



RESTATED BYLAWS

OF THE

MARICOPA PUMAS

As of Dec. 10, 2023

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BYLAWS OF THE MARICOPA PUMAS

ARTICLE I

Name

1.1 Name

This nonprofit educational organization shall be named Maricopa Pumas Youth Football and Cheer. The business of the organization shall be conducted as Maricopa Pumas and/or Lady Pumas or Pumas or MPYFC.

ARTICLE II

Purpose and Legal Powers

2.1 Purpose

The purposes of this organization shall be as stated in the charter of the Maricopa Pumas. The organization is an association member of the Arizona Youth Football league, in affiliation with American Youth Football and Cheer, hereinafter referred to as AYF and/or AYC.

- A. The Organization shall assume, in conjunction with these bylaws, all associated organizations' rules, regulations and bylaws."

2.2 Powers

The Organization shall have the power, directly or indirectly, alone or in conjunction with or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the organization is purposed, and to aid or assist other organizations or persons whose activities further accomplish, foster or attain such purposes. The legal powers of the organization may include, but are not limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

2.3 NONPROFIT STATUS AND EXEMPT ACTIVITIES LIMITATIONS

Nonprofit Legal Status

Maricopa Pumas is an Arizona nonprofit organization, recognized as tax exempt under Section 501 (c)(3) of the United States Internal Revenue Code

- A. The Organization Tax year shall start on the first day of January and end on the last day of December.
- B. All required tax forms shall be due May 5th of every year and shall be filed no later than May 15th.

Exempt Activities Limitation

- Notwithstanding any other provision of the Bylaws, no director, officer, employee, member or representative of this organization shall take any action or carry on any activity by or on behalf of the organization not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended or by any organization contributions which are deductible.

under Section 170(c)(2) of such Code and Regulations as it now exists or may be amended.

- No part of the net earnings of the corporation shall inure to the benefit or be distributable to any director officer, employee, member or representative of this organization or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Bylaws.

Distribution Upon Dissolution

- Upon termination or dissolution of the Maricopa Pumas, any assets, and resources lawfully available for distribution shall be distributed to one or more organizations described in Section 501(c)(3) of the Internal Revenue Code (or described in any corresponding provision of any successor statute) which organization(s) have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving organization.
- The organization to receive the assets of Maricopa Pumas hereunder shall be selected at the discretion of the majority of the managing board.

ARTICLE III DEFINITIONS

Except as otherwise provided, these definitions apply to these bylaws and all policies of Maricopa Pumas:

“Amateur Sports Act” means the Ted Stephens Olympic and Amateur Sports Act (chapter 2205 of title 36, United States Code).

“Annual” means after the Fall and Spring sport season.

“Board of Directors” means the board of directors of Maricopa Pumas established under Article XIII.

“Contingent Fee” means all other organization fees that are not registration fees

“Competition” – a single event of contest between athletes and/or competing teams.

“Competitive Season” means the Fall football and/or cheer; and or the Spring football and/or cheer competing season.

“Individual Member” means an individual who is a member as provided under Article IV.

“Membership” means participation in, with, and/or for the organization’s purpose.

“Arizona YFL” means Arizona Youth Football league.

“Organization Member” means an individual that is classified as such a member of Maricopa Pumas as provided under Article IV.

“Season” means the period of time beginning September 1 through Nov. 30 fall season and March 1 through May 30 spring season.

“Team” means a group of football players and or Cheerleaders playing or cheering on the same side for football games.

“Team fee” means Maricopa Pumas organization fee.

“Youth Athlete” means an individual who is an Amateur player and or participant on a “Team” and who has not reached 14 years of age prior to July 31 for the current seasonal year.

ARTICLE IV MEMBERSHIP

4.1 Eligibility. The membership of Maricopa Pumas is open to all youth athletes, coaches, trainers, managers, administrators, and officials without discrimination based on race, color, religion, age, sex, or national origin.

4.2 Categories. MARICOPA PUMAS shall have the following membership categories:

Organization Members.

- A. Affiliate. To qualify for affiliate membership, an organization shall be a youth sports organization that conducts football and/or cheer programs in at least one state of the United States.
- B. Associate. To qualify for associate membership, an organization shall be an organization formed to advance a particular aspect of youth football and/or cheer, but not responsible for recruiting, training, fielding, and funding of players.
- C. Individual Members. An individual who is a youth athlete, coach, referee, or administrator is an individual member of MARICOPA PUMAS: through that individual’s membership or association with an organization member; as an elected officer or member of the board of directors; if the individual occupies an unpaid administrative position within MARICOPA PUMAS; as a committee member of MARICOPA PUMAS; or through the individual joining of MARICOPA PUMAS in compliance with the requirements established by the board of directors.

