

ATLANTIC COAST YOUTH ALTHLETIC ASSOCIATION

2019 BYLAWS

Article I

Organizational Name

- 1.1 The organization shall be known as the Atlantic Coast Youth Athletic Association ("ACYAA").

Article II

Objective

- 2.1 The specific and primary purpose of the ACYAA is to provide instructional recreational flag and tackle football and cheerleading for youth participants while teaching the fundamental skills of the game in a positive environment, while stressing sportsmanship and above all safety. ACYAA is committed to providing our youth an enjoyable, memorable team experience.
- 2.2 The ACYAA is operated exclusively for the benefit of the youth of the member organizations and adjacent communities and for any and all other non-profit purposes. No part of any net earnings of the ACYAA shall benefit any of the members, directors or officers.

Article III

Board of Directors (BOD)

General Purposes

- 3.1 The ACYAA Board of Directors shall consist of and Executive Board (President League Members) and Administrative Board (Elected

Directors/Officers).

- 3.2 The ACYAA Administrative BOD will govern and enforce league matters that have been decided on by the Executive BOD. Final decisions will be made by majority vote by the founding eight (8) leagues (Melbourne, Palm Bay, West Melbourne, Sebastian, Treasure Coast, Vero Beach, Merritt Island and Titusville).
- 3.3 In the event of a vacancy of the ACYAA President, the Director of Operations (Vice President) will assume the responsibilities of the President until an emergency election meeting by the Executive BOD is held to elect a President. The election will be within thirty (30) days of vacancy. The newly elected President will serve for the remainder of that term.
- 3.4 Vacancies of the ACYAA Administrative BOD Directors, Agents or Officers will be filled by the ACYAA President by appointment. Appointed candidates will be approved by majority vote by founding leagues of the Executive BOD.

3.5 Administrative Board

3.5.1 The Administrative Board of the ACYAA will consist of a President, VP/Director of Operations, Secretary, Financial Director (CFO), Tackle Director, Cheer Director, Player Safety Officer, 2 Tackle Agents and 2 Cheer Agents and Community Affairs Director.

3.5.2 The responsibilities of the Administrative Board of the ACYAA will be to enforce the current ACYAA Bylaws, Operations

Manual, Tackle Rules, Cheer Rules and Flag Rules. For situations not covered in the aforementioned rules/manuals ACYAA will revert to instructions according to Robert Rules of Order. For Tackle related issues not outlined in the Tackle Rule, ACYAA will revert to High School Rules. For Cheer related issues not outlined in Cheer Rules, ACYAA will handle on case by case bases.

3.5.2.1 Any Member League that fails to adhere to any of the rules placed in the ACYAA Bylaws, Operations Manual, Tackle Rules or Cheer Rules will be subject to a disciplinary action as follows:

FIRST Infraction: League probation.

SECOND Infraction: Loss of vote, loss of home game, and loss of special event (i.e. playoff game, super bowl, All Star).

THIRD Infraction: Suspension of League

3.5.2.2 Should the infraction occur at the end of the season they will not be scheduled any home games for the following season. Member league's voting privileges will be suspended until the member organization has complied.

3.5.3 Manage the day-to-day activities of the ACYAA

3.5.4 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.

3.5.5 Administrative Board will determine and/or administer disciplinary actions against its member organization's players, coaches, board members, spectators, parents and children (registered players or not) as applicable.

3.5.6 President of ACYAA, Director of Finance, Director of Tackle, Director of Cheer, and the Secretary will be elected by the Executive BOD during the last BOD meeting in December in EVEN numbered years and will serve a two (2) year term or until an office successor is elected. The VP/Director of Operations, North and South Area Tackle Agents, and North and South Area Cheer Agents will be elected by the Executive BOD during the last BOD meeting in December in ODD numbered years and will serve a two (2) year term or until an office successor is elected.

