Directors.
- E. Be the primary lead on all league fundraising efforts.
- F. Be the primary lead on organizing association wide social events.
- G. Regularly review, develop, and documents policies and procedures pertaining to the Business Manger's PJR duties A

EQUIPMENT MANAGER

Equipment Manager shall be responsible for association equipment used by all teams authorized to participate. Equipment Manager shall maintain an accurate inventory of the association's athletic equipment and property. Equipment Manager shall submit an inventory report to the Board of Directors no later than March of each year, with a statement on the condition of such equipment. Equipment Manager shall be responsible for procuring bids for new equipment as required. They shall maintain a record of equipment provided and collected from each member. Any purchases more than one hundred dollars (\$100) shall be presented to the Treasurer for approval prior to the purchase being made. The Equipment Manager's Primary Job Responsibility (PJR) duties shall be such as follows:

- A. Perform an annual inventory of equipment and present to Board of Director, send equipment out for conditioning in a timely manner to have it back for Equipment Handout Day.
- B. Select jersey vendor and manage procurement of team jerseys.

- C. Maintain a clean and organized shed, allow staff access to shed on league practice days.
- D. Coordinate equipment handout to all teams.
- E. Coordinate equipment return at the end of season for each team.
- F. Regularly review, develop, and documents policies and procedures pertaining to the Equipment Manager's PJR duties.

SNACK BAR DIRECTOR

The Snack Bar Director shall purchase all supplies to the snack bar and designate working schedules for each participating team. He/she shall handle any emergencies arising with such teams. He/she shall keep an accurate account of all monies disbursed and received and make weekly deposits to the Treasurer. At the end of each season, the books and monies shall be turned over to the Treasure for audit. In removing of cash, the snack bar coordinator will count the cash with another member at the time any cash is removed from the register and complete the snack bar deposit form, which shall be signed off by the two removing the cash.

The Snack Bar Director's Primary Job Responsibility (PJR) duties shall be such as follows:

- A. Develop and present plan for Snack Bar to Board of Directors prior to August 1st
- B. Coordinate and schedule Team Dinner Fundraiser.
- C. Coordinate and schedule Snack Bar staffing for the season.
- D. Clean and stock Snack Bar for the season.
- E. Provide monthly reports of Snack Bar financials.
- F. Clean out Snack Bar at the end of the season.
- G. Present final financial report to Board of Directors.
- H. Regularly review, develop, and documents policies and procedures pertaining to the Snack Bar Director's PJR duties.

LITTLE SCHOLARS DIRECTOR

The Little Scholars Director shall be responsible for obtaining report cards from each team member. He/she shall provide the report card information to the Registration Director for inclusion to the team rosters. He/she shall be responsible for the distribution and collection, from each eligible team member, the Conference Little Scholar application form. He/she, in conjunction with the President, shall be responsible for the evaluation of each submittal and recommendation to participate in National Conference. They shall coordinate, in conjunction with the Business Manager, Titan Day to recognize Little Scholars. The Little Scholars Director's Primary Job Responsibility (PJR) duties shall be such as follows:

- A. Attend the mandatory Little Scholars training meeting.
- B. Ensure collection of all required participants' report cards.
- C. Calculate GPA and enter the system.
- D. Distribute and collect Little Scholar applications.
- E. Coordinate presentation of awards.
- F. Regularly review, develop, and documents policies and procedures pertaining to the Little Scholars Director's PJR duties.

SOCIAL MEDIA DIRECTOR

The Social Media Director shall be responsible for: promoting registration, fundraisers, sponsors, and other activities for FPW as requested by the Board of Directors; seeking corporate sponsors for the association; providing announcements from the association to the association members; and oversee newsletter, or other publication, development and distribution.

The Publicity Director's Primary Job Responsibility (PJR) duties shall be such as follows:

- A. Promoting Fullerton Pop Warner events and registrations throughout the City of Fullerton through various methods including, but not limited to E-Mail Campaigns, social media, website, community events, etc.
- B. Create sign-up flyers and manage the distribution of it.
- C. Manage all social media ensuring appropriate communications.
- D. Regularly review and maintain all (FPW) social media (Instagram) accounts.
- E. Coordinate with Team Parent Director to assure all members are in line with FPW social media policy.
- F. Regularly review, develop, and documents policies and procedures pertaining to the Publicity Director's PJR duties.