4.3 Admission to Membership.

An organization or individual desiring to become an organization member of MARICOPA PUMAS must submit a written application (i.e., registration form and/or applicable contract/agreement) for membership to an Executive Member

4.4 Terms of Membership.

Membership Year.

Organization and Individual Member.

- The term of membership of an organization or individual member is for one season fall or spring. However, if the member is admitted and the membership is effective before the beginning of the next season, the initial term of membership for that member is for the balance of the season.
- Membership continues each season as long as the member remains in good standing with Maricopa Pumas, which includes: (1) being current with player registration fees, (2) not having any outstanding fines or suspension, and (3) being compliant with Maricopa Puma policies.

4.4 Prohibition on Transferring and Assigning Membership.

Membership in MARICOPA PUMAS is not transferable or assignable. Membership terminates when MARICOPA PUMAS dissolves, the organization member or sustaining organization member dissolves, the individual or sustaining individual member dies, or as otherwise provided under these bylaws.

4.5 Resignation.

Any member may resign from membership in MARICOPA PUMAS by submitting a written resignation to MARICOPA PUMAS. A vote is not required to accept a resignation from a member. The resignation will be effective upon receipt by MARICOPA PUMAS. A member's resignation does not relieve the member of any obligation to pay any fees that had been accrued and were unpaid before the effective date of the resignation.

4.6 Reinstatement.

A suspended member of MARICOPA PUMAS may submit a written request for reinstatement. The board of directors may reinstate the membership of a suspended member on reasonable terms that the board considers appropriate.

ARTICLE V ORGANIZATION MEMBERS

5.1 General Responsibilities.

Each organization member must do the following:

- To the extent consistent with the desired member classification shall enter into a written agreement of commitment and compliance and/or conduct
- to the extent consistent with applicable law, comply with its bylaws and the bylaws of MARICOPA PUMAS as they apply to the classification of member to which the organization member belongs.
- to the extent consistent with applicable law, comply with its policies and procedures and the policies and procedures and requirements of MARICOPA PUMAS with respect to MARICOPA PUMAS's internal operations and the administration of MARICOPA PUMAS programs.

- pay fees due MARICOPA PUMAS by the deadline the fees are required to be paid; and comply with the Amateur Sports Act, to the extent applicable.

5.2 Authority.

Each organization member shall retain its own autonomy except as otherwise provided in these bylaws.

The organization shall review and update any and all Codes of Conduct on a seasonal basis and keep as an attachment to these Bylaws.

ARTICLE VI FEES AND DISCIPLINE

6.1 Annual Fees.

Organization Member.

- A. Each organization member shall pay Maricopa Pumas seasonal fees recommended by the board of directors and in accordance with Arizona YFL fee schedule.
- B. Maricopa Pumas is required to give initial notice to organizational members of fees due no less than 7 days prior to due date.
- C. Maricopa Pumas is under no obligation to cover costs of any member beyond a stated member fee due date.

6.2 Suspensions and Terminations.

Suspension

I. Failure to Pay Fees.

Any member failing to pay any fees due MARICOPA PUMAS shall be provided with written notice of the delinquency. If those fees are not paid within 3 calendar days after the date of the notice of delinquency, the delinquent member may be suspended from membership in MARICOPA PUMAS after a proper hearing pursuant to this Article. The member shall be notified in writing of any suspension and the date on which membership will be terminated if the fees remain unpaid.

II. Due to Litigation.

- a. Any person participating in a MARICOPA PUMAS program, who becomes a defendant in litigation detrimental to the welfare of youth athletes or litigation based on activities detrimental to the welfare of youth athletes, shall be suspended from all football.

and/or cheer-related activities. Suspension under this bylaw shall be determined by the MARICOPA PUMAS Board of Directors. Matters detrimental to the welfare of youth athletes shall include, but may not be limited to, crimes of moral turpitude and felonies. The person has a right to appeal the suspension only over whether the matter, which is the substance of the accusation, if true, is detrimental to the welfare of youth athletes.

