

**WEST MELBOURNE YOUTH FOOTBALL
AND CHEERLEADING ASSOCIATION
BY-LAWS**

Effective 12/18/2008

Article I. Identification

This organization shall be known as the WEST MELBOURNE YOUTH FOOTBALL AND CHEERLEADING ASSOCIATION (WMYFCA), a sub-association of the Greater West Melbourne Athletic Association.

Article II. Objectives

The general objective of the WMYFCA is to implant firmly in the youth the ideas of good sportsmanship honesty, respect for others, teamwork and physical fitness. The specific objective of WMYFCA is to familiarize all participants with the fundamentals of football or cheerleading, to provide an opportunity to play the game in a supervised, organized and safety oriented manner.

Article III. Membership

A. General Membership

a) Membership in WMYFCA, hereinafter referred to as a General Member, is open to the public and to anyone 18 years of age or older.

b) Any eligible person shall be considered a General Member upon completion and submittal of a WMYFCA Membership Application, submittal of \$5.00 membership fee and a minimum of 5 hours of league volunteer work.

c) Parents or legal guardian(s) whose child participates in WMYFCA are waived from the requirement of the application fee.

d) All coaches, assistant coaches, Board members, team moms, helpers (those over 18 years of age) are considered a paid General Member of the WMYFCA upon submittal of the appropriate membership application (i.e. General membership, Volunteer Application and Coaches Application).

e) The term of membership shall be for one fiscal year or portion thereof. A fiscal year shall be January 1 through December 31.

f) General Members must be in good standing for at least 60 days prior to the nomination meeting to be eligible to make nomination(s), or be nominated for a Board position.

g) General Members must be in good standing for at least 60 days prior to the November WMYFCA Board nomination meeting to vote in the December WMYFCA Board elections.

h) A person who is a member of another youth level football organization shall not be accorded a membership in WMYFCA. High School coaches, College coaches or instructors are exempt from this stipulation.

B. Board Member

- a) A Board Member shall be defined as a General Member having been voted in by the General Membership. (See ARTICLE VI - ELECTIONS)
- b) The term of a Board Member shall be for two (2) fiscal years, with no term limits, unless he/she is terminated by the Board.
- c) The privileges of a Board Member include all privileges of a General Member, and will participate in parliamentary procedure of the Board.
- d) Vacancies occurring on the Board will be filled by appointment by the President, with approval by the Board, as determined by a simple majority vote with at least 2/3 of the Board being present.
- e) It is mandatory that all Board Members attend all scheduled or specially called board meetings held during their terms. If there are more than three total unexcused absences or two consecutive unexcused absences (determined by the Board and recorded by the Secretary in the minutes) during each term, the Board Member may be removed from office. Removal will require a special Board meeting with a 2/3 majority vote with at least 2/3 of the Board being present. A replacement will be selected in accordance with paragraph 4 above.
- f) Board members are required to meet WMYFCA objectives and perform their duties adequately. Failure to do so may result in removal from the Board. Removal will require a special Board meeting with a 2/3-majority vote with a least 2/3 of the Board being present. A replacement will be selected in accordance with paragraph 4 above.

Article IV. Government

A Board consisting of the below listed members, as defined in ARTICLE III, Section B shall govern WMYFCA.

A. Board Members

1. President

The President shall:

- a) Conduct the affairs of WMYFCA and execute the policies established by the Board.
- b) Preside at all meetings and shall, by virtue of the office, be chairman of the board.
- c) Be the representative of the football and cheerleading programs.
- d) Will rule on any discrepancies involving the teams, coaches, players and cheerleaders of each division.
- e) Present issues involving a board decision at the Board meetings.

f) Act as the WMYFCA representative to the Brevard County Youth football and Cheerleading Association (BCYFCA).

g) Be designated one of the officers who may sign checks or drafts of the organization. Should the President resign or leave office for any reason, the Vice President shall assume the Presidency for up to 30 days, the Vice President will either be appointed or replaced by 2/3-majority vote of the Board with 2/3 of the Board being present.

