

**BREVARD COUNTY YOUTH FOOTBALL AND
CHEERLEADING ASSOCIATION
2018 BYLAWS**

**Article I
Name**

- 1.1 The organization shall be known as the Brevard County Youth Football and Cheerleading Association (“BCYFCA”).

**Article II
Objective**

- 2.1 The specific and primary purpose of the BCYFCA is to organize the orderly participation of the various BCYFCA member organizations in league play and cheer competition.
- 2.2 The general purposes for which this organization is formed are:
- 2.2.1 To foster appreciation of athletic competition among the youth of Brevard County, Florida, and adjacent communities by establishing and improving competitive sports programs.
- 2.2.2 To teach good sportsmanship.
- 2.2.3 To nurture the ideals held in high esteem in the athletic community, including general participation of youth in sports as only one facet of the development and well being of an individual.
- 2.3 The BCYFCA is operated exclusively for the benefit of the youth of the member organizations and adjacent communities and for other non-profit purposes, and no part of any net earnings shall inure to the benefit of any member, director, or officer.

**Article III
Board of Directors**

- 3.1 General
- 3.1.1 The BCYFCA Board of Directors (BOD) will consist of an Administrative Board and an Executive Board.
- 3.1.2 The BCYFCA BOD will govern all league matters. Decisions will be made by majority vote by the Executive Board of Directors.
- 3.1.2.1 The BCYFCA President will determine the issues that will be voted on by League Presidents and issues that will be voted on by the Administrative BOD for BCYFCA.
- 3.1.3 In the event of a vacancy of the Presidency, the Vice-President of Tackle AND the Vice-President of Cheer will assume the responsibilities of the President until an emergency election meeting of the BOD is held to elect a President from the Board of Directors. This election shall be within thirty (30) days of said vacancy. The newly elected President will serve for the remainder of that term .

3.1.4 Other vacancies in the Administrative Board of the BOD will be filled by Presidential appointment subjects to approval at the next BOD meeting. The newly appointed officer(s) will hold office for the remainder of that term.

3.2 *Administrative Board*

3.2.1 The Administrative Board of the BCYFCA BOD will consist of a President, Vice-President of Tackle, Vice-President of Cheer, Secretary, Treasurer, Regional A and B Tackle Agents, Regional A and B Cheer Coordinator Agents and a Player Safety Officer.

3.2.1.1 The responsibilities of the Administrative Board of the BCYFCA BOD will be to enforce the current BCYFCA Bylaws, Operations Manual Rules, Tackle Rules and Cheerleading Rules

3.2.2 Each officer on the Administrative Board of the BCYFCA BOD will be elected by the Executive Board during the last BOD meeting in December, and will serve a two-year term or until an office successor is elected.

3.2.3 Nominees for BCYFCA President must have been an Administrative Board Member of the BCYFCA or a Board Member of a member organization at least one full year prior to being nominated for the BCYFCA President position. The BCYFCA President cannot be an active/current President of a member organization.

3.2.4 An Administrative Board Member cannot be a President of a member organization.

3.2.5 The responsibility of the Administrative Board will be to:

3.2.5.1 Manage the day-to-day activities of the BCYFCA.

3.2.5.2 Make decisions on behalf of the BCYFCA in all matters that do not require a vote of the Executive Board.

3.2.5.3 Enforce the rules and regulations of the association in accordance with the By-Laws and applicable sports rules and regulations.

3.2.5.4 Administer disciplinary actions on behalf of the BCYFCA BOD against its member organization's players, coaches, board members or spectators, as applicable.

3.2.5.5 Administrative Board will have voting rights on issues determined by §3.1.2.1. One (1) vote per member. Higher seat's vote supersedes the lower seat vote when an individual holds two seats, excluding the County President when tie requires vote.

3.2.6.6 Administrative Board will vote on all League Background Check appeals that do not fall under the Brevard County Parks and Rec. Those that do fall under Brevard County Parks and Rec will be handled on case by case basis with the Representative of Parks and Rec and the Administrative Board.