REGISTRATION DIRECTOR

The Registration Director shall be responsible for: coordinating registration events; maintaining the on-line registration and team roster software; entering all required data into said software; developing and distributing team books in conjunction with the Athletic Director; auditing team books prior to certification; coordinating certification in conjunction with the President. The Registration Director's Primary Job Responsibility (PJR) duties shall be such as follows:

- A. Oversee all registration events. Ensure proper recording of registered participants.
- B. In conjunction with the Athletic Director and Team Parent Director prepare the Team Books.
- C. In conjunction with the President, and team parents assist OEC Commissioner with team certification.
- D. Regularly review, develop, and documents policies and procedures pertaining to the Registration Director's PJR duties.

TEAM PARENT DIRECTOR

The Team Parent Director shall be act as a league liaison for communicating Board of Directors expectations, timelines, event dates, and league By-Laws to Team Parents. They shall facilitate with the Treasurer, Business Manager; the Publicity Director and Registration director to ensure events, fundraising and merchandising requirements are followed by the Team parents. The Team Parent Director Primary Job Responsibility (PJR) duties shall be such as follows:

- A. Work with Team Parents to establish a standard of compliance for association registration documents.
- B. Provide a list of Board approved vendors.
- C. Provide Board approved logos for merchandising and brand stability.
- D. Act as a liaison between the Team Parents and the Board, communicating and facilitating requirements and expectation.
- E. Assist in and communicate the league and league treasurer's expectations in handling of team funds.

- F. Assist the Business Manager in planning and arrangement of the league picture day.
- G. Assist teams and team parents in planning of end of year banquets.
- H. Regularly review, develop, and document policies and procedures pertaining to the Team Parent Director's PJR duties.

MULTIMEDIA DIRECTOR

The Multimedia Director shall be responsible for: the communication, promotion and distribution of the multimedia content of and for our league through various means and platforms which include but are not limited to; YouTube, Tik Tok, HUDL, event streams or any other live broadcasting service or tool. They will be the primary contact for the individual and team photographers and videographers to ensure compliance of staff to OEC and FPW rules and laws. They are allowed to pick and maintain a staff of up to 4 people to accomplish the game day live stream of all Fullerton Pop Warner games as well as the deliverance of recorded media to the league for use of promotion and to the coaches for use of training and development.

The Multimedia Directors Primary Job Responsibility (PJR) duties shall be as follows:

- A. Ensure complete set up and breakdown of field cameras and all necessary equipment for gamedays.
- B. Communicate field and league rules to all videographers/photographers while at Lions Field.
- C. Manage all multimedia ensuring appropriate communications.
- D. Coordinate with Team Parent Director to assure all content is in line with FPW social media policy.
- E. Coordinate with Field Manager to assure all on field equipment is safe and well maintained.
- F. Regularly review, develop, and documents policies and procedures pertaining to the Multimedia Director's PJR duties.

MEMBER AT LARGE

Member at Large shall be the approved Business Manager or Team Parent from each team and will represent their respective teams at board meetings. Member at Large position terms shall be the current calendar year ending at midnight December 31st.

SECTION 10. POWERS OF DIRECTORS

GENERAL POWERS OF DIRECTORS

The Board of Directors manages the affairs of the association, and are subject to the restrictions imposed by laws, by the Articles of Incorporation, or by these By-Laws, may exercise all the powers of association.

SPECIFIC POWERS OF DIRECTORS

Without prejudice to such general powers, it is hereby expressly declared that the Directors shall have the following power:

- A. To adopt and alter a common seal of the association.
- B. To make and change regulations not consistent with these By-Laws for the management of the association's activities and affairs.
- C. To appoint and remove, with cause, agents, officers, and employees of the association and

- prescribe their duties.
- D. To pay for property purchased by the association, either wholly or partly in money.
- E. To select and designate such bank or trust company as they deem advisable as official depository of the funds of the association and to prescribe and order that manner in which such deposits shall be made or withdrawn.
- F. Head coaches may be removed by two-thirds (2/3) majority vote.
- G. To approve head coaches and to approve their staff or assistants prior to them taking the field. To be approved for the head coach or a staff position, an applicant must carry a simple majority of votes.
- H. To establish an appropriate method of evaluating coaches

COMPENSATION OF DIRECTORS

Directors shall not receive any monetary compensation for their services but shall receive a percentage discount on a league membership as Directors. They shall additionally be reimbursed for authorized expenditure of a legitimate pre-approved league expense.

