

# **BUENAVENTURA FOOTBALL ASSOCIATION**

## **CONSTITUTION & BYLAWS**

Adopted: April 2, 1967

### **Amended**

1993 Season  
1997 Season  
2000 Season  
2001 Season  
2002 Season  
2003 Season  
2004 Season  
2005 Season  
2006 Season  
2007 Season  
2009 Season  
2010 Season  
2014 Season  
2019 Season  
2020 Season  
2022 Season

## **Table of Contents**

	<b>Page</b>
<b>Article I: Name</b>	<b>3</b>
<b>Article II: Objective</b>	<b>3</b>
<b>Article III: Membership</b>	<b>3</b>
• Qualifications For Membership	<b>3</b>
• Voting Qualifications	<b>4</b>
• Conduct	<b>4</b>
<b>Article IV: Board Of Directors</b>	<b>4</b>
• Quorum Requirement	<b>4</b>
• Meeting	<b>4</b>
• Authority to Act	<b>5</b>
• Terms of office	<b>5</b>
• Conflict of Interest	<b>5</b>
• Removal from office	<b>5</b>
• Vacancies	<b>5</b>
• Board Member Functions	<b>5</b>
• Definition of officers	<b>5</b>
• Executive officers	<b>6</b>
• Non-Executive Officers	<b>7</b>
• Other Positions	<b>9</b>
• Coaches	<b>9</b>
• Team Managers	<b>10</b>
<b>Article V: Committees</b>	<b>10</b>
• Special Committees	<b>10</b>
<b>Article VI: Fundraisers</b>	<b>11</b>
• Chapter Fundraisers	<b>11</b>
• Team Fundraisers	<b>11</b>
<b>Article VII: Financial Procedures</b>	<b>11</b>
• Checks, Drafts, and Funds	<b>11</b>
• Contracts	<b>11</b>
• Fiscal Year	<b>11</b>
• Audits	<b>11</b>
<b>Article VIII: Changing the Bylaws</b>	<b>12</b>
<b>ATTEST</b>	

## **Article I**

### **Name**

The legal name of the organization shall be known as "BUENAVENTURA FOOTBALL ASSOCIATION", hereinafter referred to as "VENTURA PACKERS". The mailing address will be located in the city of San Buenaventura, county of Ventura, in the state of California. The mailing address is P.O. 6847, Ventura, California, 93006.

This organization is organized exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, Tax ID # 75-2996372.

Notwithstanding any other provision of these Articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code).

Upon the dissolution and winding up of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation organized and operated exclusively for the purposes specified in section 501(c)(3) of the Internal Revenue Code and which has established its tax-exempt status under that section.

In accordance with Section 501(c)(3) of the Federal Internal Revenue Code, the Ventura Packers shall operate exclusively as a non-profit education organization providing a supervised football and cheerleading program.

## **Article II**

### **Objective**

The objective of the Ventura Youth Packers shall be as follows:

To inspire youth, regardless of race, color, creed or national origin, to practice the ideals of health, citizenship and character; to bring our youth closer together through means of common interest in sportsmanship, fair play and fellowship; to impart to the game, elements of safety, sanity and intelligent supervision; and to keep the welfare of the player, first, foremost, and entirely free of the adult lust for glory.

The officers, directors, members and parents shall bear in mind that the attainment of exceptional athletic skills or the winning of games is secondary. The Ventura Packers is primarily concerned with proper guidance of our youth.

The Ventura Packers shall comply with the governing league's by-laws.

## **Article III**

### **Membership**

#### **Qualifications for Membership**

Any person interested in active participation to achieve the objective of the Ventura Packers may become a member.

The general membership of the Ventura Packers shall be composed of the following classes of members:

Player Member. Any child who meets the eligibility requirements established by the Ventura Packers regulations may register to become a player member. Player Members shall be eligible for participation in the Ventura Packers program of

supervised training and games, but shall have no rights, duties or obligations in the management of the Ventura Packers or its properties.

Regular Member. Parent or legal Guardian of a current Player Member and/or an adult who volunteers services within the Ventura Packers in an approved capacity by the Board of Directors.

Fees for Members shall be determined and set annually by the Ventura Packers. The Board of Directors shall reserve the right to waive the annual fees for adults who volunteer services, but do not have a Player Member in the Ventura Packers.