3.2.6 The Administrative Board of the BCYFCA BOD will adhere to and enforce all bylaws set further. Any member organization that fails to adhere to any and BOD Bylaws will be subject to a disciplinary action as follows, no vote for the first infraction, loss of home game and no vote for the

second infraction, and loss of special event i.e. playoff game, super bowl and no vote. Should the third infraction occur at the end of the season, they will not be scheduled any home games for the following season. Until the member organization has complied the member organization's voting privileges will be suspended.

3.3 *Executive Board*

3.3.1 The Executive Board of the BCYFCA BOD will consist of the highest elected official of each member organization.

3.3.2 Each member of the Executive Board will have one vote in BOD matters brought before the BCYFCA BOD.

3.3.3 The responsibilities of the Executive Board of the BCYFCA BOD will be to vote on the current BCYFCA by-laws and to vote whenever the by-laws require, or whenever an exception to the by-laws or the sports rules and regulations is being considered.

3.4 *Duties of Officers*

3.4.1 It is the responsibility of BOD officers to attend BOD board meetings and BCYFCA functions. If an officer cannot attend a Board Meeting or BCYFCA function it is their responsibility to send a representative in their place. They shall send the highest ranking board member on their BOD as their representative. Said representative is permitted to make motions and vote on said motions.

3.4.2 Any member organization that is not represented at regular communicated BCYFCA BOD, Tackle or Cheer meeting by their highest-ranking official, or designated representative, will be subject to a nonparticipation fee of \$25.00 for the first missed meeting, \$50.00 for the second missed meeting, and \$100.00 for each subsequent missed meeting for the remainder of the season. Until the member organization has paid BOD non-participation fees, the member organization's voting privileges are suspended.

3.4.3 Any member of the BCYFCA BOD that misses three (3) meetings or BCYFCA functions without being excused or sending a representative in their place be removed from the BCYFCA BOD except as noted in 3.4.2 and on a case by case basis only.

3.4.4 Additional penalties for member organizations that continually fail to attend regularly scheduled BCYFCA BOD meetings may include forfeiture of regular season home games, kick-off classic, play offs and post-season games.

3.4.5. It is the responsibility of BOD officers to act in accordance with the BCYFCA guidelines and to demonstrate professionalism and good sportsmanship at all BCYFCA sanctioned events.

3.4.6 *President*

3.4.6.1 The BCYFCA President will conduct the affairs of the BCYFCA and execute the policies established by the BOD.

3.4.6.2 The BCYFCA President will assure the conduct of the BCYFCA member organizations is in strict conformity to these by-laws.

3.4.6.3 The BCYFCA President will designate those persons authorized to purchase and execute contracts on behalf of the BCYFCA.

- 3.4.6.4 The BCYFCA President will investigate issues detrimental to the BCYFCA and its objectives, and to report these issues to the BOD as circumstances warrant.
- 3.4.6.5 The BCYFCA President will approve a calendar of events and oversee scheduling of BCYFCA activities, for tackle football and cheerleading.
- 3.4.6.6 The BCYFCA President will review certification schedules of all member organizations and validate compliance to the equipment certification requirements.
- 3.4.6.7 The BCYFCA President will coordinate, through the applicable Sports Officials Organization(s), a schedule of certified referees for all tackle football games.
- 3.4.6.8 The BCYFCA President will coordinate an annual meeting of the BCYFCA member organization's tackle football coaches to present changes to the High School Football Rules.
- 3.4.6.9 Appoint all necessary committees.
- 3.4.6.10 In the event of a tie, the BCYFCA President shall make final decision.

3.4.7 *Vice-President Tackle Football*

- 3.4.7.1 In case of the absence of the President, the BCYFCA Vice-President of Tackle will perform the duties of the President regarding Tackle related issues
- 3.4.7.2 In case of the absence of the President, the BCYFCA Vice-President of Tackle will perform the duties of the President regarding tackle related issues.
- 3.4.7.3 The Vice-Presidents will assist the President in the conduct and affairs of the BCYFCA.
- 3.4.7.4 The BCYFCA Vice-Presidents will be a ex-officio member for all committees.

