

(EYFA) Bylaws

ARTICLE I - Name & Address

1. The name of this organization shall be Edmond Bulldog Youth Football Association doing business as Edmond Youth Football Association (EYFA)
2. The registered office of this organization shall be 3709 Anadarko, Edmond, OK 73013

ARTICLE II - Purpose

To coordinate, foster and promote non-profit youth activities of football and cheerleading in the Edmond Public School District.

ARTICLE III - Offices

The principal office for the transaction of the business of the EYFA shall be established by resolution of the Board of Directors (hereinafter called the "Board"). The Board is granted full power to change the principal office from one location to another.

ARTICLE IV - Membership

1. **Regular Membership.** Regular membership in the organization is limited to parents or guardians who:
 - a. have a student currently enrolled in the Edmond Public School District and/or whose residence lies within the Edmond City Limits or who resides and/or attends school in EYFA's recruiting territory as defined each year in cooperation with INFC; and
 - b. have registered their child to participate in either the football or cheerleading offered by the organization; and
 - c. have affirmed their acknowledgment of the Organization's Code of Conduct ("**Code**") by delivering to the Secretary of the Organization a signed copy of the code at the time of registration.
2. **INFC.** Membership in EYFA does not confer eligibility to participate in the Indian Nations Football Conference ("**INFC**"). Eligibility to participate in the ("**INFC**") are determined by the rules and regulations of the governing organizations.

3. **Voting.** The “**voting membership**” of this organization shall consist of, and be limited to those regular members of the organization who reside in the Edmond Public School District OR whose child is enrolled in the Edmond Public Schools. Exceptions to this Article may be made by a majority vote of the Board of Directors. **There is one vote allowed per family membership.**
4. **Meetings.** An annual meeting of the EYFA members for the purpose of electing board members, and for transacting other proper business shall be held at such time and place as the Board shall determine by resolution. One or more additional membership meetings and any special membership meetings, may be held as long as the membership is notified ten (10) days in advance of the meeting.
5. **Code of Conduct.** The Board of Directors shall implement a Code of Conduct to be followed by each member/participant. The Executive Committee shall have the authority to enforce the Code of Conduct. Any member who disagrees with the Executive Committee actions in enforcing the Code of Conduct may file a grievance with the Board of Directors.
6. **Membership Termination.** Any member may be removed for misconduct by a vote of two-thirds ($\frac{2}{3}$) of the members of the Board of Directors. Any member may resign by written resignation delivered to the Secretary of EYFA.

ARTICLE V - Board of Directors

1. **Management.** Management of the business and affairs of the Organization shall be vested in and conducted by its Board of Directors and of its officers in accordance with the Articles of Certificate of Incorporation, these Bylaws, and the laws of the State of Oklahoma. The Board of Directors shall exercise all powers usually exercisable by the governing board in the management of its affairs as an independent legal entity. All Board members shall be members of the EYFA unless an exception is made by a majority vote of the Board of Directors.
2. **Members of the Board of Directors.** The Board of Directors shall consist of not less than five (5) members but shall include the following:
 - a. All members of the Executive Committee: President, Vice President of Memorial Vertical, Vice President of North Vertical, Vice President of Santa Fe Vertical, Secretary, Treasurer.
 - b. All Coordinators: Cheerleading, Communications & Marketing, Football Operations, Fundraising & Sponsorships, Gameday Scheduling, Parents, Membership & Scholarships, Uniforms & Equipment

The policies of EYFA shall be set by $\frac{2}{3}$ majority vote of the Board of Directors. The Board of Directors shall meet at least one time each quarter and make reports to EYFA membership at annual meetings as to the matters handled by the Board of Directors during the preceding

twelve-month period. New Coordinator positions may be formed, modified, or deleted at the Board of Directors' discretion to facilitate the execution of EYFA activities.

3. **Action by Consent.** Any action required or permitted to be taken at any meeting of the Board or of any committee thereof may be taken without a meeting if a written consent thereto is signed by ALL members of the Board or such a committee, as the case may be. Such written consent, including email, must be unanimous and is filed with the minutes of proceedings of the Board or such committee.

4. **Compensation.** Individual Board members shall not receive any compensation for their services. However, the Board may approve reimbursing individual Board members, the director, or other appointed leadership positions for direct operational expenses incurred on behalf of the organization. The Board may approve reasonable compensation for the Director or other appointed leadership position. Expenses of attending Board meetings shall not be reimbursable.

