

Bylaws of the Sebastian Sharks Youth Football & Cheerleading Association (SSYFCA)

Name:

The organization will be known as the Sebastian Sharks Youth Football & Cheerleading Association, referred to as "SSYFCA".

Authority:

The Board of Directors (BOD) shall be the governing body of the SSYFCA.

Background Check:

Every BOD member, assistant, coach, team parent and anyone else whom the President and/or the BOD deems fit, that will be either directly or indirectly involved with the League will be subject to a mandatory check for criminal convictions/activity. A failed background check, as described in the Standing Rules, must be discussed by the BOD and may be cause for immediate dismissal from the league.

Board of Directors (BOD):

This organization will be directed by a group of people known as the Board of Directors, to be referred to as the "BOD". The BOD will be responsible for ensuring that the organization's goals and requirements are met. This group will be made up of a minimum of six (6) and a maximum of fourteen (14) officers.

Officers:

The BOD will have elected offices as follows: President, Vice President, Secretary, Treasurer, Tackle Football Director, Cheerleading Director, Flag Football Director, Player Safety Officer, Equipment Director, Communications Director, Team Parent Director, Concession Stand Director, Fundraising Director, and Grounds Manager. Each officer on the BOD will serve a two (2) year term.

Duties of BOD:

- a. BOD members will be responsible for attending each regularly scheduled meeting and must take an active part in the organization twelve (12) months of the year. Regularly scheduled meetings are to be held on the 1st Wednesday of each month unless there is a need to reschedule and forty-eight (48) hours notice is provided. If the meeting change falls within the forty-eight (48) hours, must be approved by a 2/3 vote of the BOD.

- b. An annual BOD meeting will be held every December to elect new BOD members, in compliance with the SSYFCA Articles of Incorporation. The BOD will elect new officers beginning with the highest held open position and those elected will start office immediately.
- c. Behaviors determined by the BOD to be detrimental to the league could be cause for dismissal from the BOD and potential banning from League events for a period defined by the BOD.
- d. There must be at least six (6) members, excluding the President, present to have a vote on any matter. The President may vote in the case of a tie. The president must vote on all bylaw changes, amendments or additions.
- e. All regularly scheduled meetings must be announced by notification to the public with date, time, and location of the meeting and shall have a published written agenda available at least one (1) day prior to the scheduled meeting.
- f. An emergency meeting of SSYFCA BOD may be called by petition of six (6) members of the BOD or by the SSYFCA President. For any emergency meetings, only the business which was announced can be transacted. No officer can change this as it is written and announced to all members, and no other business may be conducted (except for non-substantive business such as parliamentary motions arising out of the substantive business).
- g. A BOD member may not receive any money for volunteer services.
- h. Any BOD member who has chosen an assistant is responsible for their training and management.

Bylaws:

- a. There shall be a bylaw committee made up of Presidential appointments of at least the following members: SSYFCA President and/or Vice President, Treasurer and/or Secretary, and at least three (3) other SSYFCA BOD members. The committee members shall be responsible for planning, amending, adding to and writing of the bylaws and the presentation of the bylaws to the SSYFCA BOD for discussion and final voting.
- b. The SSYFCA BOD as a whole will vote on the bylaws with at least six (6) members present. Changes and amendments to the bylaws must have a unanimous vote of the SSYFCA BOD members present.
- c. These bylaws may be amended, changed, or withdrawn only once a year, beginning in December, to be voted on no later than April. Any approved changes will take effect immediately.
- d. The SSYFCA Bylaws and Standing Rules shall govern, and when the rules of order are not covered it will revert to the bylaws of any governing bodies and then shall revert back to Robert's Rules of Order.

Standing Rules:

- a. The standing rules of the SSYFCA are the practices and procedures which govern the daily operations of the league.
- b. Standing rules may be adopted, amended, or rescinded at any meeting of the BOD by a 2/3 vote of all members present.
- c. Should a standing rule conflict with any governing body bylaws, the conflicting standing rule is null and void.