3.4.7.5 The BCYFCA Vice President of Tackle will investigate all complaints, suspensions and ejections regarding football operation on all member organization, coaches, players and spectators. Give a recommendation to the BCYFCA President for any disciplinary action against any member organization, coach, player or spectator and request any additional meeting to be held for further disciplinary action.

3.4.8 *Vice-President of Cheer*

3.4.8.1 In case of the absence of the President, the BCYFCA Vice-President of Cheer will perform the duties of the President regarding Cheer related issues. In case of the absence of the President, the BCYFCA Vice-President of Tackle will perform the duties of the President regarding Tackle related issues

- 3.4.8.2 Responsible for coordinating meetings with the Cheer Agents from each member organization.

- 3.4.8.3 Responsible for coordinating and organizing the BCYFCA Cheer competition.
- 3.4.8.4 Attend and supervise the verifications at the annual cheerleading competition for each division.
- 3.4.8.5 The BCYFCA Vice-President of Cheer will be an ex-officio member for all committees.
- 3.4.8.6 Vote on issues brought before the BCYFCA. Higher seat prevails. If a separate League/Organization Presidential seat is held, then that vote will take the place of a vote of the County Vice President of Cheer Position.

3.4.8.6 The BCYFCA Vice President of Cheer will investigate all complaints, suspensions and ejections regarding cheer operation on all member organization, coaches, players and spectators. Give a recommendation to the BCYFCA President for any disciplinary action against any member organization, coach, player or spectator and request any additional meeting to be held for further disciplinary action.

3.4.9 *Secretary*

- 3.4.9.1 Record the activities of the BCYFCA, maintain appropriate files, mailing lists, and necessary records.
- 3.4.9.2 Maintain a directory of the BOD members and committee members.
- 3.4.9.3 Keep minutes of the BOD meetings, and make copies of the minutes available to BOD members within seven (7) days of the meeting.
- 3.4.9.4 Maintain active players of all BCYFCA teams and make copies of the officials available to BOD members.
- 3.4.9.5 Maintain copies of proof of insurance of each member organization.
- 3.4.9.6 Maintain copies of each member organization's equipment certifications.
- 3.4.9.7 Maintain copies of each member organization's By-Laws and BOD's (with contact information) on file for the current season.
- 3.4.9.8 Notify all BCYFCA BOD members one-week prior of regular scheduled BOD meetings.
- 3.4.9.10 Maintain and accept all Background Checks and Appeals regarding Background Checks.

3.4.10 *Treasurer*

- 3.4.10.1 Receive and deposit monies in a depository approved by the BOD.
- 3.4.10.2 Deposit monies received within five (5) working days following receipt.

- 3.4.10.3 Keep records for billing, receipt and disbursement of all monies of BCYFCA by board approval for each sport and general fund.
- 3.4.10.4 File any and all City, State, and/or Federal Tax Statements in a timely manner. (Federal form 990 filed by May 15th)
- 3.4.10.5 Prepare and present a financial statement for each BCYFCA BOD meeting.
- 3.4.10.6 Maintain any and all receipt books and/or other financial documentation for the BCYFCA.

3.4.11 *Public Relations Officer*

- 3.4.11.1 Maintain the official BCYFCA web site and ensure that all registration fees for the web site are paid.
- 3.4.11.2 Maintain a current regular season schedule and calendar of events posted on the BCYFCA web site including post-season playoff schedules and results, as necessary.
- 3.4.11.3 Update the BCYFCA web site with the win-loss results for each game played during the regular season and playoff games.
- 3.4.11.4 Submit league standings and weekly win-loss reports to local newspapers and radio stations.
- 3.4.11.5 Submit results of the annual cheerleading competition to local newspapers and radio stations.

3.4.12 *Regional Area Tackle Agents*

- 3.4.12.1 Maintain a list of all tackle football coaches (including telephone numbers) for their respective jurisdictions.
- 3.4.12.2 Supervise the annual player verifications.
- 3.4.12.3 Attend and supervise the player check in at the annual Super Bowl competition for each division.
- 3.4.12.4 Resolve weekly check-in and disputes throughout the regular season and for postseason games. A summary of all weigh-in and disputes must be reported to the BCYFCA BOD at the next regular scheduled BOD meeting.
- 3.4.12.5 Vote on issues brought before the BCYFCA. Higher seat prevails. If a Presidential seat is held, then that vote will take the place of a vote of the Area Tackle Agent Position.

