

CHAPTER IV

ORGANIZATION

1. NORCALFED

- a. The Commissioner and all Assistant Commissioners shall be allowed to hold more than one position within NORCALFED, if necessary.
- b. All NORCALFED, Conference, Association Officers and/or Coaches shall be allowed to hold more than one position within NORCALFED.

Exception: No individual may hold the position of Commissioner and Deputy Commissioner simultaneously.

2. CONFERENCES

- a. The Bylaws, Rules and/or regulations of a Conference may not be in conflict with the Bylaws or Rules of Operation of NORCALFED.
- b. As of this printing of these Rules of Operation, NORCALFED recognizes the existence of the following active Conferences within the membership:
 1. Southern Conference (Chico (S), Marysville, Oroville (E), Oroville (R), Sutter, River Valley, Yuba City, Colusa, Gridley, Durham, Wheatland, Willows.
 2. Northern Conference (Chico (J), Enterprise, Foothill, Paradise, Red Bluff, Shasta, West Valley, Anderson, Central Valley, Corning, Orland, Yreka)
 3. Each Conference shall determine which Associations shall compete in Div. I and which Associations shall compete in Div. II. When a conference cannot agree on this determination, the N.C.F. Board of Directors shall make the determination.
- c. The creation of a Conference by way of amalgamation requires a two-third (2/3) vote of the quorum at a regular January meeting.
- d. The transfer of an Association from one Conference to another requires a majority vote at the Conference level.
- e. A Conference need not show cause for refusing to accept an Association into its membership.
- f. Each conference shall be governed by an elected Board of Directors. The Board of Directors shall elect its own officers annually, consisting of Deputy Commissioner, Assistant Deputy Commissioner, (can be more than one), Secretary, Treasurer, and other officers as required.

1. The Deputy Commissioner shall be the Chief Executive Officer and spokesman for the Conference. It shall be his responsibility to provide the administration of the Conference and its operation, and the appointment of committees to carry out necessary functions.
2. Following each annual election of Directors and/or officers, the Conference Secretary must advise the Commissioner by mail, as to the name, address and position of each person elected and/or reelected.
3. The Deputy Commissioner must and will have the authority to investigate possible infractions of the NORCALFED Rules of Operation and Bylaws, Conference Rules of Operation and Bylaws and Association Bylaws, Rules, and/or Regulations, and place his findings before a hearing committee, and administer such disciplinary action established by the committee.
4. The Conference is responsible for the receipt of funds due to NORCALFED from its members Associations.
5. Each Association President shall serve his Conference as its Deputy Commissioner in the event no other qualified person is available.
6. Deputy Commissioners are responsible for the prompt distribution within their Conference of all memos, circulars, letters, Bylaws, Rules and Regulations, amendments, alterations, financial statements, budgets, minutes and information received from the Board. NORCALFED may direct communications of any nature to any Conference.
7. Deputy Commissioners must forward annually to NORCALFED not later than the regular January meeting, financial statements of all Associations that are part of the Conference for the previous calendar year. These statements are to be on forms provided by NORCALFED. Said forms will be forwarded to NORCALFED'S accounting firm to process the non-profit tax reporting requirements of the state and IRS.
8. A Conference shall have monthly meetings as its Deputy Commissioner deems necessary to conduct Conference business. During the months of July through December, monthly meetings are mandatory.

3. ASSOCIATIONS

- a. The Article of Association, Bylaws, Rules and/or Regulations of an Association may not be in conflict with the Rules of Operation and Bylaws of NORCALFED.

- b. An Association must be a member of an existing Conference within the membership of NORCALFED.
- c. An Association must consist of a minimum of five (5) teams, not of the same division. It may not consist of more than five (5) teams, not of the same Division. (This includes Might Mites, Jr. Pee wee, Pee wee, Jr. Midget, Midget).
- d. An Association must annually conform to the schedule of games adopted by the NORCALFED Board of Directors. Games may be scheduled Saturday or Sunday depending on host teams field availability.
- e. An Association must have an annual business meeting in the month of November or December to hold elections for their Board of Directors. The elections shall be by secret ballot. One ballot per family shall be given out to all Association members.

These ballots shall be counted by a tally committee of 4 or more persons not on the ballot, with results announced at the conclusion of the tallying meeting.

A referendum ballot method of elections may be used in lieu of business meeting method of voting. Counting of ballots shall be same as above.

All ballots shall be saved for one year.

- f. An Association shall have monthly meetings as its Board deems necessary to conduct association business. During the months of July thru December, monthly meetings are mandatory.

4. REGISTRATION OF ASSOCIATIONS WITH NORCALFED

- a. Newly organized Associations sponsored by a Conference must deliver their request to affiliate through their Deputy Commissioner to the Commissioner prior to the convening of the January meeting.
- b. Newly organized Associations not sponsored by a Conference must deliver their request to affiliate directly to the Commissioner prior to the January meeting.
- c. The geographical boundaries of new Associations not sponsored must be filed with the Commissioner with the request to affiliate with NORCALFED. Approval of said boundaries requires a majority vote of the quorum in a regular meeting.

- d. Affiliation fees for each year are established at the January meeting based on the budget prepared by the Treasurer and divided equally by each Association. Fee Includes: Five (5) NORCALFED rule books, One (1) high school rules book and case book, player registration cards, adult certification cards and registration forms. Standard accounting costs for yearly tax returns by the NORCALFED accountant and weekly scoreboard report. Post Season fees are also included.
- e. All Associations must have their new Board of Directors in place by January 1st of each year. Executive Boards must be elected prior to the second Saturday of January. No Associations may have their President and Treasurer from the same household or family. No family members may be signatures on bank account. Two signatures shall be required on all checks, money orders, etc.
- f. All Associations are subject to audit per direction of NORCALFED Board of Directors and will be paid for by the Association.
- g. All Associations must use the Quicken method of accounting with the chart of Accounts supplied by NORCALFED.

5. LEAGUE FINANCIAL REPORTS

Each Association prior to the Board of Directors meeting on the second Saturday of January, shall furnish the commissioner with their year end financial report, bank statement and their newly elected Board of Directors forms. Both forms will be provided by NORCALFED the first week in December. A fine of One Thousand dollars (\$1000.00), will be imposed on any Association not submitting forms on time.