Financial and Accounting:

Authority

The BOD shall decide all matters pertaining to the finances of the SSYFCA and it shall place all funds in an account designated for the support of SSYFCA programs.

Financial Standards:

- a. For the purposes of reporting all assets of the SSYFCA, the fiscal year shall begin January 1st each year and end December 31st of the same year.
- b. The BOD shall establish accounting and financial reporting procedures for SSYFCA according to generally accepted accounting standards.
- c. No monies are to leave the SSYFCA Administrative Office and/or any outside event unless by the President, Vice President, Treasurer or the appointee.
- d. The financial records of the SSYFCA are public information and shall be made available upon request.
- e. League funds must never be deposited in personal accounts.

BOD Officers:

1. President

- a. The President must ensure that all activities will be of proper form and to see that all legal procedures are followed and known to all BOD members.
- b. The President will schedule and conduct all BOD meetings and agendas in a common parliamentary fashion.
- c. The President may appoint any BOD member, with their consent, to any committee.
- d. The President or appointee must attend all governing body meetings, notifying BOD members of any changes.

- e. The President is responsible for overseeing that all BOD members are fulfilling their duties and responsibilities in a professional manner at all times and ensure the performance, legality, quality, and integrity of the SSYFCA. The president may take administrative action to preserve the SSYFCA integrity and legality and if necessary, refer violations to the BOD for possible further disciplinary action. The President must report any action taken to the BOD, either in writing or at the next scheduled meeting.
- f. The President will investigate irregularities and conditions detrimental to the SSYFCA and its objectives. The President may take administrative action to preserve the SSYFCA BOD integrity and legality and must report these irregularities or conditions to the BOD at the next scheduled meeting, or earlier, as the circumstances warrant, for possible further disciplinary action.
- g. The President may appoint members to any vacancies on the BOD. The newly appointed officer(s) will hold office for the remainder of the term to which they have been appointed.
- h. The President will not execute any vendor contracts and/or bind the SSYFCA to or in any contractile agreement without BOD approval, with the exception of the BCYFCA.

2. Vice President

- a. The Vice President will assist the President in his/her duties.
- b. The Vice President will assume all of the President's duties in the absence of the President.

3. Secretary

- a. The Secretary is responsible for keeping a BOD membership list.
- b. The Secretary is responsible for notifying all BOD members of rescheduled or emergency BOD meetings.
- c. The Secretary is responsible for keeping records of all meetings and providing a report of the minutes at every meeting.
- d. The Secretary is responsible for providing a working copy of the meeting minutes to the BOD within five (5) days of a meeting.
- e. The Secretary is responsible for having all SSYFCA forms readily available at all times.
- f. The Secretary is responsible for maintaining a comprehensive league participant database.
- g. The Secretary is responsible for ensuring that all office supplies are stocked and that all equipment is in working order.
- h. The Secretary is responsible for all administrative duties as assigned by the President.

4. Treasurer

- a. The Treasurer is responsible for giving a Treasurer's report at every regularly scheduled meeting.
- b. The Treasurer must keep an accurate file of all SSYFCA financial records.
- c. The Treasurer must keep the President informed of the status of the bank account.
- d. The Treasurer is responsible for processing all monetary transactions of the organization.
- e. The Treasurer is responsible for keeping up to date and complying with current nonprofit financial issues and requirements and general accounting practices.
- f. The Treasurer will prepare an annual budget to be presented for voting at the regularly scheduled January BOD meeting.
- g. The Treasurer is responsible for ensuring SSYFCA taxes are filed on time each year.
- h. The Treasurer should have some financial background or formal training.