3.4.14 *Regional Area Cheer Agents*

- 3.4.14.1 Maintain a list of all cheerleading coaches (including telephone numbers) for their respective jurisdictions.
- 3.4.14.2 Supervise the annual player verifications within their jurisdiction.

- 3.4.14.3 Assist and validate the judge's scorecards and calculations at the annual cheerleading competition. Attend and supervise monthly Cheer Coordinator meetings.
- 3.4.14.5 Vote on all issues brought before the BCYFCA. Higher seat prevails. If a Presidential seat is held, then that vote will take the place of a vote of the Area Cheer Agent Position.

3.4.15 *PLAYER SAFETY OFFICER*

3.4.15.1 The safety officer coordinates all safety activities including supervision of HEADS UP FOOTBALL, ensures safety in player training, ensures safe playing conditions, coordinates reporting and prevention of injuries, solicits suggestions for making conditions safer, and reports suggestions to BOD

Article IV
By-Laws

4.1 These by-laws shall govern, and when rules of order are not covered then it will revert to the Robert's Rules of Order.

4.2 Amendments to the by-laws may be made once per year at any regular or special meeting of the BCYFCA Executive BOD, from January 1 thru June 30 with the approval of a 3/4 vote of the Executive BOD present.

Article V
Fiscal Year

5.1 For the purpose of reporting all assets of the BCYFCA, the fiscal year shall begin January 1st of each year and December 31st of the same year.

Article VI
Membership

6.1 Each Member Organization will have in their registration form the following language " We are a Member League of the BCYFCA. We are governed by the Bylaws of the BCYFCA and its President".

6.2 Each individual BCYFCA member organization, after meeting association requirements, is represented in the BCYFCA by their highest-ranking elected official.

6.2.1 Requirements are the following:

(a) Provide BCYFCA Administrative Board with organization plan including previous membership totals and anticipated number of players and divisions. They will provide their league presentation, including colors, mascot and uniform rendering before the BOD at an announced President's meeting.

(b) Provide P & L statement from previous year-if applicable, if not, financial documents i.e. bank statements and any financial documentation proving funds available.

(c) \$2,500.00 deposit (which will be returned after probation period if all vendors have been paid including but not limited to BCYFCA yearly dues and payments to referees. Should potential league be accepted under BCYFCA and then withdraw their league,

their \$2,500.00 will be kept by BCYFCA. This requirement will be handled on case by case issues and will be voted on by BOD if deposit refund is requested.

(d) Maintain good standing for one (1) year probation. This would include but not limited to BCYFCA Dues paid, referees paid timely, no fines accumulated

(e) Must commit seven (7) division of tackle teams for their initial season.

6.3 Any organization wishing to become a BCYFCA member must present a written request to the BCYFCA President outlining their qualifications, identify their home field and agree to abide by the BCYFCA by-laws as described herein.

6.4 The BCYFCA President and Administrative Board shall inspect the petitioning organization's facilities and report their findings to the BCYFCA BOD.

6.5 Acceptance of an applicant for membership requires a 3/4 favorable vote by the BCYFCA BOD.

6.6 Each Member Organization must be incorporated by the State of Florida.

Article VII **Structure**

7.1 BCYFCA member organizations will be grouped as one league with Member Leagues..

7.1.1 7.1.1 Games will be determined by blind draw by the President and Members of the BOD

Article VIII **Dues and Fees**

8.1 Annual membership fees are determined by the BCYFCA Board of Directors at the Budget meeting, to be determined yearly, At that time the Treasurer will propose the dues and budget for the year. Said dues will be payable on or before the July meeting or at the instruction of the Treasurer.

8.2 Member organizations that commit a team/squad to division play, and then withdraw the team/squad from league play or cheer competition will be subject to a \$250.00 cancellation penalty for each team/squad removed.

(a) Committing a team/squad is considered committed if you verify said team/squad at the Verification meeting. Should any verified team/squad be removed from a competition i.e. BCYFCA Cheer Comp. or Superbowl, said team/squad will be subject to the \$250.00 cancellation fee.

