

Seminole Chiefs Football and Cheerleading Program

Bylaws

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SEMINOLE CHIEFS FOOTBALL AND CHEERLEADING BYLAWS

A sports program under the Seminole Youth Athletic Association, a non-profit community sports program.

ARTICLE I NAME

The name of this organization shall be the Seminole Chiefs Football and Cheerleading Program (hereinafter referred to as “the Seminole Chiefs”), organized under the Seminole Youth Athletic Association, Inc (SYAA), the Parent Organization. To the event that there are differences between the bylaws of the Seminole Chiefs and the SYAA, the SYAA Bylaws shall take precedence.

ARTICLE II PURPOSE

The purpose of the Seminole Chiefs Football and Cheerleading Program under the SYAA, a Florida not-for-profit corporation, is to provide education in the areas of sportsmanship, discipline, teamwork and physical fitness, as well as provide fun to the youth of the community in the form of team sports, without regard to race, religion, gender, or national origin through a supervised program of football and cheerleading instruction and competition. This program is committed to the values of fair play as well as providing the best in coaching, equipment, and facilities obtainable.

ARTICLE III PLACE OF BUSINESS

The principal office of this program shall be in Unincorporated Seminole, County of Pinellas, and the State of Florida.

The registered office of the SYAA, the parent organization of the Seminole Chiefs Football and Cheerleading program, shall be physically located at 12100 90th Ave North, Seminole, Florida 33772. The mailing address of the office is P.O. Box 4663, Seminole, Florida 33772. The address of the principal office may be changed from time to time as deemed necessary by the Board of Directors.

ARTICLE IV MEMBERSHIP

1. Automatic Membership: All parents or legal guardians of currently registered participants, current members of the Board of Directors, and all members of Board approved coaching positions shall be automatically considered a general member of the Seminole Chiefs for the current year. The year shall run from January 1st through December 31st.

2. Voting Rights: Each member who is in good standing shall be entitled to vote on all matters submitted to the general membership. A member shall be considered in good standing provided all fees, fundraisers, and/or dues have been paid and the Member has participated in organizational fundraisers as specified by the Seminole Chiefs. or as otherwise recognized by the Board. Any member under current suspension is not in good standing. Only one (1) vote per immediate family is permitted. Immediate family shall mean, father, mother, stepfather, stepmother, or legal guardian. Proxy can give no vote.

3. Suspension/Termination of membership with the Seminole Chiefs: The Board of Directors may suspend or terminate any member for just cause. Member may appeal such action by submitting a written appeal within three (3) days of the suspension or termination. The appeal hearing before the Board shall take place no later than 10 days after receipt of the written request of the appeal. A majority of the Board must be present for the hearing and a vote of two thirds (2/3) of the Board positions shall determine the appeal. The decision by the Board will be final.

ARTICLE V
MEETINGS OF THE GENERAL MEMBERSHIP

1. Annual Meeting: A meeting of the general membership shall be held during the month of December each year following the end of the previous season. The President shall provide the suggested time and place of such meeting to the Secretary, who shall secure the location and time and give notice to the general membership as provided in Section 3 of this Article V.

2. Special meeting: A Special meeting of the general membership may be called by the President as provided by Section 3 of this Article IV.

3. Notice of Meeting: The notice of the annual meeting or any special meeting of the general membership shall state the date, time, place and purpose of the meeting. Said notice shall be given in writing either in person, e-mail, by mail or other social media outlets not less than two (2) days or more than (30) days before the date of said meeting.

ARTICLE VI BOARD OF DIRECTORS

Section 1. **General Powers:** The affairs of the Seminole Chiefs shall be managed by its Board of Directors in compliance with all governmental and conference affiliation requirements, as well as the Seminole Chiefs' bylaws. Roberts Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the Seminole Chiefs' By-laws. Each Board Member is expected to carry out their fiduciary duty to the Seminole Chiefs, as well as comply with all ethical and moral obligations of a member of the Seminole Chiefs. No Office, Member of the Board of Directors, Coaches, or members of a Coaching staff shall be compensated for their personal contribution to the Seminole Chiefs.