Volunteer hours are required for each player member, per season as set forth by the Board of Directors. This requirement may be satisfied by participating in an approved volunteer opportunity as set forth by the Ventura Packers (i.e. Coach, Board Member, Team Manager), or by completing a buyout in an amount determined and set forth annually by the Ventura Packers. Each volunteer must be aged 16 or over.

#### **Voting Qualifications:**

Each Regular Member, including officers, board members, commissioned members, managers, coaches and other elected or appointed officials, who are active and in good standing, must be at least 18 years of age or older, shall be entitled to one (1) vote at all meetings of all the General Membership and in all General Elections.

The Board of Directors shall be composed of at least nine, (9), but not more than sixteen, (16), members elected by the General Membership.

The number of head coaches on the Board of Directors shall not exceed the majority of the total Board Members present.

#### **Conduct**

The Board of Directors, by a two-thirds, (2/3) vote of the members present at any duly constructed meeting, shall have the authority to suspend or terminate the membership of any member whose conduct is considered detrimental to the best interests of the Ventura Packers. The member involved shall be notified of such meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges.

In the case of a Player Member, the Board shall give notice to the player's parents/guardian and to the manager of the team in which the player is a member. The player accompanied by his/her parent/guardian and /or team manager, who shall serve as advisors, shall appear before a special committee of the Board of Directors, which shall have full power to suspend or revoke such player's right to future participation as a Player Member of the Ventura Packers for the current playing season.

This special committee of the Board of Directors shall have full power to discipline any member whose behavior does not fall within the framework of the Ventura Packers principles.

### **Article IV**

#### **Board of Directors**

##### **Quorum Requirement**

Not less than two-thirds, (2/3), of the members of the Board of Directors must be present at any regular or special meeting to constitute a quorum for the transaction of official business of the Ventura Packers.

##### **Meetings**

Meetings of the Board of Directors: The Board of Directors shall meet not less than once per month.

General Membership Meetings: The General Membership shall meet biannually in December and July.

Additional General Membership meetings may be scheduled, with 30 days advance notice to the General Membership.

## **Authority to Act**

Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum, as defined herein, is present shall be regarded as the act or decision of the Board of Directors, and shall be binding on the Ventura Packers as a whole, unless such act or decision shall be specifically prohibited by the Bylaws or shall be in violation of procedures and/or conditions set forth therein.

## **Terms of Office**

Election of officers shall take place the last meeting of December and shall take office the first meeting of January or at such time as the Board of Directors may deem it advisable.

Directors shall hold office for the term of one, (1), year or until respective successors are duly elected or appointed as herein provided.

No Executive Board member may serve more than three, (3), consecutive terms in any one position.

All Board of Director members, Head Coaches, and Team Managers shall be required to have an annual "background check" designated by Ventura Packers.

## **Conflict of Interest**

Nominees for the Board of Directors shall not be related by blood, marriage, or reside in the same household.

## **Removal From Office**

A Director may be removed from office in any of the following ways:

By resignation, in writing, approved by the majority of the Board of Directors at any regular or special board meeting duly held, at which a quorum is present.

By the affirmative recall vote of not less than three-fourths, (3/4), of the total membership of the board of directors at any regular or special board meeting duly held.

By the affirmative recall vote of a simple majority of the total Ventura Packers membership at a special meeting of the general membership duly held.

A Director shall be removed from office by his/her absence from two, (2) consecutive board meetings, whether regular or special. However, any Director so removed may be reinstated for his/or her unexpired term by the majority of the Board of Directors.

## **Vacancies**

A vacancy on the Board of Directors will be filled at any regular or special board meeting, duly held. The person selected to fill the vacancy will complete the term of the member being replaced. An affirmative vote of not less than 3/4 of the total membership of the Board of Directors is required to select the new Board Member.

## **Board Member Functions**

### **Definition of Officers**

The Executive Officers of the Board of Directors shall be elected by the general membership. The President, Vice President, Secretary, Treasurer, and Athletic Director shall be the Executive Officers.

The general membership shall also elect Directors to fill non-executive positions and/or perform such duties as may be required by these Bylaws or the rules and policies of Ventura Packers.

Officers and other Board members shall be elected to serve in a specific office or position for a one, (1), year term and shall be eligible for re- election to a specific office or position in the next or subsequent years.

Members of the Board of Directors elected to executive office or non-executive position shall begin the performance of their duties upon election to such office and/or position beginning January 1 continuing to December 31 subject to change as deemed necessary by the active Board of Directors.