2. Vice President

The Vice President shall:

- a) Assume all duties of the President in the absence or disability of the President.
- b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Vice President or as may be assigned by the Board or by the President.
- c) Be designated as one of the officers who may sign checks or drafts of the organization.

3. Secretary

The Secretary shall:

- a) Keep the minutes of the meetings and cause them to be recorded in a book **or** electronically for that purpose.
- b) Obtain an attendance record for every meeting and attach such record to the minutes of it.
- c) Be responsible for recording the activities and maintain appropriate files, mailing lists and necessary records.
- d) Maintain a list of General Members and Board Members and give notice of all meetings of WMYFCA and their committees.
- e) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be directed by the Board or the President.

4. Treasurer

The Treasurer shall:

- a) Have care and custody of all moneys belonging to WMYFCA and shall be solely responsible for such moneys or securities of the organization.
- b) Receive all moneys and securities, and deposit it in a depository approved by the Board.

c) Keep records for all receipts and disbursements of all moneys and securities of WMYFCA, approve all payments from allotted funds and draws checks, as one of the officers who may sign checks or drafts of the organization, therefore in agreement with the policies established in advance of such actions by the board.

d) Prepare and submit a Treasurer's report at each monthly Board meeting.

e) Prepare an annual budget, under the direction of the President, for submission to GWMAA, Board Members and General Members.

f) Make available upon request all receipts, bank statements, general journal and ledger, tax returns and other financial records.

g) Perform such duties as are herein set forth and such other duties as are customarily incident to the office of Treasurer.

5. Flag Coordinator

The Flag Coordinator shall:

a) Serve as coordinator of flag football activities with duties and responsibilities, including but not limited to, operations of teams; overseeing coaches, players, referees; obtaining rosters from each team; securing volunteers for field set up and tear down, chain gang, clock, referees, etc. for home games.

b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Flag Coordinator or as may be assigned by the Board or by the President.

6. Tackle Coordinator

The Tackle Coordinator shall:

a) Serve as Coordinator for all tackle activities with duties and responsibilities, including but not limited to, operations of teams; obtaining rosters from each team; aid in communication of issues to head coaches and act as liaison to County BCYFCA South Area Tackle Coordinators.

b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Tackle Coordinator or as may be assigned by the Board or by the President.

7. Cheerleading Coordinator

The Cheerleading Coordinator shall:

a) Serve as Coordinator of all cheerleading activities with duties and responsibilities, including but not limited to, operations of teams; obtaining rosters or each team; aid in communication of issues to head coaches; assist the Equipment Coordinator in addressing equipment needs of the cheerleading program; represent WMYFCA at BCYFCA events.

b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Cheerleading Coordinator or as may be assigned by the Board or by the President.

c.) Has the option to appoint a flag coordinator with the approval of the board. This appointment is a non-voting member.

8. Equipment Coordinator

The Equipment Coordinator shall:

a) Be responsible for acquiring, assigning, collecting, coordinating and maintaining all equipment needs of the football program.

b) Keep a log, written or electronic of all football equipment inventory.

c) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Equipment Coordinator or as may be assigned by the Board or by the President.

9. Concession Stand Coordinator

The Concession Stand Coordinator Shall:

a) Be responsible for all activities including the concession stand (i.e. sales, purchasing, bookkeeping, etc.)

b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Concession Stand Coordinator or as may be assigned by the Board or by the president.

c) Be responsible for keeping concession stand clean and organized.

10. Merchandise Coordinator

The Merchandise Coordinator Shall:

a.) Be responsible for maintaining, ordering and keeping inventory of all merchandise.

b.) Be responsible for and report all deposits, monies collected to the Treasurer within a reasonable time.

c.) All purchases made for resale and/or inventory must be approved by the Board.

11. Safety Officer

The Safety Officer Shall:

- a) Be responsible for safety of all players, participants and observers of WMYFCA.
- b) Provide and maintain First Aid equipment in concession stand, and make available to all head coaches.