3.5.7 Nominees for ACYAA President must have been an Administrative Board Member of the ACYAA for 2 (two) years or a Board Member President of a Member organization at least one full year prior to being nominated for the ACYAA President position. The ACYAA President cannot be an active/current President of a member organization. Exceptions to this article will be based on the date ACYAA was created. (2019).

3.6 Executive Board

3.6.1 The Executive Board of the ACYAA BOD will consist of the highest elected official of each member organization.

3.6.2 Only the founding member leagues: Palm Bay, Melbourne,

West Melbourne, Merritt Island, Titusville, Vero Beach, Sebastian and Treasure Coast, will have one vote in ACYAA matters brought before the BOD.

3.6.3 The responsibilities of the Executive BOD, is to discuss, determine and vote on Bylaws, Operations Manual, Tackle Rules and Cheer Rules.

3.6.3.1 Should a parent, coach or player be suspended from a member league, they will need executive majority vote to play with another member league.

3.6.4 It is the responsibility of the Executive BOD officers to attend Board meetings and ACYAA functions. If the member leagues President is unable to attend a board meeting or ACYAA function, it is their responsibility to send a representative in their place. Member leagues shall send the highest ranking board member as their representative. Said representative is permitted to make motions and vote on ACYAA business.

3.6.5 Any member organization that is not represented at regular communicated ACYAA BOD, Tackle or Cheer meetings 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 nonparticipation fees, the member league voting privileges will be suspended.

3.6.6 Any member of the ACYAA BOD that misses three (3) meetings or functions without being excused or sending a representative in their place will be removed from the ACYAA BOD.

3.6.6.1 Additional penalties for member leagues that continually fail to attend regularly scheduled ACYAA meetings may include forfeiture of hosting homes games, Jamboree, play-offs and Super Bowl.

3.6.7 It is the responsibility of the BOD officers to act in accordance with the ACYAA guidelines and to demonstrate professionalism and good sportsmanship at all ACYAA events, meetings and functions.

3.7 President

3.7.1 The ACYAA President will conduct the affairs of the ACYAA and execute the policies established by the BOD.

3.7.2 The ACYAA President will assure the conduct of the ACYAA member organizations is in strict conformity to these bylaws.

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

3.7.4 The ACYAA President will investigate issues detrimental to the ACYAA and its objectives and will report these issues to the Executive BOD.

3.7.5 The ACYAA President will approve a calendar of events and oversee scheduling of the ACYAA activities for ACYAA Tackle Football and Cheerleading.

3.7.6 The ACYAA President will coordinate through the applicable Sports Officials Organization a schedule of certified referees for all tackle football games.

3.7.7 The ACYAA President will appoint all necessary committees.

3.7.8 In the event of a tie vote amongst the Executive BOD, the ACYAA President shall make final decision.

3.8 Director of Operations (Vice President)

3.8.1 In case of the absence of the President, the ACYAA Director of Operations will perform the duties of the President.

3.8.2 Director of Operations will assist in the coordinating and organizing the meetings with Football and Cheerleading coaches and officials relating to the Super Bowl, Cheer Competition and All-Star games, if applicable.

3.8.3 Director of Operations will assist the President in the conduct and affairs of the ACYAA.

3.8.4 Director of Operations will be an ex-officio member for all committees.

3.8.5 Director of Operations will investigate all complaints, suspensions and ejections regarding Football and Cheerleading for all member leagues, coaches, players and spectators. Director of Operations will provide a recommendation to the ACYAA President for any disciplinary action against any member organizations, coach, player or spectator and request any additional meetings be held for further disciplinary action.

3.8.6 Director of Operations will collect from hosting leagues Presidents and store all league game rosters within 72 hours of the scheduled game.

3.8.7 Director of Operations will maintain and accept all Background Check appeals

3.8.8 Director of Operations will maintain spreadsheet of Coaches, Presidents and ACYAA Administrative badges.

3.9 Director of Cheerleading

3.9.1 ACYAA Director of Cheerleading will be responsible for coordinating meeting with the Cheer Agents and member leagues Cheer Directors.