- b. On completion of the litigation, the suspended person may inform the body suspending the person under Subsection 2A2(a) of this Article that the litigation has been completed and request that the suspension be terminated, and the person reinstated. The suspending body may grant the request of the person or, if the decision of the litigation was averse to the person, may continue the suspension for a period specified by the suspending body, fine the person, terminate all membership of that person with the suspending body and its members, or any combination of those authorized penalties.

Suspension, Termination and Other Penalties.

The board of directors may fine, terminate and/or impose any other penalty on any member of MARICOPA PUMAS, if the board determines that:

- The conduct of the member is averse to the best interests of football and/or cheer or MARICOPA PUMAS; or the member has not complied with the requirements of its membership in MARICOPA PUMAS.

Pursuant to such alleged violation, the board of directors may act on Section II above only after a hearing, reasonable notice to the member of the time and place of the hearing and providing the member with a reasonable opportunity to present evidence in support of the member's position.

The board of directors may immediately suspend any member of MARICOPA PUMAS when the member's conduct is determined by the board to be illegal, a violation of Maricopa Puma policy, bylaws and/or the Code of Conduct. This immediate action must be given via verifiable communication (i.e. text/email) within three days of the alleged action (absent extenuating circumstances) followed by a hearing held by the board of directors within 6 calendar days of the notice of suspension being provided to the member. The notice of suspension must provide the time and place of a hearing and provide the member notice with a reasonable opportunity to present evidence in support of the member's position. Any hearing must comply with Maricopa Pumas Bylaws and an appeal allowed by Maricopa Puma Bylaw

6.3 Effect.

A suspension or other disciplinary action imposed by MARICOPA PUMAS in accordance with these bylaws shall be recognized by all members of MARICOPA PUMAS on notification by MARICOPA PUMAS.

Suspensions and other disciplinary actions imposed by members of MARICOPA PUMAS shall be recognized by MARICOPA PUMAS and all other MARICOPA PUMAS members on proper notification by MARICOPA PUMAS.

ARTICLE VII MEETINGS AND HEARINGS

7.1 Notification

Regular Meetings

- Regular Team Meetings require notification of no less than two calendar days.
- Regular Board Meetings require notification of no less than three calendar days.
- Any business item to be presented at a regular meeting must be submitted in writing to the chair two calendar days before the date of the meeting.

Special meetings

- Notice of a Special Meetings may be called at any time on the request of an Executive Member
- The request for a special meeting shall state the items to be considered at the special meeting. No other items may be considered at the meeting.
- Notice of a special “team” meeting shall be provided to each member two days prior to the meeting date.
- Notice of special “board” meeting shall be provided to each member one day prior to the meeting date.
- Any member shall be given the opportunity to attend a special meeting electronically as outlined in Article XII
- No member is required to or may be penalized for failure to attend the meeting if the requirement under this section 7.1 has not been met.

ARTICLE VIII OFFICERS AND THEIR DUTIES

8.1 Officers.

The elected officers of Maricopa Pumas Board of Directors shall be a chair, vice-chair, secretary, treasurer, and member-at-large.

8.2 Qualifications.

The candidates for elected office shall:

- Be in good standing with MARICOPA PUMAS; and
- Not be a paid employee of MARICOPA PUMAS or of any member organization.
- Not hold more than one (1) office or serve concurrently as an officer or director on the board of directors of a competing organization unless prescribed otherwise by these bylaws.

A candidate for elected office is permitted to serve as an officer of a member organization with board approval.

8.3 Election of Officers.

Officers shall be elected at the annual general meetings as follows:

- The chair and secretary are elected at the annual general meetings held in the even numbered years.
- The vice-chair, member-at-large, and treasurer are elected at the annual general meetings held in odd-numbered years.

8.4 Term of Office.

All officers shall assume office at the close of the annual general meeting at which they are elected except in the case of Article VI. All officers shall serve for a term of two years or until their successors are elected or appointed. If the individual is filling a vacancy, the term of office or position begins immediately after being elected to fill the vacancy. There shall be no cap on terms for any officers so long as the position is affirmed by the majority vote of the board.

8.5 Duties of Officers.

The officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws, by the board of directors. In addition to the responsibilities specified in Sections A through D of this subsection, the chair, vice-chair, secretary, and treasurer of MARICOPA PUMAS shall each provide an annual report 30 days prior to the annual general meeting.

Duties of Officers.