Article IV. Appointed Non-Voting Board Members

- a) The president reserves the right to appoint non-voting board members as deemed appropriate and necessary. Titles and responsibilities for appointed officials shall be assigned and described, as circumstances require.
- b) Appointed Non-voting Board Members shall serve a term of two (2) fiscal years or portion thereof.

Article V. Funds and Property

- a) WMYFCA funds and property may only be used for functions and purpose of WMYFCA and must be approved by the Board.
- b) The disbursement of WMYFCA funds will be controlled by a Board approved budget to be established on a yearly basis.
- c) WMYFCA funds in the custody of the Treasurer may only be dispersed by approval of the Board and with two of the following signatures; President and/or Vice president and/or Treasurer with the exception of refunds, concession expenses, or otherwise funds approved by board.
- d) Moneys are to be deposited in WMYFCA treasury in a timely manner and as often as practical.
- e) Any funds collected including but not limited to, fundraising events, activities, donations et al, must be in the custody of the Treasurer within three (3) business days of collection where records will be kept and monies will be dispersed accordingly with the approval of the Board.
- f) All monies collected for a particular team or cheer squad is to given to the Treasurer where records can be kept with ten percent (10%) of all monies collected retained by WMYFCA for overhead expenses with the exception of direct team sponsorships.
- g) No one shall enter into any binding contract for WMYFCA without prior approval by the Board, as determined by a simple majority vote with at least 2/3 of the Board being present.

Article VI. Voting

- a) Board approval requires a simple majority vote of the Board Members present unless otherwise specified within these by-laws.
- b) A simple majority of the Board Members present at a regular scheduled or announced meeting shall make up a proper quorum unless otherwise specified within these by-laws.
- c) The President shall vote only as a tiebreaker, when necessary.
- d) Board Members must be present during a discussion for their votes to be counted.
- e) Only a Board Member may vote unless otherwise specified within these by-laws.

Article VII. Grievances and Complaints

- a) Any grievances or complaints concerning the coaching of a Flag, Tackle or Cheerleading coach, or any other matter concerning the WMYFCA Board shall be written and presented to a representative of the Board.
- b) A special closed board meeting will be held to determine what action, if any should be taken.
- c) Any discipline that occurs as a result of a grievance or complaint is subject to the same procedures and resolutions as outlined in Article IX. Discipline.
- d) All actions taken will be recorded and any identified parties notified of the outcome of the closed Board meeting.

Article VIII. Discipline

- a) If necessary during any official WMYFCA activities, The President, Vice President or Division Coordinator should take immediate appropriate action(s) to ensure the safety and well being of the participants; as well the objectives in ARTICLE II are met. All disciplinary action will be reported to the full Board and a closed meeting will be called to order to review the matter and act upon it accordingly. The Board will then decide whether or not to impose any further acts of discipline.
- b) The President, Vice President or Division coordinator reserves the right to suspend a coach; player or spectators for failing to observe proper conduct. At that time an Emergency Board meeting will take place within 5 working days of said incident. The Board Members will review the matter and decide whether or not to impose any further acts of discipline or to rescind the suspension. Rescission will require 2/3-majority vote with at least 2/3 of the Board being present.
- c) The parties involved may appeal any disciplinary action taken. The appeal must be made in writing to the Board and, if requested, an appeal hearing will be held. All parties

involved will have the opportunity and equal time to present their argument and witnesses, with the accused side having the last argument. Debate, discussion and voting by the Board will be done in the absence of the active participants and individuals not on the Board. The vote shall be taken and requires a 2/3 vote to pass. The results of the vote will be provided immediately to the parties involved along with any required sanctions or decisions and will be required within the minutes of the next meeting.

d) Disciplinary hearings will require at least 2/3 of the current Board Members to make up a quorum.

e) All actions taken will be recorded and any identified parties notified of the outcome of the closed Board meeting.

f) Any disciplinary action taken by the Board may be subject to BCYFCA approval.