(b) Relative to Cheer- the "Commitment Meeting" is for purposes of obtaining the number of cheerleaders that will be attending the BCYFCA Cheer Competition in anticipation of ordering trophies etc.

8.3 All teams that do not notify the BCYFCA president and league president of the opposing team within 48 hours that their field is not available will be subjected to a fine not to exceed \$250.00 for the first and second offense. All other offenses will result in a disqualification by that league. President shall have discretion on fines.

8.4 Any member organization team/squad that withdraws from league play or cheer competition cannot re-enter the league or attend cheer competition for the remainder of the current season.

Article IX
Meetings

9.1 The BCYFCA BOD will meet to elect the Administrative Board Officers in November for the voting year term . Newly elected officers will commence their two-year term at the BOD meeting in January.

9.2 The BCYFCA BOD will meet throughout the year. Meetings will be held on Sundays. Dates will be determined by the BCYFCA President. Additional meetings may be called at the order of the BCYFCA President as determined by the Administrative Board.

9.3 An annual player verification meeting will be scheduled after the team committal meeting. Verification meeting shall be held at least two (2) weeks before the first official game of the regular season.

9.4 A special meeting of the BCYFCA BOD may be called by petition of six (6) members of the Executive Board of Directors. Meetings shall be announced by publication and must be made at least five working days prior to the scheduled meeting.

9.5 An appeals meeting of the BOD may be called by any member of the Executive Board by notifying the BCYFCA President with an explanation of the request. The BCYFCA President will confer with the Administrative Board of the BCYFCA to determine if justification exists to convene an appeals meeting of the BOD. The President is responsible for notifying the board members requesting the appeals meeting of the decision. If at all possible, resolution should be without convening an appeals meeting.

9.6 The BCYFCA President will schedule additional meetings as necessary with three (3) days notice.

Article X
Committees

10.1 The BCYFCA may have the following committees appointed by the President:

- 10.1.1 By-Laws Committee (the BOD shall serve in the absence of a committee)
- 10.1.2 Scheduling Committee(s)
- 10.1.3 Tackle Rules Committee
- 10.1.4 Cheer Rules Committee
- 10.1.5 Special Events Committee (Super Bowl, Cheer Competition, All-Star Game etc.)
- 10.1.6 Referee Committee
- 10.1.7 Badging Committee/Background Check

10.2 Each committee will consist of not less than four (4) members and must consist of at least two (2) members of the Administrative Board.

10.3 Committee chairpersons are to be designated by the BCYFCA President.

10.4 The members of these standing committees are responsible to the BCYFCA BOD for the activity and function of said committee.

10.5 The BCYFCA Vice-President of Tackle and Vice President of Cheer are ex-officio members of all committees.

Article XI
Finances

- 11.1 The BCYFCA BOD does not govern, nor control the financial practices of its member organizations. All monies collected by BCYFCA member organizations through the sale of concessions and other member organization items (e.g. T-shirts, hats, banners, etc.) will remain the property of the BCYFCA member league.
- 11.2 BCYFCA member leagues are not required to submit yearly financial reports to the BCYFCA BOD.
- 11.3 All monies collected by the BCYFCA from membership dues and fees are to be maintained in an accredited financial institution within the state of Florida.
- 11.4 All monies collected by the BCYFCA from membership dues and fees are to be allocated to specific budgeted items as approved by the BCYFCA BOD.
- 11.5 All BCYFCA income and expenditures must be presented and approved by the BCYFCA BOD in the annual budget.
- 11.6 A full accounting of all BCYFCA income and expenditures must be presented to the BCYFCA BOD at regular board meetings, or when directed by the BCYFCA President.

Article XII

- 12.1 All daily activities of the BCYFCA shall be governed by the policies and procedures of the BCYFCA Operations Manual.
12.1(a) this is for adaption of the documents
- 12.2 All BCYFCA football games shall be played in accordance with BCYFCA Football Rules and Operations Manual.
- 12.3 All BCYFCA cheerleading stunting and competition specifications shall be conducted in accordance with the BCYFCA Cheerleading Rules and Operations Manual.