5. **Committees.** The Board may, by resolution passed by a majority of the Board, designate one or more committees. Any such committee, to the extent provided in the resolution of the Board, shall have and may exercise all powers and authority of the Board in the management of the business and affairs of EYFA, and may authorize the seal of the EYFA to be fixed to all papers which require it. No committee shall have power or authority to amend the Bylaws, encumber property or assets of the EYFA, or to enter into contracts on behalf of the EYFA. Any such committee shall keep written minutes of its meetings and report to the Board at the next regular Board meeting and shall also report the same information to the President as soon as practicable following committee meeting. The President shall be a standing member of any committee authorized by the Board unless specifically excluded by the authorizing resolution. All committee members shall be members of the EYFA unless an exception is made by a majority vote of the Board of Directors.

ARTICLE VI - Executive Committee

1. **Establishment of Executive Committee.** The Executive Committee shall be a standing committee of the Organization and shall meet at least one time per calendar month. By these Bylaws, the Board of Directors delegates to the Executive Committee the full authority of the Board of Directors, except as may be limited by these Bylaws, or by resolution of the Board of Directors, or by Oklahoma law. The Executive Committee shall have the power to meet between meetings of the Board of Directors.
 - a. Composition. The EC shall consist of the elected officers; the President, VP of Memorial Vertical, VP of North Vertical, VP of Santa Fe Vertical, Secretary and Treasurer. The President shall preside over all Executive Committee meetings. The President shall have the authority to appoint members of the Board of Directors to participate in the Executive Board meetings.

- b. Quorum. For all meetings of the Executive Committee, a quorum shall be a simple majority of the members then serving.
- c. Community outreach. The Executive Committee is responsible for the enhancement of EYFA's image by being active and visible in the community and by working closely with other INFC organizations.

2. Report to Board of Directors. The Executive Committee shall make reports to EYFA Board of Directors at all meetings of the Board of Directors as to the matters handled by the Executive Committee during the time period since the last meeting of the Board of Directors.

ARTICLE VII - Appointment, Resignation, and Removal of Officers

1. Nominating Committee. The EYFA Board may establish a Nominating Committee to identify candidates for elected positions with EYFA. Individuals who are not selected by the Nominating Committee may also be candidates for elected office. All candidates for EYFA elected positions shall;

- a. Satisfy all the requirements of the position sought;
- b. Submit their candidacy and a completed application form, if required by the President, to EYFA no later than seven (7) days prior to scheduled date of the annual meeting; and
- c. Be qualified for office based upon the results of the criminal and background check as determined by EYFA's selection criteria in place at the time of the election.

A candidate who does not satisfy each of these requirements shall not appear on the slate of officers to be elected at the annual meeting, except that the EYFA Board, by a vote of three-fourths ($\frac{3}{4}$) of the members of the Board, may waive time period set forth in subpart (b) above, when the EYFA Board determines that it is in the best interest of the organization to do so. No EYFA appointed position or Board position may be filled until the candidate has satisfied subparts (a), (b), and (c) above.

If after election or appointment, EYFA discovers information that any individual serving as an officer, director or in an appointed position would no longer satisfy subpart (c) that individual may be removed from their position by a majority vote of the EYFA Board.

2. Election. The Executive Committee of EYFA shall be elected and installed at the annual membership meeting of EYFA. The vote of a simple majority of the voting members present at such annual meetings shall be sufficient for the election of any such Executive Committee Officer.

- a. The Board of Directors shall be elected by the membership, except those designated to appointed positions.

- b. For the purpose of continuity, the office of President shall be elected in the even-numbered years.
- c. In the event that any vacancy exists in any office, whatever the reason, such vacancy may be filled by the Board of Directors. The person appointed would be up for re-election in the year after that particular position is scheduled for re-election.

3. **Resignation.** Any officer resigning shall tender his/her resignation to the Board of Directors at least thirty (30) days prior to the desired effective date thereof. The Board of Directors shall not approve the resignation of an officer who has custody of any monies, securities, equipment or other property of EYFA until such time as the accounts of such officer have been verified and found to be true and proper by the Board of Directors.