### **Executive Officers**

#### **PRESIDENT**

- Will serve as Chief Executive Officer of the Ventura Packers and shall be subject to the control of the Board of Directors, have the general supervision, direction and control of the business and affairs of the Ventura Packers.
- Preside at all meetings of the Board of Directors and all other meetings of the Ventura Packers.
- Issues notice of meetings and approves Ventura Packers board meeting agendas.
- Represents the organization in all matters concerned and shall advise and counsel the members in relation to policy.
- Represents the local chapter in all inter-chapter matters and with the approval of the Board of Directors, represents the local chapter in such other legal or official capacity as may be required.
- Shall be a Ventura Packers representative to the Pacific Youth Football League, (PYFL) or other league the Ventura Packers is associated with.
- Shall have general powers and duties and management usually vested in the office of President of an association except where such powers and duties are vested in another office.
- Shall have such power and duties as may be prescribed by the Board of Directors and/or these Bylaws, not inconsistent with the Bylaws or the Articles of Incorporation.

#### **VICE PRESIDENT**

- Presides at meetings and performs all other presidential duties in the absence of the President.
- Acts as presidential aide and carries out such duties and assignments as may be delegated by the President.
- Serves as chairman of the Bylaws Committee, chairman of the Registration Committee and ex-officio member of all other committees.
- Shall represent the Ventura Packers in all members concerned and shall advise and counsel the members in relation to policy.
- Shall be a Ventura Packers representative to the Pacific Youth Football League, (PYFL) or other league the Ventura Packers is associated with.
- Shall have such powers and duties as may be prescribed by the Board of Directors and/or these Bylaws not inconsistent with these Bylaws or the Articles of Incorporation.

#### **SECRETARY**

- Will keep a book of minutes of all meetings of the Ventura Packers, with the time and place of holding, regular or special, how authorized and notices given, the names of those present at the Board of Directors meeting and the number of members present at general meetings.
- Will maintain a roster of the members elected to the General Board of Directors including, phone numbers, addresses, and date of admission.
- Responsible for all correspondence and keeping copies pertaining to the affairs of the Ventura Packers; and performs such other duties as customarily related to the office that may be assigned by the Board of Directors.
- Will be the custodian of the Articles of Incorporation and the Bylaws of this association and shall have said Articles and Bylaws at all meetings where the association business is being conducted.

#### **TREASURER**

- Chairs the Budget Committee and Audit Committee.
- Shall keep and maintain adequate and correct accounts of the properties and business transactions of the VYFA, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and income received by the VYFA from any of its activities. Upon demand of any active member in good standing, the Treasurer, by appointment,

shall permit such member to inspect any or all of their books of account within five, (5), business days from such demand.

- Shall promptly deposit all moneys and other valuables in the name of and to the credit of Ventura Packers with such depositories as shall be designated by the Board of Directors. Shall distribute the funds of the association in such a manner as may be ordered by the Board of Directors, and shall render to the President, whenever it is requested by the Board, an account of all his/her transactions as Treasurer, and of the financial conditions of the Ventura Packers.
- All money transactions must have a receipt and Ventura Packers receipt prepared in duplicate.
- Any purchase for the Ventura Packers over \$1,000.00 would require a minimum of 3 quotes from different vendors. In the event that the previous year's vendor matches the previous pricing with no more than a 3% increase, that returning vendor shall have priority. If the returning vendor is selected by the current Board of Directors, the 3 quote requirement will be waived. If a purchase needs board approval between board meetings, approval shall require a vote by the executive board. All purchase requests must be budgeted, with a prior budget on file with the Treasurer.
- Shall submit all accounting books and records to the Budget Committee, consisting of the treasurer, vice president, one board member and one general member in good standing, for a year-end review, between January 1 and February 1.
- Provide monthly treasury reports at one of two General Board Meetings.
- Prepares and submits a written annual financial statement to the members of the Ventura Packers at the general meeting.
- Shall keep all tax records recorded and paid to date.
- Shall keep all records updated in accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code regarding non-profit status.
- Shall have such powers and duties as may be presented by the Board of Directors and/or these Bylaws not inconsistent with these Bylaws or the Articles of Incorporation.