- Duties of the Chair. The chair: Evangeline Cobb Confirmed
 - shall serve as chair of all meetings of the board of directors.
 - may execute instruments for MARICOPA PUMAS that the board of directors authorizes to be executed.
 - oversee the activities of the President and act as the liaison between the board of directors and the chief executive officer.
 - Shall assume the duties (not position) of Secretary until such time a willing/capable party assumes the role through the nomination/election process when vacant or in the case of absence.
 - and. shall perform other responsibilities assigned by the board of directors.
- Duties of the Vice-Chair: Jeff Cobb Confirmed
 - assist the chair.
 - assume the responsibilities of the chair when the chair is absent, cannot act, or refuses to act.
 - and perform other responsibilities assigned by the board of directors or the chair.

Duties of the Secretary: Kellie Maruska Confirmed

- ensure that minutes of meetings of the board of directors are taken and published; and perform other responsibilities assigned by the board of directors or the chair.
 - perform all duties normally pertaining to the office of Secretary.
 - serve as liaison to the Administrative Division
 - Shall assume the **duties** (not position) of Vice Chair when vacant until such time a willing/capable party assumes the role through the nomination/election process or in the case of absence.
- Duties of the Treasurer: Kristin Jepson Confirmed
 - give general oversight to the management of all Maricopa Pumas funds.
 - Present all financial reporting provided by CFO to the board of directors when requested by the board of directors.
 - in accordance with the financial policies of MARICOPA PUMAS, cooperate with any audit in such a manner as to enable timely completion of an independent audit of the financial accounts and transactions of MARICOPA PUMAS.
 - assist the board of directors in reviewing a proposed per competitive season budget for MARICOPA PUMAS in consultation with the CFO.
 - Shall assume the duties (not position) of Secretary until such time a willing/capable party assumes the role through the nomination/election process when vacant or in the case of absence.
 - and perform other responsibilities assigned by the board of directors or the chair.
- Duties of the Member-at-Large The member-at-large shall:
 - represent the general membership on matters of interest or concern.
 - and perform other responsibilities assigned by the board of directors or the chair.

8.6 Removal from Office.

Any officer or director referred to in Article VIII, when serving as a member of the board of directors may be suspended or removed under Article VI, or may be removed:

- if appointed into office, by a majority vote of the members entitled to vote for that office.
- if appointed into office by the Board of Directors, by a majority vote of the Board of Directors.

8.7 Vacancy in Office.

If the office of chair becomes vacant for any reason, the vice-chair shall become the chair for the balance of the term. If the office of vice-chair, secretary, treasurer, member-at-large, becomes vacant for any reason, the remaining members of the board of directors may elect an individual to the office or position to fill the vacancy until the next annual appointment

meeting. However, if a vacancy is caused by an election during an annual meeting, the election to fill the vacancy for the balance of the term shall occur during or the annual meeting if applicable.

8.8 Restrictions.

No officer or director may:

- receive compensation (except for reimbursement for expenses) for services as an officer or director.
- be an officer or a member of the board of directors of any organization member of MARICOPA PUMAS except as provided otherwise in these bylaws; or
- be a paid employee of, or receive compensation (except reimbursement for expenses) from MARICOPA PUMAS, or any organization member of MARICOPA PUMAS

8.9 Nominations

Nominations from the Floor.

Nominations from the floor are not allowed unless there are no candidates for an office to be elected.

Candidates

Any member of the organization may pursue a position in office upon a vacancy that is of age 21 years or older or as otherwise agreed to by the board of directors.

ARTICLE IX BOARD OF DIRECTORS

Purpose/Duty

The primary duty of the Board of Directors (the “Board”) is to promote the best interests of the Organization through overseeing the management of the organization’s business and affairs. (i.e. financial planning, direction of the company/goals, hiring/selection of administrative personnel oversees creation of policy to which administrative personal act on,

11.1 Composition.

The MARICOPA PUMAS Board of Directors is composed of:

- A. the chair; (Executive officer)
- B. the vice-chair; (Executive officer)
- C. the secretary; (Executive officer)
- D. the treasurer; (Executive officer)
- E. the member-at-large.

Each member of the board of directors may hold no more than one position on the board of

directors.