4. **Removal.** Any member of the Board of Directors may be removed from the board by the vote of three-fourths ($\frac{3}{4}$) of the voting members present and voting at any special meeting of EYFA.

5. **Absences.** A Board member who misses three (3) consecutive sessions shall be considered to have resigned unless approval has been given by the President. The Board Member may be reinstated by a majority of the Board of Directors present and voting at a regularly scheduled Board of Directors Meeting.

6. **Dual Capacities.** Any member of the Board of Directors may hold a Head coaching position for football and/or a Sponsor position for cheerleading.

ARTICLE VIII - Duties of Officers & Coordinators

1. President.

The president shall preside at all EYFA meetings and shall preserve order and decorum. The President shall carefully supervise the affairs of the Organization and labor for its usefulness, efficiency and compliance with the Bylaws of the organization.

The president shall sign all official documents on behalf of the organization and shall co-authorize expenditures exceeding \$5,000.00, with the treasurer, or in the absence of the treasurer such other individual may be approved by the Board of Directors as a signer on the account.

The President shall serve as the official EYFA voting representative at all conference meetings of which EYFA is a member or appoint another member of the Board of Directors to serve in this capacity. The President or other representative shall report to the Board of Directors all conference activities.

The President may deem necessary and recommend committee formation which is not otherwise provided herein. Committee chairpersons are to be approved by the Board of Directors.

The President will assist in the selection of appointed coordinators of the board which will be approved by the Board of Directors.

2. Vice Presidents of Verticals.

Each Vice President shall be charged with the supervision of all football and cheer activities within their assigned Edmond high school vertical. The Vice Presidents shall monitor adherence to policy, both EYFA and INFC.

The Vice Presidents, in cooperation with the Football Operations Coordinator, shall make recommendations to the Board of Directors concerning schedule of games, conference participation and new activities, etc.

The Vice Presidents, while coordinating with the relevant high school football coaching staff, shall work with the appropriate EYFA coordinators to facilitate recruitment of players, members and coaches within their particular HS vertical.

The Vice Presidents shall be members of the Coach/Sponsor Selection Committee.

A Vice President may serve as the official EYFA voting representative at conference meetings of which EYFA is a member if directed by the President to do so.

In the absence of the President, a Vice President, as selected by a simple majority of the Board of Directors, shall fulfill the duties of that office.

3. Secretary.

The Secretary shall issue notices of Board meetings to all Directors and Coordinators, including an agenda for each respective meeting. The secretary shall attend and keep the minutes of all Executive Committee meetings, Board of Directors meetings and meetings of the general membership. Minutes of all meetings shall be provided to and approved by Directors at the following meeting.

Following approval of minutes, the Secretary will work with the Communications & Marketing Coordinator to make sure the minutes are published to the organization's official website.

The Secretary shall have charge of all corporate records, papers, and the seal. The Secretary shall attest all written contracts, mortgages, deeds, and similar instruments of EYFA.

4. Treasurer.

The Treasurer shall have custody of all EYFA financial records and be responsible for all monies and securities of EYFA, shall keep regular books of account, and shall render detailed reports at each meeting of the Board of Directors.

The Treasurer shall be responsible for the preparation and filing of all tax and accounting forms as may be required by all governmental authorities.

The Treasurer shall obtain co-authorization from the President or another designated individual on expenditures exceeding \$5,000.00 as outlined in Section 1 of this Article.

The Treasurer will present a detailed financial statement at the general membership meeting, including a balance sheet, profit and loss statement and budget variance report.

The Treasurer shall serve as Chairperson for the Finance Committee and shall submit a budget to the Board of Directors.

At the end of the Treasurer's term of office, he/she shall give the Executive Board, correct accounts of all monies in his/her change, together with the book, receipts, and other relevant material belonging to the Organization. After assumption of duties by new officers, the Executive Board shall determine the accuracy of the final accounting reports, and unless otherwise ordered by the Board, the President and Secretary shall sign these reports as evidence of acceptance and approval on behalf of the new Board of Directors.

5. Cheer Coordinator.

The Cheer Coordinator shall supervise all cheerleading and Pom related activities of the organization and shall be charged with the supervision and the coordination of the girls' activities overall.

The Cheer Coordinator shall oversee the Cheer Coach/Sponsor Selection committee.

The Cheer Coordinator shall make recommendations to the Board of Directors concerning cheerleading activities, participation, and new activities, etc.