3.9.2 ACYAA Director of Cheerleading will be responsible for approval of player verification.

3.9.3 ACYAA Director of Cheerleading will be responsible for

coordinating Cheer Competition.

3.10 Director of Tackle Football

3.10.1 ACYAA Director of Tackle will be responsible for coordinating meeting with the Tackle Agents and member leagues Tackle Directors.

3.10.2 ACYAA Director of Tackle will be responsible for assisting in the approval of player verification.

3.10.3 ACYAA Director of Tackle will be responsible for assisting in the coordination of Super Bowl.

3.10.4 ACYAA Director of Tackle coordinates all safety activities including supervision of HEADS UP FOOTBALL, ensures safety in player training, ensures safe playing conditions, reviews Equipment certifications and equipment (if applicable), coordinates reporting and prevention of injuries, solicits suggestions for making conditions safer, and reports suggestions to BOD

3.11 Secretary

3.11.1 ACYAA Secretary will record the activities of the ACYAA, maintain files, mailing list and contact list including Member league contact phone number and email address.

3.11.2 ACYAA Secretary will keep the minutes of the BOD meetings and make copies available to the BOD members within seven

(7) days of the meeting.

3.11.3 ACYAA Secretary will maintain a copy of each member leagues Bylaws on file for the current season.

3.11.4 ACYAA Secretary will notify the ACYAA Executive and Administrative board of all meetings within 7 days of the scheduled meeting.

3.11.5 ACYAA Secretary will maintain copies of Proof of Insurance and 501-C3 documents of each member organization.

3.11.6 ACYAA Secretary will maintain copies of each member league's equipment certifications

3.12 Director of Finance

3.12.1 Director of Finance will receive and deposit monies, within five (5) days of receipt, in a depository approved by the BOD.

3.12.2 Director of Finance will notify the BOD of any past due invoices due and owing by any of the member leagues.

3.12.3 Director of Finance will keep records for billing, receipt and disbursement of all monies of the ACYAA by BOD approval.

3.12.4 Director of Finance will file any and all City, State and Federal tax statements in a timely manner.

3.12.5 Director of Finance will prepare and present a financial statement, printed from current bank statement, for each ACYAA BOD meeting or at the request of the ACYAA President.

3.12.5 Director of Finance will maintain any and all receipt books as well as any other financial documentation.

3.13 Director of Community Affairs

3.13.1 Director of Community Affairs will maintain the official ACYAA website as well as any other social media outlets ie., Facebook and/or Instagram.

3.13.2 Director of Community Affairs will maintain the current regular season schedule and calendar of events posted on the ACYAA website including post season playoff schedules and results.

3.13.3 Director of Community Affairs will update the website and report game day results.

3.13.4 Director of Community Affairs will submit league standings and weekly stats to local newspapers and radio stations.

3.14 Area Tackle Agents

3.14.1 Area Tackle Agents will attend player verification.

3.14.2 Area Tackle Agents will assist and sign off on player books and update rosters as needed.

3.14.3 Area Tackle Agents will assist in the investigation of player ejections and complaints.

3.14.4 Area Tackle Agents will attend monthly BOD meeting.

3.15 Area Cheer Agents

3.15.1 Area Cheer Agents will attend player verification.

3.15.2 Area Cheer Agents will assist and sign off on player books and update rosters as needed.

3.15.3 Area Cheer Agents will assist in the investigation of player ejections and complaints.

3.15.4 Area Cheer Agents will attend monthly BOD meeting.

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 ACYAA Executive BOD, from January 1st thru June 30th with the approval of a $\frac{3}{4}$ vote of the Executive BOD present.

Article V
Operating and Fiscal Year

5.1 For the purpose of reporting of all assets and operations of the ACYAA, the operations and 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 ACYAA. We are governed by the Bylaws, Tackle Rules, Cheer Rules, and Operations Manual of the ACYAA and its President".