A board consisting of less than 12 members will constitute a “small board” and utilize the 11.2 Duties of the Board of Directors. Except as otherwise provided in these bylaws, the board of directors shall:

- A. enforce the bylaws, rules, policies, and procedures of MARICOPA PUMAS.
- B. submit each annual meeting:
 - 1. a complete report on the activities of MARICOPA PUMAS since the last annual meeting; and
 - 2. a complete financial report.
- C. propose a budget for each competing season to be reviewed for approval by board.
- D. adopt policies regarding the management, compensation, and fringe benefits provided to MARICOPA PUMAS personnel (if applicable)
- E. adopt, rescind, or amend policies.
- F. analyze at least annually, the organization’s progress in achieving its objectives and report the findings to the membership.
- G. set the place, date, and time of meetings as prescribed in these bylaws.
- H. establish fees as prescribed in these bylaws or MARICOPA PUMAS policies and procedures.
- I. fill vacancies as provided in these bylaws, with at least 24 hours’ notice; and
- J. exercise such other duties as prescribed for the board of directors in these bylaws in the MARICOPA PUMAS policies and procedures, or in the adopted authority.

Voting.

Each member of the board has one vote, except in the case of a tie, the vote of the Chair will be precluded from consideration to determine majority rule.

A min of 2/3 of the board must be present for any vote to be held valid.

- A. Each voting member of the board of directors has one vote under the following provisions:
 - i. A voting member must have attended in person or electronically the full meeting holding the content/discussion of item to be voted upon
 - ii. A member that has not been fully engaged in the review of an item up for vote may not participate in the voting process.

ARTICLE X ELECTRONIC MEETINGS AND COMMUNICATION

12.1 Meetings.

The Maricopa Pumas Board of Directors shall be authorized to meet by telephone conference

or through other electronic communications media so long as all the members can simultaneously hear each other and participate during the meeting when not in compliance of Article VII.

- Section 12.1 of this Article shall also be applicable to any board member who has prior employment engagements.

12.2 Communication

Unless members indicate otherwise to Maricopa Pumas Board of Directors, all communication required in these bylaws, including meeting notices, may be sent electronically.

ARTICLE XI ADMINISTRATIVE OPERATIONS

Purpose/Duty

To **carry out** the day-to-day operation of the Maricopa Pumas organization and ensures that the Organization's policies align with its operation. (implement management processes discussed by the board, act on disciplinary recommendations, act out all other matters necessary to the day-to-day operations of the organization)

Executive Staff shall consist of the President, the Vice President, the Chief Financial Officer (CFO), Football President, and Cheer President

Administrative staff shall consist of Coaches, Equipment Manager, Division Managers, and Public Relations Director

13.1 President

The conduct of business and the management of affairs of MARICOPA PUMAS shall be under the direction of a chief executive officer.

- A. Accountability. The President shall be retained by the board of directors and report to the MARICOPA PUMAS Board of Directors
- B. Duties. The President shall:
 1. be responsible for the complete management of the operations of the organization under the direction of the MARICOPA PUMAS Board of Directors
 2. be responsible for the employment of such personnel as required to carry out the operations of MARICOPA PUMAS provided that such employment falls within the constraints established by the budget and personnel policies established by the MARICOPA PUMAS Board of Directors.
 3. Establish committees and committee members as needed, with consultation from the MARICOPA PUMAS Executive Board and approval of the Board of Directors,
 4. Perform such other duties as may be stated in these bylaws and other MARICOPA PUMAS governing documents, the policies and procedures, the personnel policies established by the board of directors, and as may be directed by this board.

5. Be Responsible for creation and implementation of annual growth plans.
6. Be responsible for the development of new and innovative programs for the progression and growth of the organization.
7. Be responsible for the timely reporting of annual taxes and/or other publishable materials under applicable state and federal regulations.
8. Assist, support and provide guidance to Public Relations Director in the development of and management of all content created for the promotion of the Organization.

13.2 Director

The conduct of business and the management of affairs of MARICOPA PUMAS shall be under the direction of a chief executive officer.