6. Communications & Marketing Coordinator.

The Communications & Marketing Coordinator shall be responsible for working with the webmaster to update and maintain content information and all other content on the official EYFA website and in cooperation with the treasurer, to maintain domain name ownership of the website.

Responsible for updating and maintaining all relevant information across the various EYFA Social Media channels including registration and other deadlines as well as game information.

Checks incoming EYFA email and social media messages and either responds directly or routes the message to the appropriate officer or coordinator.

7. Football Operations Coordinator.

The Football Operations Coordinator shall be responsible for overseeing all football operations within the organization and shall monitor adherence to EYFA and INFC policy.

The Football Operations Coordinator shall be responsible for overseeing the formation of all football teams while complying with all organization and conference policies concerning eligibility of participants and the drafting of teams within all grades represented by EYFA.

The Football Operations Coordinator shall oversee recruiting, selection and vetting of all football coaches, including monitoring compliance with the appropriate individual certifications and background checks as outlined by EYFA and INFC conference policies.

The Football Operations Coordinator, in cooperation with the Vice Presidents, shall make recommendations to the Board of Directors concerning schedule of games, conference participation and new activities, etc.

The Football Operations Coordinator is responsible for making sure each game has a field representative to serve as the primary contact during game day operations and to supervise weigh ins, help with field setup, provide clarification for rules, etc.

The Football Operations Coordinator may serve as the official EYFA voting representative at conference meetings of which EYFA is a member if directed by the President to do so.

8. Fundraising & Sponsorships Coordinator.

The Fundraising & Sponsorships Coordinator shall be responsible for solicitation of sponsors from businesses and individuals to raise funds to support the mission and purpose of the organization.

Responsible for invoicing, collecting and follow up of sponsorship funds from all sponsors in coordination with and supported by the Treasurer.

Maintenance of ongoing records of sponsors, amounts invoiced, amounts collected and accounts receivable in coordination with and supported by the Treasurer.

Coordinates all fundraising events and works with the Communications & Marketing Coordinator to promote fundraisers and sponsorships via web and social media.

9. Gameday Scheduling Coordinator.

The Gameday Scheduling Coordinator shall be responsible for all regular season and post season home gameday scheduling including working with the appropriate Edmond Public Schools representative and the Vice Presidents to schedule stadium rentals.

Responsible for coordinating with the conference referee representative and the Treasurer to make sure every home game has the appropriate number of certified referees hired.

Coordinates all gameday staff scheduling including gate workers, announcers, timekeepers, etc.

Oversees gameday concession scheduling for each home stadium.

10. Parents/Membership & Scholarships Coordinator.

The Parents/Membership & Scholarships Coordinator shall be responsible for working with the Communications & Marketing Coordinator as well as the Vice Presidents to promote the organization to past, current, and prospective members to drive maximum participation.

Maintain an ongoing list of current & previous members as well as signed copies of the "Organization Code of Conduct" for each current member.

Responsible for verifying all players eligibility based on school enrollment status or home address or other EYFA and INFC policies regarding participation.

Oversee all scholarship requests and communicate them to the Board of Directors with a recommendation based on EYFA Player Scholarship policies and available scholarship funds.

11. Uniforms & Equipment Coordinator.

The Uniform & Equipment Coordinator shall be responsible for working with the Vice Presidents, the Football Operations Coordinator, and the Cheer Coordinator to establish uniform needs for participants and bring recommendations for those needs to the Board of Directors.

Coordinate with the appropriate uniform/apparel representative to schedule fitting opportunities and to ensure that all uniforms are available before the first regular season game.

Responsible for the storage and upkeep of any organization owned equipment and make recommendations to the Board of Directors for new equipment purchases or current equipment recertification due to safety issues.

ARTICLE IX - Grievance Committee

- 1. Grievance Committee.** By these Bylaws, the Board of Directors creates a Grievance Committee. The Executive Board, plus one additional Board member shall act as the Grievance Committee for the organization.
 - a. Complaint.* Any member in good standing may submit or file a complaint or grievance against another member of the organization ("**Grievance**") by delivering: (1) a written summary of the facts and circumstances relating to the Grievance and (2) a processing fee of \$30.00 to any member of the Executive Committee. An additional copy of the Grievance shall be mailed to EYFA, P.O. Box 6906, Edmond, OK 73083.
 - b. Procedures.* The Grievance Committee shall within 2 business days, provide a copy of the Grievance to the member or members who are the subject of the Grievance; and within ten (10) days, the Grievance Committee shall conduct its initial investigative hearing, interviews,

etc. The President shall preside over the proceedings of the Grievance Committee. In the event that a member of the Grievance Committee has a conflict of interest of any kind with the Grievance, the President has the authority and discretion to remove and appoint replacement members of the Grievance Committee.