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

6.2.1 Requirements to join the ACYAA are as follows:

6.2.1.1 Provide ACYAA 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.

6.2.1.2 Provide 501C3 Status, if applicable, and P & L statement from previous year-if applicable, if not, financial documents i.e., bank statements and any financial

documentation proving funds available.

6.2.1.3 A \$2,500.00 Entry Fee will be given to the ACYAA for administration fees.

6.2.1.4 Must maintain good standing for two (2) years probation. This would include but not limited to ACYAA dues paid, referees paid timely, no fines accumulated, no voting rights for two (2) years.

6.2.1.5 Must commit to a minimum of six (6) divisions of tackle teams for their initial season with Cheerleaders.

6.3 Any organization wishing to become an ACYAA member must present a written request to the ACYAA President outlining their qualifications, identify their home field and agree to abide by the ACYAA by-laws, Tackle Rules, Cheer Rules, and Operations Manual as described herein.

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

6.5 Acceptance of an applicant for membership requires a $\frac{3}{4}$ favorable vote by the ACYAA BOD.

6.6 Each Member Organization must be incorporated by the State of Florida and hold or be obtaining a 501C3 classification.

Article VII
Structure

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

7.1.1 Games will be determined by the Executive Board of Directors.

Article VIII
Dues and Fees

8.1 Annual membership fees are determined by the ACYAA Executive Board of Directors at the Budget meeting, to be determined yearly, at that time the Director of Finance 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 Director of Finance.

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.

8.2.1 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. ACYAA Cheer Comp. or Super Bowl, said team/squad will be subject to the \$250.00 cancellation fee.

8.2.2 Relative to Cheer the "Commitment Meeting" is for purposes of obtaining the number of cheerleaders that will be attending the ACYAA Cheer Competition in anticipation of ordering trophies etc.

8.3 All teams that do not notify the ACYAA 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. ACYAA 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 ACYAA 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 ACYAA BOD will meet throughout the year. Meetings will be held on Mondays. Dates and how the meeting will commence will be determined by the ACYAA President. Additional meetings may be called at the order of the ACYAA 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 ACYAA Executive 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 (5) 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 ACYAA President with an explanation of the request. The ACYAA President will confer with the Administrative Board of the ACYAA 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 ACYAA President will schedule additional meetings as necessary with three (3) days notice.

Article X **Committees**

10.1 The ACYAA 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

10.1.8 Disciplinary Committee (For Infractions to our rules and operations that occur)

10.2 Each committee will consist of not less than four (4) members.

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

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

10.5 The ACYAA Director of Tackle and Director of Cheer are ex-officio members of all committees.

Article XI
Finances

11.1 The ACYAA BOD does not govern, nor control the financial practices of its member organizations. All monies collected by ACYAA 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 ACYAA member league.

11.2 ACYAA member leagues are required to show 501C3 compliance, (except when a league does not have their own 501C3 because they fall under the umbrella of another organization's 501C3), but not required to submit yearly financial reports to the ACYAA BOD.

11.3 All monies collected by the ACYAA from membership dues and fees are to be maintained in an accredited financial institution within the State of Florida in 1 (one) Account.

11.4 All monies collected by the ACYAA from membership dues and fees are to be allocated to specific budgeted items and any unforeseen expenditures as approved by the ACYAA BOD.

11.5 All ACYAA income and expenditures must be presented and approved by majority by the ACYAA BOD.

11.6 A full accounting of all ACYAA income and expenditures must be presented to the ACYAA BOD at regular board meetings, or when directed by the ACYAA President. (Actual Bank Statements from the current financial Institution)

Article XII

Football Teams & Cheerleading Squads

12.1 All daily activities of the ACYAA shall be governed by the policies and procedures of the ACYAA Bylaws, Operations Manual, Tackle Rules, and Cheer Rules.

12.2 All ACYAA football games shall be played in accordance with ACYAA Football Rules and Operations Manual.

12.3 All ACYAA cheerleading stunting and competition specifications shall be conducted in accordance with the ACYAA Cheerleading Rules and Operations Manual.