- C. Accountability. The Director shall be retained by the board of directors and report to the MARICOPA PUMAS President.
- D. Duties. The Director shall:
 1. be responsible for the complete management of the operations of the organization under the direction of the MARICOPA PUMAS board and in consultation with the President.
 2. in consultation with the President be responsible for the employment of such personnel as required to carry out the operations of MARICOPA PUMAS provided that such employment falls within the constraints established by the budget and personnel policies established by the MARICOPA PUMAS Board of Directors.
 3. Establish committees and committee members as needed, with consultation from the MARICOPA PUMAS Executive Staff and approval of the board,
 4. Perform such other duties as may be stated in these bylaws and other MARICOPA PUMAS governing documents, the policies and procedures, the personnel policies established by the board of directors, and as may be directed by the Board of directors.
 5. Assist President in the creation and implementation of annual growth plans.
 6. Assist President in the development of new and innovative programs for the progression and growth of the organization.
 7. Be responsible for the timely reporting of annual taxes and/or other publishable materials under applicable state and federal regulations.
 8. Assist, support and provide guidance to Public Relations Director in the development of and management of all content created for the promotion of the Organization.
 9. Consult with President on any matters deemed beyond the scope of authority.

13.3 Chief Financial Officer

The conduct of business and the management of affairs of Maricopa Pumas shall be under the direction of the Chief Financial Officer. The CFO shall report management activities to the President.

- A. Accountability. Chief Financial Officer shall be retained by the board of directors and report to the MARICOPA PUMAS President.
- B. Duties. Chief Financial Officer shall:
 - 1. be responsible for tracking cash flow and financial planning and analyzing the Organizations financial strengths and weaknesses and proposing strategic directions.
 - 2. Compile and ensure accurate financial reports including balance sheets and cash flow statements - Shall ensure monthly accounting is current and accurate.
 - 3. Prepare and provide up to date current financial reports for Board Meetings and submit written draft of reports to Board of Directors no less than three days prior to meeting.
 - 4. control expenses so that enough cash is on hand to meet financial obligations.
 - 5. financial forecasting and modeling - development and implementing financial growth and security plans.
 - 6. Propose budgets for each age Division and Organization and ensure that the funds are accessible to Division managers when necessary.
- 7. Consult with President on any matters deemed beyond the scope of authority.

13.4 Football President

The conduct of business and the management of affairs of Maricopa Pumas Football Division shall be under the direction of the Football President. The FB shall report management activities to the President and/or Vice President.

- C. Accountability. Football President shall be retained by the board of directors and report to the MARICOPA PUMAS President and/or Director.
- D. Duties. Football President shall:
 - 1. Establish and manage coaching staff structure for all age divisions.
 - 2. Establish and ensure adherence to Coaching ethics and values as outlined by the Organizations Mission and Vision Statement
 - 3. Create and maintain a log of work-out schedules game day and practice structure and play books.
 - 4. Hold regular meetings with ALL division Coaching staff to ensure, discuss and resolve any issues regarding the aforementioned
 - 5. Manage and/or delegate tasks necessary for the successful progression of athletes, such as clinics, showcases, and scrimmages.
 - 6. Ensure that all coaching staff have taken necessary affiliation certifications.
 - 7. Provide management/leadership support for all divisional coaching staff as needed.
 - 8. Act as liaison between football coaches and executive staff.
 - 9. Shall sit on or elect delegate on the board of directors to represent football.
 - 10. Consult with President on any matters deemed beyond the scope of authority.

13.5 Cheer President

The conduct of business and the management of affairs of Maricopa Pumas Football Division shall be under the direction of the Football President. The FB shall report management activities to the President and/or Vice President.

- E. Accountability. Football President shall be retained by the board of directors and report to the MARICOPA PUMAS President and/or Director.
- F. Duties. Football President shall:
 - 1. Establish and manage coaching staff structure for all age divisions.
 - 2. Establish and ensure adherence to Coaching ethics and values as outlined by the Organizations Mission and Vision Statement
 - 3. Create and maintain a log of work-out schedules game day and practice structure and play books.
 - 4. Hold regular meetings with ALL division Coaching staff to ensure, discuss and resolve any issues regarding the aforementioned
 - 5. Manage and/or delegate tasks necessary for the successful progression of athletes, such as clinics, showcases, and scrimmages.
 - 6. Ensure that all coaching staff have taken necessary affiliation certifications.
 - 7. Provide management/leadership support for all divisional coaching staff as needed.
 - 8. Act as liaison between football coaches and Organization President, VP and/or CFO as needed.
 - 9. Shall sit on or elect delegate on the board of directors to represent football.
 - 10. Consult with President on any matters deemed beyond the scope of authority.

13.6 Coaches

The conduct of business and the management of affairs of Maricopa Pumas shall be under the direction of the Coach(s). A Coach shall report management activities to the applicable party: Football President, Cheer President, and/or Executive Staff.