#### **ATHLETIC DIRECTOR**

- Chairs the Athletic Committee and Coaches Evaluation Committee. Shall distribute game schedules to the Director of Team Parents and Head Coaches.
- Presents coaches for approval to the Board of Directors. The Board must approve Head Coaches, Assistant Coaches and Managers, by a simple majority vote, giving head coaches with priority first priority of the team of their choice.
- Maintain a resume of all current coaches.
- Field any complaints regarding coaches, including cheerleading coaches, investigate and report findings to the Board of Directors at any regular or special meeting.
- Compiles an end-of-season inventory of the type and condition of all field maintenance equipment and supplies for presentation at the end of the year meeting of the Board of Directors.
- Shall have such powers and duties as may be prescribed by the Board of Directors and/or these Bylaws not inconsistent with these Bylaws or the Articles of Incorporation.
- Shall be responsible for establishing a quality coach's curriculum that will be used for all coaches.
- Shall be responsible for direct interaction with the Head Coaches and assist coaches.
- Coordinate and chair the monthly coaches' information meeting. Coordinate annual coaches' orientation meeting
- Will report to the Board of Directors any coaching concerns.
- Develop a coach's email list to share information on an "as-needed" basis.

#### **Non-Executive Officers**

##### **DIRECTOR OF COACHES**

- Compiles an end-of-season inventory of the type and condition of all field maintenance equipment and coaches supplies for presentation at the end of the year meeting of the Board of Directors.
- Shall have such powers and duties as may be prescribed by the Board of Directors and/or these Bylaws not inconsistent with these Bylaws or the Articles of Incorporation.
- Shall be responsible for establishing a quality coach's curriculum that will be used for all coaches.
- Shall be responsible for direct interaction with the Head Coaches and assist coaches.
- Coordinate and chair the monthly coaches' information meeting. Coordinate annual coaches' orientation meeting

- Appoints and directs such assistants and/or forms such committees as may be needed to keep the fields, grounds, buildings, fences, and stands in good condition.
- Assumes full responsibility for the maintenance of all playing field, grounds, and structures.
- Will report to the Board of Directors any coaching concerns.
- Develop a coach's email list to share information on an "as-needed" basis.

#### **FUNDRAISING MANAGER**

- Chairs the Ways and Means Committee
- Shall be responsible for securing funds for the Ventura Packers and devising ways and means for securing funds for the association.
- Shall plan, organize, and supervise the collection of donations, including recognition of sponsorship/ contributors
- Shall coordinate all fundraising activities of the Ventura Packers including paid advertising
- Shall have such powers and duties as may be prescribed by the Board of Directors and/or these Bylaws not inconsistent with these Bylaws or the Articles of Incorporation.

#### **EQUIPMENT MANAGER**

- Chairs the Equipment Committee.
- Shall be responsible for locating sources for all uniforms, equipment and material required by the Ventura Packers and its various programs.
- Purchases all playing equipment, uniforms, line-up sheets, team notebooks and other coaching supplies as needed. All Purchases must first be approved by three, (3), members of the Executive Board.
- Assumes full responsibility for adequately and evenly equipping all teams.
- Keeps records of all equipment disbursements, including signed receipts from managers for equipment and uniforms issued to them.
- Compiles an end-of-season inventory of the type and condition of equipment on hand, together with a list of estimated equipment requirements for the coming year, for the presentation of the Board of Directors at its February meeting.
- Arranges for return, storage and repair of all equipment during the off- season.
- Equipment Manager may split duties with Assistant Equipment Manager. Shall have such powers and duties as may be prescribed by the Board of
- Directors and/or these Bylaws not inconsistent with these Bylaws or the Articles of Incorporation.

#### **DIRECTOR OF TEAM MANAGERS**

- Shall be responsible for advising and counseling Team Managers of the Ventura Packers' rules and regulations.
- Shall conduct monthly meetings with Team Managers throughout the season.
- Verify all team certification rosters are correctly prepared to meet the standards of Ventura Packers and PYFL prior to certification.
- Shall keep on file and up to date a roster for each team and cheer squad. Shall communicate information from the Board of Directors to Team
- Managers.
- Organizes and hires photographers for team pictures. Assists Fundraising Manager in fundraising efforts. Advises Team Parents on end of season banquets.
- Shall have such powers and duties as may be prescribed by the Board of Directors and/or these Bylaws not inconsistent with these Bylaws or the Articles of Incorporation.