5. Tackle Football Director

- a. The Tackle Football Director is responsible for reviewing all head and assistant coaching applications; presenting all eligible head coaching candidates, as defined by the SSYFCA Bylaws, to the BOD for nomination and providing a recommendation.
- b. The Tackle Football Director is responsible for advising the coaches of the rules and regulations and all safety factors in all football events.
- c. The Tackle Football Director is responsible for holding any and all coaches' clinics before the onset of the season.
- d. The Tackle Football Director shall coordinate meetings of the SSYFCA tackle football coaching staff as needed.
- e. The Tackle Football Director shall make every attempt to resolve disputes and problems reported by coaches or parents.
- f. The Tackle Football Director shall assist other BOD members in checking eligibility of all football players throughout the season.
- g. The Tackle Football Director is responsible for the coordination of SSYFCA participation in playoff games, Super Bowls and BOD approved post-season tackle football events.

6. Cheerleading Director

- a. The Cheerleading Director is responsible for reviewing all head and assistant coaching applications; presenting all eligible head coaching candidates, as defined by the SSYFCA Bylaws, to the BOD for nomination and providing a recommendation.

- b. The Cheerleading Director will be responsible for advising the coaches of the rules and regulations and all safety factors in all cheerleading events
- c. The Cheerleading Director is responsible for holding any and all coaches' clinics before the onset of the season.
- d. The Cheerleading Director shall coordinate meetings of the SSYFCA cheerleading coaching staff as needed.
- e. The Cheerleading Director shall make every attempt to resolve disputes and problems reported by coaches or parents.
- f. The Cheerleading Director shall assist other BOD members in checking eligibility of all cheerleaders throughout the season.
- g. The Cheerleading Director or designee will attend all cheerleading events and is responsible for squads attending all season games and any BOD approved post-season cheerleading events.
- h. The Cheerleading Director is responsible for making sure all competition guidelines that are set forth by governing bodies are followed.
- i. The Cheerleading Director will be responsible for the distribution of and the return of all uniforms and equipment; keeping a complete inventory on site of all cheerleading uniforms and supplies.

7. Flag Football Director

- a. The Flag Football Director is responsible for reviewing all head and assistant coaching applications; presenting all eligible head coaching candidates, as defined by the SSYFCA Bylaws, to the BOD for nomination and providing a recommendation.
- b. The Flag Football Director is responsible for advising the coaches of the rules and regulations and all safety factors in all football events.
- c. The Flag Football Director is responsible for holding any and all coaches' clinics before the onset of the season.
- d. The Flag Football Director shall coordinate meetings of the SSYFCA flag football coaching staff as needed.
- e. The Flag Football Director shall make every attempt to resolve disputes and problems reported by coaches and parents.
- f. The Flag Football Director shall assist other BOD members in checking eligibility of all flag football players throughout the season.
- g. The Flag Football Director shall assist in assigning teams for the season and making the schedule for games and practices.

8. Player Safety Officer

- a. The Player Safety Officer must complete training and certifications required by governing bodies.
- b. The Player Safety Officer is responsible for coordinating education on safety topics for all coaches, parents and players, including mandatory training required by governing bodies.
- c. The Player Safety Officer must observe practices and games, and provide guidance, as needed, to the coaches and/or parents regarding the safety of league athletes
- d. The Player Safety Officer is responsible for collecting and filing Injury Forms.

9. Equipment Director

- a. The Equipment Director is responsible for making sure all equipment is in good and safe condition.
- b. The Equipment Director will keep complete on-site inventory of all the equipment and uniforms owned by the SSYFCA.
- c. The Equipment Director is in charge of distributing and keeping a record of all issued equipment.
- d. The Equipment Director may order equipment or uniforms as needed to operate the SSYFCA, with President or Vice President approval.
- e. The Equipment Director is responsible for ensuring proper initial fit of all issued equipment.
- f. The Equipment Director is responsible for the organization and cleanliness of the equipment storage areas.

10. Communications Director

- a. The Communications Director is responsible for promotion, notification of SSYFCA events, and management of the SSYFCA website and Facebook page, and any other form of media that the SSYFCA uses.
- b. The Communications Director is responsible for arranging participation in community events.
- c. The Communications Director is responsible for publicizing signup times, locations and will help organize any signup tables to be placed in locations outside of the SSYFCA property.
- d. The Communications Director is responsible for advertising all open BOD positions, SSYFCA activities and events and act as a source of information for SSYFCA related events.