SECTION 11. HEAD COACHES

- A. The duties and responsibilities of the Head Coaches are as defined in the National Pop Warner Little Scholars Rules, OEC Conference Rules, Policies and Procedures and Fullerton Pop Warner By-Laws book.
- B. He/she shall be responsible and accountable to the Board of Directors of this organization.
- C. All new coaches shall submit a resume of qualification to the Athletic Director. No one shall be allowed to coach without first being accepted by the Board.
- D. In the absence of a team Business Manager or Team Parent, the Head Coach of that team will assume representation of Member at Large at Board Meetings, including voting privileges.

SECTION 12. AMENDMENTS

The Board of Directors may amend or alter any of these By-Laws after the proposed amendment has been distributed and reviewed at two Board meetings or electronically distributed for review to all current members of the Board of Directors and receives two-thirds (2/3) votes of the Board of Directors.

SECTION 13. TEAM FUNDS AMENDMENT

The following amendment is to serve as a policy and procedure for the handling of funds for the league/teams.

A. Submission of Team Funds:

- 1. All team funds must be turned into the league Treasurer within 1 week of collection e.g. Fundraisers of any type by team.

B. Submission of Receipts:

1. Receipts must be turned in to Treasurer for ALL Expenses within 7 business days

C. Team Fund Purchases / Expenses:

1. All Team Funds must be spent by 12/31 of the season year.
2. All monies remaining in team accounts will be absorbed by the league if not spent.

3. Tax Purposes – The purpose to spend all team account funds follows the league fiscal year ending in 12/31 of the season year.

D. Banquet Planning:

1. Deadline - must be held by January 15th of the following year.

E. Exception to carrying over funds:

1. Team funds can be rolled over in the event of a team participating in competition.

F. Violation Repercussions:

1. 1st violation - verbal / written warning
2. 2nd violation – May result in removal from volunteer position with the league

SECTION 14. CITY OF FULLERTON M.O.U.'s

These are the rules, guidelines and deadlines provided by the City of Fullerton. Due to the severity they must be strictly adhered to as an infraction could result in our loss of our "USER 1" status. The forms will be attached at end of this document.

SECTION 15. GENERAL

- A. In the event a situation arises not covered by these By-Laws, the FPW Board of Directors shall refer to the Conference's current By-Laws and Rule of Books and adhere to such as though contained herein and a part of these By-Laws.
- B. Any decision involving Conference affiliation or business must be put before the General Membership.

SECTION 16. FIELD RULES

- A. Lions field does not allow tripods in the stands
- B. There is no standing at the bleacher rail
- C. As per OEC rules no drones are allowed over Lions Field
- D. No one other than rostered players, rostered staff, certified, and live scanned volunteers may be allowed on the field during practice or game day scenarios
- E. No Food will be allowed on the field- No Exceptions
- F. Only water allowed on Field- No Gatorade or soft drinks are allowed
- G. Coaches and staff will be responsible for keeping their practice areas free of trash

SECTION 17. SIGNATURE PAGE

ADOPTION OF BY-LAWS

The signatures herein certify these Bylaws, dated 11/20/25 have received close scrutiny and have been approved by the Fullerton Youth Football Association, Inc. Board of Directors and are deemed both fair and necessary for maintenance and proper order in conducting business of the association.

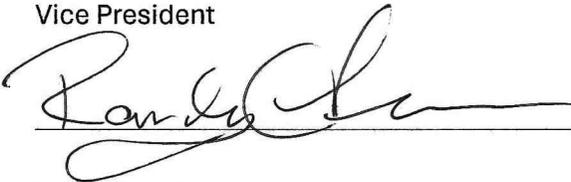
CRAIG MILLS

President



RANDY TERRANCE

Vice President



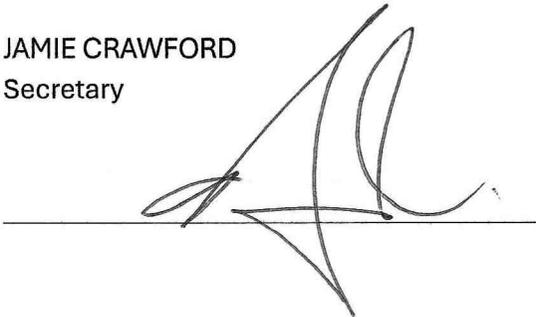
YAHARA MILLS

Treasurer



JAMIE CRAWFORD

Secretary



JAQUELINE DE LA ROSA

Cheer Director



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