#### **CHEER DIRECTOR**

- Presents all candidates for Cheerleading Coach to the Board of Directors for approval.
- Maintains records of all cheerleading squads. Appoints squad parents.
- Keeps squad parents and cheerleading coaches informed of all Ventura Packers activities.
- Responsible for locating sources and costs for all uniforms equipment and material needed for each squad.
- All money reimbursements or purchases must have a receipt/invoice prepared.
- Prepares and submits a written financial statement to the members of the Ventura Packers at the general meeting.

- Shall have such powers and duties as may be prescribed by the Board of Directors and/or these Bylaw not inconsistent with these Bylaws or the Articles of Incorporation.

#### **APPAREL MANAGER**

- Shall be responsible for incoming and out-going inventory of apparel.
- Shall be responsible for the apparel design, which must be presented to the Board of Directors.
- Will submit all receipts for purchases to the Treasurer.
- Will submit a weekly financial report to the Treasurer and turn in all moneys to him/her at that time.
- Will submit a monthly financial report to the Board of Directors at the monthly meetings.
- Shall have such powers and duties as may be prescribed by the Board of Directors and/or these Bylaw not inconsistent with these Bylaws or the Articles of Incorporation.
- Chairs Apparel Committee.

#### **SNACK BAR MANAGER**

- Shall be responsible for incoming and out-going inventory of equipment and supplies.
- Will submit all receipts for purchases to the Treasurer.
- Will submit a weekly financial report to the Treasurer and turn in all monies to him/her at that time.
- Will submit a monthly financial report to the Board of Directors at the monthly meetings.
- Shall be responsible for the general upkeep of the snack bar and its contents.
- Chairs Snack Bar Committee.

#### **COMMUNICATIONS MANAGER**

- Shall be responsible for all communications on social media platforms.
- Shall be responsible for photography and videography at all Ventura Packers events.
- Shall create, promote, and communicate Ventura Packers events on all social media platforms.
- Shall be responsible for monitoring and managing all social media platforms and distributing inquiries to the appropriate board member.

#### **MEMBERS AT LARGE (3)**

- Agree to perform duties of any board position that needs assistance.
- Agree to perform duties of any board member that does not perform duties or vacates position and perform the duties of that position temporarily until it is filled. The Board will direct the Member at Large to fulfill positions in need and Member at Large will perform those duties until that position is filled by another member and approved by the Board of Directors.
- Assists at VP events and any or all necessary VP functions. Will assist with registration, snack bar, apparel, and any other necessary VP functions.

### **Other Positions**

#### **COACHES**

- The Board of Directors shall select all head coaches.
- The head coach is encouraged to attend the regular board meetings.
- The head coach is required to participate in a monthly information meeting with the Athletic Director.
- The head coach will appoint his assistant coaches and team manager with the advice and consent of the Board of Directors.
- Coaches shall be appointed on the basis of leadership and ability. In the event two or more coaching candidates are equally qualified, preference shall be given to the candidate applying for re- appointment, from the preceding year.
- All Coaches shall abide by the league's bylaws in the event of a team split.
- All Coaches shall be required to participate in a coaching curriculum designated by Ventura Packers.
- All Head Coaches are required to be CPR Certified.
- All Coaches shall be required to sign a "Code of Conduct."
- All Coaches shall be required to have a "Background Check," designated by the Ventura Packers.

- Shall have such powers and duties as may be prescribed by the Board of Directors and/or these Bylaws not inconsistent with these Bylaws or the Articles of Incorporation.

*(Not a Board of Directors Position)*

### **TEAM MANAGERS**

- Shall be appointed by the Head Coach.
- Shall assist the Head Coach with matters not pertaining to coaching such as communication with parents, team fundraising, organizing picture day and end of season banquet etc.
- The Team Manager is responsible for collecting and returning information required for player and book certification and submitting the completed book to the Director of Team Managers for book certification.
- The Team Manager is required to participate in a monthly information meeting with the Director of Team Managers.
- Shall have such powers and duties as may be prescribed by the Board of Directors and/or these Bylaws not inconsistent with these Bylaws or the Articles of Incorporation.