11. Team Parent Director

- a. The Team Parent Director will be responsible for all team parents including tackle football, cheer and flag football.
- b. The Team Parent Director will be responsible for organizing and giving each team parent their duties and responsibilities.
- c. The Team Parent Director is responsible for making sure each team parent has their roster, player cards, and all coach badges ready for the verifications.
- d. The Team Parent Director shall make every attempt to settle any disputes that may arise if team parents are not fulfilling the position requirements.
- e. The Team Parent Director is responsible for coordinating all monies received through team parents.
- f. The Team Parent Director is responsible for initiating weekly check-ins with the team parents during the season.

12. Concession Stand Director

- a. The Concession Stand Director is responsible for the ordering, picking up, and selling of concession product.
- b. The Concession Stand Director must have the concession stand open as scheduled by the BOD. If the Concession Stand Director or assistant is not available, they must schedule another BOD member to run the stand.
- c. The Concession Stand Director is responsible for managing all monies received through the concession stand.
- d. The Concession Stand Director is responsible for determining prices in the concession stand, subject to review by the BOD.
- e. The concession stand must be cleaned nightly after practices and after games

13. Fundraising Director

- a. The Fundraising Director shall be concerned with the development and implementation of all programs related to building funds for the operation of the SSYFCA.
- b. The Fundraising Director will submit a fundraising plan at the February BOD meeting, designed to meet the needs of the upcoming year to be voted on by the BOD.

- c. The Fundraising Director or designee is responsible for all money raised at any fundraising event.
- d. Fundraising opportunities that arise during the year must have BOD approval.

14. Grounds Manager

- a. The Grounds Manager will be responsible for maintenance of the fields and building.
- b. The Grounds Manager will be present to prepare the fields for all home games and SSYFCA functions.
- c. The Grounds Manager will keep an onsite log of all repairs and/or maintenance of the fields and building.

Non-voting SSYFCA Positions

1. Head and Assistant Coaches:

- a. All coaches must complete the application process as outlined in the standing rules.
- b. All Head Coaches must be twenty-one (21) years of age, have one (1) year of coaching experience in their respective field, and will be selected by BOD vote. If there are no qualified candidates, exceptions must be approved by BOD vote.
- c. All Assistant Coaches are subject to BOD review with right of refusal.
- d. All coaches must complete training and certifications required by governing bodies.
- e. All coaches are under the direct supervision of their respective director.

2. Team Parents:

- a. All Team Parents must be twenty-one (21) years of age.
- b. All Team Parents are responsible for assisting the coaches as necessary with the team.
- c. All Team Parents are responsible for coordinating volunteer duties of parents/guardians of players for the season with the assistance of the Team Parent Director.
- d. All Team Parents are responsible for keeping track of parent volunteer hours to make sure that each player has the necessary volunteer hours satisfied.
- e. All Team Parents are responsible for assisting with team/roster verification at all games.
- f. All Team Parents are responsible for attending Team Parent meetings and disseminating necessary information to coaches and parents.

- g. All Team Parents are responsible for notifying coaches of any disputes/complaints that may occur with parents or anyone else associated with the respective team.
- h. All Team Parents are responsible for working with the Fundraiser Director to make sure their team is notified of and participates in SSYFCA fundraisers.
- i. All Team parents are responsible for communicating with the Team Parent Director and disseminating any information from the league to the team coaches, parents and players.

3. Assistant Directors:

- a. All Assistant Directors must be twenty-one (21) years of age.
- b. All Assistant Directors must be nominated by the respective BOD member. The nomination is to be voted on by silent ballot of the BOD for appointment of up to one (1) year.
- c. All Assistant Directors must complete the current background authorization and Waiver of Liability, Release.
- d. All Assistant Director's duties depend solely on their respective Director/Manager.
- e. All Assistant Directors may be asked to attend functions/meetings in place of their respective Director/Manager, however Assistant Directors will not have a voting seat on the BOD.