- c. *Findings/Decision.* Within 10 days following the Grievance Committee's initial investigative hearing or meeting, it shall provide a full report of its findings and recommendations to the parties involved.

2. Appeal. Any finding or decision of the Grievance Committee can be appealed to the Board of Directors. A party making an appeal is not entitled to a trial de novo. The appeal to the Board of Directors about a decision by the Grievance Committee is limited to a review of the record and shall only be overturned by the Board of Directors if the Board of Directors finds, based upon the evidence provided to the Grievance Committee, that the Grievance Committee's decision was arbitrary, unreasonable or capricious.

ARTICLE X - Participation Rules for Participants, Coaches, Parents/Guardians, and Sponsors

EYFA is a member of the INFC and will adhere to all Indian Nations rules of participation and conduct. For the purposes of player eligibility and team drafts, the EYFA and INFC draft rules will apply to each High School Vertical as if they were separate clubs.

The Board of Directors will monitor the adherence of EYFA to organization and conference rules and regulations including, but not limited to the following:

1. **Participants.** All participating players shall maintain moral and league standards in compliance with the aims and objectives of EYFA. Participants must abide by all rules and regulations of EYFA and INFC.
2. **Players.** ALL players must be registered on the Sportabase registration system before being allowed to participate in practices.
3. **Returning Players.** Returning players should be guaranteed a spot on the same team roster as long as they have registered by the deadline. For the 2023 fall season, this policy shall only apply to players returning to a 6th grade team.
4. **Teams.** INFC strongly promotes the active participation of ALL players. The Board of Directors shall have the following guidelines to consider for team formation:
 - a. Grades 1 and 2: No more than 14 players and not less than 9. Grades 3 and 4: No more than 22 players and not less than 15. Grades 5 through 7: No more than 22 players and not less than 15. The maximum number of players may be exceeded with approval of the Board of Directors. If one HS vertical doesn't have enough players to form a team in a particular grade, then the players will be drafted to teams in the other

HS verticals, based on team numbers. In the event that no HS vertical in a particular grade has enough players to form a team, then the grade will be combined into one team to play for the HS vertical that has the most players on the combined team. HS verticals with multiple teams in a grade will follow normal INFC team draft rules for their vertical.

- b. In the event the Football Operations Coordinator must reduce team numbers in a grade (due to low enrollment in the overall grade or a particular vertical), the Coordinator with the advice of the Board, shall consider the following, the number of players returning to each team, competitiveness of each team in the INFC, available coaches, impact on all teams of a reduction, as well as any other relevant factor.
- c. All players will be placed in the appropriate HS vertical draft based on their school enrollment as outlined by Edmond Public Schools. Players not enrolled in EPS will be placed in the HS vertical draft based on their home address within the EPS district. Players not enrolled in EPS and who do not live in the EPS district but are eligible players based on the current recruiting territory as established by EYFA and INFC shall be placed in a general draft available to each HS vertical based on team numbers. Players living and enrolled outside of the established EYFA recruiting territory may be granted a Transfer or Residency Waiver based on space available and INFC approval and will be placed in a general draft for their grade. Players requesting to play in a HS vertical other than the one for which they are eligible must follow INFC guidelines by requesting a release from their current HS vertical and then must get approval from INFC.

The Board of Directors shall consider the minimum play rule as established by the Indian Nations Football Conference (INFC) when setting team numbers, realizing that the higher the minimum play rule, the more benefit to having fewer people on the team. Variances to these guidelines may be approved by the Board of Directors as appropriate.