Article IX. WMYFCA By-Laws and Rules

a) Changes to the by-laws shall be approved by the board, as determined by a 2/3-majority vote with a least 2/3 of the Board being present.

b) All WMYFCA rules are to be presented to and approved by the Board on a yearly basis and prior to implementation, included within the minutes of the meeting and made a part of the by-laws. For example, Cheerleading rules, Football Players' rules, Coaches rules, Concession Stand rules.

(1) Coaches' Rules

(a) The Board shall approve all head coaches (Football and Cheerleading). There shall be a Coaches Nominating Committee (CNC) consisting of the President, Vice President and Division coordinator (i.e. Tackle, Flag, and Cheerleading). Each shall have an equal vote and the decision for head coach nominees shall be a unanimous one. The CNC shall present nominees to the Board at a closed Board Meeting. The Board will discuss and vote on each nominee individually. In the event a nominee is not approved, the CNC will reconvene and select another nominee for Board approval within time frame specified at that meeting.

(b) All Coaches must fill out a WMYFCA application

(c) Head coaches are responsible for the welfare of their team and have a moral obligation to this organization to properly instruct our youth in the aspects associated with the game of football and cheerleading.

(d) The head coach shall represent his/her team and report to the Division Coordinator and the President.

(e) Each head coach shall notify their Coordinator and the President of any problems involving an assistant coach, player, parent or fan. Head coaches shall govern the

participation of players and be ultimately responsible for all team members representing WMYFCA.

(f) Head coaches must present to the Division Coordinator a list of proposed assistant coaches. The Division Coordinator will present these applicants to the CNC for approval. The decision will be presented to the Board.

(g) In the event a present head coach must step down for any reason, the President will call an emergency CNC meeting and appoint a new head coach.

(h) Head coaches are responsible for insuring that all equipment is returned.

(i) It is recommended that practices be limited to eight (8) hours per week during the school year as described in the BCYFCA by-laws.

(2) Cheerleading

(a) All cheerleading coaches are to follow the guidelines set forth by these by-laws under Section X B (1) COACHES' RULES. All rules, regulations and activities shall be governed by BCYFCA and administered by the cheerleading coordinator.

(b) There are no two-level cheer ups. All one-level cheer ups will be at the discretion of the Coaches Nominating Committee (CNC) which consists of the President, Vice President and Division Coordinator.

(3) Flag

(a) All Flag coaches are to follow the guidelines set forth by these by-laws under Section X B (1) COACHES' RULES. The Flag Coordinator will direct all flag activities. The mandatory play rule shall be followed as directed by the BCYFCA guidelines.

(4) Tackle

(a) All Tackle football division will play under the rules set forth by the BCYFCA bylaws and Football guidelines.

(b) Rules of play will be followed according to the Florida High School Association Rule Book, except where BCYFCA guidelines apply.

(c) Players failing to meet the weight limit of a division have the option of moving up to the next division. This is at the discretion of the head coach of the higher division.

(d) The mandatory play rule shall be followed as directed by the BCYFCA guidelines.

(5) Concession Stand Rules

(a) No one under the age of 18 is allowed to work in the concession stand or on the grill without adult supervision. No one under the age of 18 is allowed to handle money or work cash registers.

(6) Registration Rules

- (a) Registration for flag, tackle, and cheerleading will be announced through various means of communication. The Board will determine the dates of registration.
- (b) An official copy of the participant's birth certificate is required for registration and will be verified by the registration official.
- (c) Fees are due in full no later than the first day of practice in order for the player to participate. Other arrangements may be made and approved by the President.