- A. Accountability. A Coach shall be retained by the board of directors and report to the MARICOPA PUMAS Football President, Cheer President, and/or Executive Staff, as applicable.
- B. Duties. A Coach shall:
 - 1. be responsible for the complete management of the operations of their assigned division under the direction of the MARICOPA PUMAS Football President and/or Cheer President, and/or Executive Staff
 - 2. be responsible for designing and implementing sporting strategies.
 - 3. be responsible for scheduling and running team practice sessions.

13.7 Equipment Manager

The conduct of business and the management of equipment of Maricopa Pumas football and/or cheer shall be under the direction of the Equipment Manager. The Equipment Manager shall report management activities to the Chief Executive Officer.

- A. Accountability. The Equipment Manager shall be retained by the board of directors and report to the MARICOPA PUMAS President.

B. Duties. Equipment Manager shall:

1. be responsible for Maintaining sports equipment.
2. Be responsible for inventory of sports equipment.
3. Be responsible for creating any expense sheet for the purchase, refurbishment/recertification and or cleaning of sports equipment to be submitted to the CFO for review by the board.

13.8 Public Relations Director

The conduct of business and the management of Media and Public Relations of Maricopa Pumas football and/or cheer shall be under the direction of the PR Director. The PRD shall report management activities to Executive Staff.

- A. Accountability. The PRD shall be retained by the board of directors and report to the MARICOPA PUMAS Executive Staff.
- B. Duties. PRD shall:
 1. Keep all social medial sites current with relevant posting/publicity.
 2. Develop/create all necessary advertisements.
 3. Develop and maintain the MP Website

Restrictions

- No Administrative personnel may hold more than one administrative position within their assigned division unless the staffing needs of a division require multiple holdings and there are no other qualified candidates to fill a secondary role.
- No administrative personnel may delegate/assign tasks to other parties and or committees that they themselves do not have authority to execute.

**ARTICLE XII
INDEMNIFICATION**

MARICOPA PUMAS shall indemnify each of its present or former directors, officers, employees, committee members, agents, and other persons specified from time to time by the board of directors, against all expenses actually and reasonably incurred by the person (including judgments, costs, and counsel fees) in connection with the defense of any pending or threatened litigation to which that person is, or is threatened to be made, a party because that person is or was serving in such a capacity.

This right of indemnification may also apply to expenses of litigation, which is compromised or settled, including amounts paid in settlement, if MARICOPA PUMAS approves the settlement as provided in this Article. Such a person shall be indemnified if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of MARICOPA PUMAS. The termination of any litigation by judgment, order, settlement, conviction, or plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith or in a manner the person reasonably believed to be in or not opposed to the best interests of MARICOPA PUMAS.

Any amount payable as indemnification under this bylaw may be paid by MARICOPA PUMAS on a determination by the board of directors, not including those members who have incurred expenses in connection with the litigation for which indemnification is sought, that the person in question met the standard of conduct provided for under this Article. If no such disinterested board members are available, the required determination shall be made by a majority vote. Any expenses incurred by a qualified person in connection with the defense of any litigation may be paid by MARICOPA PUMAS in advance of a final disposition of the litigation on receipt of a written commitment by that person to repay the amount advanced if it is determined under this Article that that person is not entitled to indemnification under this bylaw. The board of directors may authorize the purchase of insurance on behalf of any person that may potentially be indemnified under this bylaw. That insurance may include indemnification for those persons for expenses of a kind not subject to indemnification under this bylaw.

ARTICLE XIII GRIEVANCES, DISPUTES, AND APPEALS

15.1 General Requirements.

- A. Each organization member shall have grievances, disputes, and appeals provisions in its bylaws, rules, or other documents that clearly state the procedures under which adjudication of appeals and other disciplinary matters shall occur.
- B. If an organization member does not have those procedures required by Section A of this Article, the following procedures apply:
 - 1. All parties are entitled to a hearing with proper notification.
 - 2. Once a grievance, dispute, or appeal has been properly filed, the chair of the appropriate entity of the organization member shall notify all involved parties within five (5) days of receipt of the grievance, dispute, or appeal, the nature of the grievance, dispute, or appeal, the names of all parties, a copy of the grievance, dispute, or appeal, and the date, time, and place of the hearing.
 - 3. The conduct of the hearing shall be as determined by the rules of the organization member.
 - 4. A record (called the official record) shall be kept of the proceedings.
 - 5. A written notification of the decision shall be sent to all involved parties in a timely fashion. This notice shall be sent by certified mail or verifiable email.
 - 6. All hearings shall be scheduled to be held within 6 calendar days.