5. **Sponsors.** Cheerleading-Pom sponsors must be approved by $\frac{2}{3}$ majority vote of the Board of Directors. A sponsor must be a member of the organization unless granted approval by a majority vote of the Board of Directors. They must abide by all rules and regulations of EYFA and INFC.
6. **Coaches.** Coaches must be approved by $\frac{2}{3}$ majority vote of the Board of Directors. Coaches must be members of the organization unless granted approval by a majority vote of the Board of Directors. They must abide by all rules and regulations of EYFA and INFC.
7. **Certification.** All members of the football coaching staff will be certified through the applicable coaches association (i.e. National Youth Sports Coaches Association or USA Football) and will have to produce proof if requested by an INFC commissioner at that time. All Sponsors of Cheer/Pom will be NYSCA certified and must be able to produce proof if requested by the Cheer Coordinator.
8. **Registration.** Registration will open in the Spring and will close the date INFC designates. Refunds will be issued in accordance with the refund policy signed at registration. EYFA

promotes the active participation of ALL players. Unless on disciplinary probation, all players will adhere to all INFC rules of participation as set forth in the INFC by-laws and rules of participation.

Allowed practice times for football will be determined by INFC by-laws. Practices will be limited to a maximum of four (4) per week, lasting a maximum of 2 hours each practice. All EYFA club scrimmages will be counted as a practice period. EYFA Cheer Rules and Regulations will determine allowed practice times for Cheer and Pom.

9. Parent/Guardian of Participant Parents Code of Ethics is to be followed. If one fails to follow the rules and guidelines, disciplinary actions will be taken as stated in the Parent Code of Conduct.

ARTICLE XI - DISMISSAL OF COACHES

Coaches who attempt to subvert the rules or mission of EYFA, may be subject to disciplinary action, up to, and including suspension and/or permanent removal by the decision of the Board of Directors.

ARTICLE XII - CONTRACTS AND BANK ACTIVITY

Interested Directors. No Board member shall vote on a question in which such Board member is interested, except the appointment, election, or formation of any committee. No contract or other transaction of EYFA shall be affected or invalidated in any way by the fact that any of the Board members of EYFA are in any ways interested in or connected with any other party to such contract or transaction, or are themselves parties to such contract or transaction. The Board members shall fully disclose such interest or connection to the Board at the meeting at which such contract or transaction is authorized or confirmed. The contract or transaction must be deemed fair to EYFA at the time authorized or confirmed by the Board. A majority of non-interested directors must be present and voting at the meeting where contract/transaction approval is given. No vote shall be disqualified because of interest in the contract or transaction.

Contract Execution. No officer or other EYFA agent may execute any legal instrument in the name of EYFA unless given that authority by the Board.

Checks, Drafts, Deposits, and Banks. These items and entities shall be dealt with as prescribed in an appropriate resolution adopted by the Board.

ARTICLE XIII - INDEMNIFICATION

Actions or Suits. EYFA shall indemnify any person or party or threatened to be made party to any lawsuit, when that person is performing as an authorized agent of EYFA and when that person was acting in good faith and in a manner that he or she believed to be in the best interests of the

organization, and had no reason to believe the person's conduct was unlawful. Indemnification shall be for attorney's fees, judgments, and fines. An entering of a no contest (nolo contendere) plea shall not affect the indemnification in any way. The fact that said person is no longer affiliated with EBYFA shall not affect their eligibility for indemnification in any way.

ARTICLE XIV - NET EARNING PROHIBITIONS, AND DISTRIBUTION UPON DISSOLUTION, FISCAL YEAR

Net earnings are to be distributed according to Section 501(c) of the IRS Code of 1986 or corresponding section of any future Federal tax code.

Upon dissolution of EYFA, assets shall be distributed in accordance with Section 501(c) of the IRS Code of 1986 or future corresponding Federal tax code. The fiscal year shall end December 31.

ARTICLE XV - INSPECTION OF THE CORPORATE BOOKS, AMENDMENTS

Inspection of the Corporate Books. The Board from time to time shall determine the extent, times, and places, and under what conditions the Corporate Books shall be open to inspection. **No member shall have any right to inspect any EYFA account, book, or document except by statute or by authorization of the Board.**

ARTICLE XVI – AMENDING BYLAWS

These Bylaws may be altered, amended, or repealed and new bylaws may be adopted by the Board of Directors. The notice of any meeting at which these Bylaws are altered, amended, or repealed, or at which new bylaws are adopted will include the text of the proposed bylaw provisions as well as the text of any existing provision proposed to be altered, amended, or repealed, Alternatively, the notice may include a fair summary of these provisions.