(7) Tryout Rules

- (a) Any division registration exceeding 33 players will have tryouts for roster placement.
 - (b) There will be no partiality given for returning players, brother options, carpooling, etc.
 - (c) Players must be present during tryouts for official team roster placement. If player is absent, the placement will be subject to the head coach.
 - (d) The coaches of the teams will evaluate the players. The coaches of each team will determine the appropriate tryout agenda.
- c) All Board Members, Football Coaches and Cheerleading Coaches shall participate with their team/squad during all BCYFCA and WMYFCA official events (e.g. Jamborees, Regular Season Games, Bowl Games, Playoff Games, Championship Games and County Cheerleading Competition.)
- d) All Board members, Coaches and team support parents will be required to wear a photo ID card at all WMYFCA functions.
- e) Official WMYFCA events are those which are set forth by the BCYFCA Board (i.e., Jamborees, Regular Season Games, Playoff Games, Championship Games and County Cheerleading Competition) and those approved by the WMYFCA Board (i.e. Bowl Games, All Star Events, etc.). No team (Football, Cheerleading and Flag) may participate in any other event without the approval of the Board, as determined by a simple majority with at least 2/3 of the board being present.
- f) Football teams will only be given permission to participate in Bowl games in which a check of Player Cards and weigh-ins will be performed. Weight limits should be as close to BCYFCA guidelines as possible, with no greater than a (5) lb. difference being allowed.

Article X. Meetings

- a) WMYFCA shall conduct one general membership meeting each fiscal year, this meeting shall be held in December for the election of Board members for the upcoming year.
- (a) A meeting shall be used for the reading and turn over of WMYFCA financial statement, inventory of assets and total liabilities.

- b) The President may call additional general membership meetings at any time.
- c) WMYFCA shall conduct at least one monthly Board meeting for the purpose of administrating the league functions.
 - (a) Board meetings shall be open to the general public and to the General Membership. Only Board Members may vote on a motion and/or league business.
 - (b) General public and General Members in attendance shall enter discussion only when recognized by the President.
 - (c) The first meeting in November shall include the preparation and approval of an election ballot to fill the Board position.

Article XI. Elections

A. Board Member Nominations

- a) A ballot shall be presented and approved by the Board during the first meeting in November.
- b) Recognized General Members may make nominations from the floor.
- c) Each position open for election shall have a "None of the Above" selection on the ballot.

B. Board Member Elections

- a) Election of the Board Members shall be held during the annual membership meeting in December.
- b) Only recognized General Members are entitled to vote during Board Member Elections (See Article III).
- c) The ballots of the elections must be tallied and double-checked in open forum by a Board Member and a General Member and the results announced and placed in the minutes. All ballots will be kept for two (2) Board meetings then destroyed.
- d) Any interested parties that would like to be recognized, as a write in candidate will be announced verbally before elections take place.
- e) The current President must call for a close of elections prior to counting where upon no additional ballots will be accepted.

Article XII. Awards

A. Jordan Blass Award

a) The Board shall vote for one Senior Football player and one Senior Cheerleader each year for the "Jordan Blass Award"/

b) The "Jordan Blass Award" recipients shall be announced and the Awards presented at the end-of-year Trophy Day Ceremony.

c) The Award recipients shall be a WMYFCA participant, in good standing with the league that will not be able to participate in the future as a cheerleader due to age restrictions or a football player due to age or weight restrictions. Some criteria for the "Jordan Blass Award" are as follows:

- (a) A long time participant in good standing with the league.
- (b) Well liked by their peers.
- (c) Highly recommended by their coaches and team parents.
- (d) A good role model for other children.
- (e) Volunteers their time for the WMYFCA program.

B. Tom Carroway Award

a) The Board shall vote for one Volunteer each year for the "Tom Carroway Award".

b) The "Tom Carroway Award" recipient shall be announced and the award presented at the end-of-year Trophy Day Ceremony.

c) The Award recipient shall be a General member in good standing with the league.

d) Some criteria for the "Tom Carroway Award" are as follows:

- (a) Has no children or grandchildren participating in the program.
- (b) Volunteers their time to the WMYFCA program.
- (c) Well liked by their peers.
- (d) A good role model for other volunteers.

Board of Directors approval of WMYFCA By Laws as of 12/18/08 are as follows:

Chris Ferrante, President

Sam Ely, Vice President

Tyrone Dixon, Tackle Coordinator

Amanda Moyer, Cheer Coordinator

David Carter, Flag Coordinator

Tammy Shanahan, Secretary

Karen Riffie, Treasurer

Gary Boswell, Equipment Mgr