*(Not a Board of Directors Position)*

## **Article V**

### **Committees**

Standing Committees:

There shall be the following standing committees chaired by the officer indicated:

Bylaws Committee - chaired by the Vice President

Registration Committee - chaired by the Vice President

Nominations Committee – chaired by Vice President

Budget Committee - chaired by the Treasurer

Ways and Means Committee - chaired by the Fundraising Manager

Equipment Committee - chaired by the Equipment Manager

Athletic Committee - chaired by the Athletic Director

Audit Committee - chaired by the Treasurer

Snack Bar Committee - chaired by the Director of Sales

Apparel Committee - chaired by the Director of Sales

Coaches Evaluation Committee - chaired by the Athletic Director

Cheer Committee- chaired by the Cheer Director

The maximum number of committee members to serve on each committee shall be designated by the Board of Directors each year at their first regular meeting after the annual general meeting. The committee members shall be selected by the respective chairperson of the standing committees from the rosters of members in good standing and shall be subject to approval of the Board of Directors

### **Special Committees**

The Board of Directors shall authorize the formation of special committees as may be required and shall designate the maximum number of committee members to serve.

The president shall appoint, from the members in good standing, the committee chairperson, who shall in turn select, subject to approval by the Board of Directors, the committee member from the members in good standing.

The president may, at his/her discretion, in forming special committees to investigate or to formulate policy on controversial matters, appoint the entire committee membership and designate the chairperson, subject to the approval of the Board of Directors, or he/she may call for nominations for the committee by the Board of Directors.

## **Article VI**

### **FUNDRAISERS**

#### **Chapter Fundraisers**

- Chapter fundraisers shall take precedence over any other fundraisers including team fundraisers.

#### **Team Fundraisers**

- Fundraisers will be capped at \$175 per player, per team. Donations and Sponsorship are exempt from the capped amount.
- During the football year, no team may design their own apparel. Teams are authorized to customize purchased Ventura Packers Apparel with player name and number.
- During the football year, no team may use the Ventura Packers logo or name on any apparel for give-away, fundraising, or profit without special approval by the Board of Directors. If violated, the team in violation must surrender the profits from such an event to the Treasurer for deposit to the Ventura Packers account.
- All team fundraisers must be approved by the Board of Directors.

## **Article VII**

### **Financial Procedures**

#### **Checks, Drafts, and Funds**

All checks, drafts or other orders for payment exceeding the amount of \$1000, shall be agreed upon, signed, or endorsed by two of the following officers: Treasurer, President or Vice President. Endorsing for deposit only to the credit of the Ventura Packers at the depository selected by the Board of Directors shall require the signature of any of the above noted officers.

#### **Contracts**

Any and all contracts, which may be executed in the name of the Ventura Packers, shall be in such form as to be consistent with these Bylaws, Articles of Incorporation, or the laws of the state of California, and shall be approved by the Board of Directors prior to the execution thereof.

The President and the Secretary shall sign all contracts authorized by the Board of Directors.

#### **Fiscal Year**

The fiscal year of Ventura Packers shall run from January 1 to and including December 31.

#### **Audits**

The books of the Ventura Packers shall be turned over to an Audit Committee for auditing at the end of each fiscal year. Additional audits may be requested by the Board of Directors whenever the Treasurer may be replaced or at such time as the Board of Directors may deem it advisable.

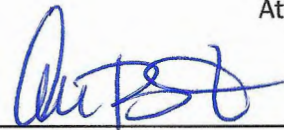
## **Article VIII**

### **Changing the Bylaws**

These Bylaws may be changed by having the changes read and distributed at a General Meeting. A two-thirds, (2/3), vote by the total membership present is necessary before any changes to the Bylaws can be made. Approved changes will be published for all Ventura Packers members.

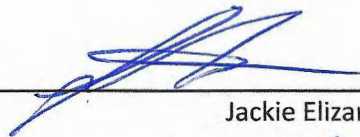
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Revised: December 8, 1997  
Revised: January 11, 2000  
Revised: December 12, 2001  
Revised: July 27, 2002  
Revised: August 12, 2003  
Revised: December 15, 2005  
Revised: December 17, 2006  
Revised: December 20, 2007  
Revised: December 8, 2009  
Revised: December 2, 2010  
Revised: December 19, 2019  
Revised: July 26, 2022

Attest:



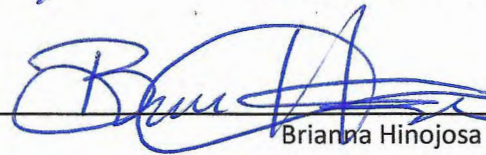
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Audrey Barton | President



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Jackie Elizarraras | Vice President



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Brianna Hinojosa | Secretary