15.2 Resolution of Disputes.

- A. A dispute between or among organization members shall be resolved by a special commission of the board of directors as follows:
 - 1. Any organization member involved in a dispute between or among organization members shall submit a written petition to the board of directors for the resolution of the dispute.
 - 2. Within 6 calendar days of receiving the petition, the Chair of MARICOPA PUMAS, in consultation with the board of directors, shall appoint a special commission.

composed of three (3) or five (5) members and one third of the members must be non-board members.

3. Each special commission may prescribe appropriate procedures for resolving the dispute, except that a hearing shall be conducted within 30 days of receipt of the petition, and a written decision or resolution shall be issued within 45 days of receipt of the petition.
4. The decision of the special commission is final and binding on all parties.
5. The MARICOPA PUMAS Chair may require the disputing parties to participate in mediation before the appointment of the special commission, in which case the deadlines provided in paragraph 3 are extended by not more than 30 days.

B. With respect to all other disputes, MARICOPA PUMAS:

1. favors the resolution of disputes through mediation whenever possible.
2. shall provide for the prompt resolution of disputes; and
3. shall prescribe policies to carry out this section.
4. Shall notify a party of an alleged infraction/dispute within three days of the occurrence.
5. Shall consider any infraction and disciplinary action taken no longer valid when considering review of a members record after 365 days of said infraction/action.

15.3 Appeals.

Appeals of MARICOPA PUMAS matters shall be as follows:

- A. A matter that may be appealed may be appealed to the appropriate body or a special committee established by the board of directors as the case may be, and then to the board of directors; and for all other matters, the matter may be appealed to the board of directors.
- B. The board of directors shall prescribe a policy to carry out this bylaw, including the amount of the appeals fee.

15.4 Exhaustion of Remedies.

No member of MARICOPA PUMAS, official, league, club, team, player, coach, administrator, or referee may invoke the aid of the courts of the United States or of a state without first exhausting all available remedies within the appropriate football and/or cheer organizations, and as provided within MARICOPA PUMAS.

For a violation of this bylaw, the offending party shall be subject to suspension and fines, and shall be liable to MARICOPA PUMAS for all expenses incurred by MARICOPA PUMAS and its officers and members of the board of directors in defending each court action, including the following:

- court costs.
- attorney's fees.
- reasonable compensation for time spent by MARICOPA PUMAS officials and employees in responding to and defending against allegations in the action, including responses to discovery and court appearances.

- travel expenses; and
- expenses for holding special meetings necessitated by court action.

ARTICLE XIV AMENDMENT OF CHARTER AND BYLAWS

16.1 Proposing Amendments.

Any proposed amendment to the charter or bylaws of MARICOPA PUMAS may be made by: (1) an organization member; (2) the board of directors; (3) a member of the board of directors; or (4) a committee of MARICOPA PUMAS.

16.2 Advance Notice.

- A. Any proposed amendment to the charter or bylaws of MARICOPA PUMAS must be submitted in writing to the President at least 30 days in advance of the annual meeting at which the amendment is to be considered.
- B. Each proposed amendment received in compliance with section 2A of this Article shall be sent in writing by MARICOPA PUMAS to each organization member and the board of directors at least 15 days in advance of the annual meeting at which the amendment is to be considered.

16.3 Voting Requirement.

Any amendment to the charter or bylaws of MARICOPA PUMAS requires a two-thirds vote of the board of directors.

16.4 Priority.

In the event of a conflict between the charter and bylaws of MARICOPA PUMAS, policies, and requirements of the law, the articles, bylaws, policies, and requirements of the law govern.

16.5 Effective Date.

Unless otherwise provided, any amendment to the charter or bylaws of MARICOPA PUMAS is effective on September 1 and occurs immediately after the amendment is adopted.

- A. Annual meeting on or around July 1st.

16.6 Attachments

All attachments shall be updated as needed to reflect the current competitive season after review and approval from the board.

Attachment A Youth Age Divisions

Youth competitions typically take place in two-year age divisions. These age divisions provide, young athletes the opportunity to compete with other athletes of similar age and ability.

Athletes of a particular age division may choose to play up in age division, however, may not play down from their age division.

Members that choose to play up in the age division assume any and all liability associated with this decision.