Section 2. **Board of Directors:** All voting members of the Board of Directors shall be entitled to one vote. The number of voting members of the Board of Directors shall be twenty one (21). The President of the Seminole Chiefs will vote only to break a tie. Each Board of Directors member shall hold office for one year with the exception of the Executive Board, which shall be a term of two years. Varsity Head Coaches can also be certified into a 2 year term by order of the Executive Board. The term shall run from January 1 through December 31st of the year following the General Election. No person shall have more than one vote on the Board of Directors.

Section 3. **Quorum.** A majority of the Board shall constitute a Quorum of the Board.

Section 4. **Executive Board:** The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Parliamentarian, Athletic Director, and the Cheerleading Coordinator. The President, Secretary, and Athletic Director terms shall begin in even years. The Vice President, Treasurer, and Cheerleading Coordinator terms shall be in odd years. The Executive Board member must have served at least one (1) year term in a Board of Directors Position within the past five (5) years. Term limitations can be modified by a majority vote of the Board.

Section 5. **The Board of Directors** consist of the following:

1. **PRESIDENT:** The President shall in general, supervise all the business affairs of the Seminole Chiefs. S/He shall chair all meetings of the General Membership and the Board of Directors. The President has the authority to remove a coach or Board Member from their position for just cause. The member can appeal the decision pursuant to Article IV of these bylaws. S/He shall be the primary representative of to the public, private, or government interests and performs all duties incident to the office of President and such other duties as may from time to time be decided upon the Board of Directors.
2. **VICE PRESIDENT:** The Vice President shall assist the President in all duties. In the absence or inability of the President to act, or upon the vacancy of the Presidency, the Vice President shall perform the duties of the President and when so acting shall have all the powers of the President and be subject to all restrictions placed upon the President. S/He shall perform such other duties as may be assigned by the President and/or the Board of Directors.
3. **SECRETARY:** The Secretary shall keep the minutes of all meetings and provide a written summary of proceedings at each Regular meeting of the Board of Directors. S/He shall see that all notices are duly given as provided by these bylaws, be custodian of the corporate

records, and maintain them in a manner which will allow for retention of all records of the activities of the Seminole Chiefs. S/He shall perform all duties incident to the Office of Secretary and perform such other duties as may be assigned by the President and/or the Board of Directors.

4. **TREASURER:** The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Seminole Chiefs. S/He shall receive and issue receipts for all monies due and payable to the Seminole Chiefs. S/He shall disburse funds due and payable to creditors in a timely fashion within the restrictions of the operating budget and/or at the direction of the Board of Directors and perform all duties incident to the Office of Treasurer. S/He shall provide a written profit/loss and balance statement reports at each Regular meeting unless reports have been emailed a minimum of 24 hours prior to the Regular meeting of the Board of Directors. Reconciliation Report shall be made available upon request. S/He shall perform such other duties as may be assigned by the President and/or Board of Directors. S/He shall be available at all times for all games hosted by the Seminole Chiefs.
5. **FINANCE ASSISTANT:** S/He shall be responsible for assisting the Treasurer and the Concession position(s). In the absence or vacancy of one of these positions, s/he shall assist the Vice President in performing that position until filled. S/He shall perform all other duties as may be assigned by the President or the Board of Directors.
6. **CHEERLEADING COORDINATOR:** The Cheerleading Coordinator shall be the liaison between the Board of Directors and the Cheerleading program. S/He is the director of all cheer coaches. S/He shall conduct check-in in the absence of the Head Coach, and perform such other duties as may be assigned by the President and/or Board of Directors. In order for a person to be eligible to hold this position, he/she must have held a coaching position within the Organization for a full season. Exceptions can be made by a majority vote of the Board of Directors.
7. **ASST. CHEER COORDINATOR:** S/He shall assist and take direction from the Cheer Coordinator. S/He shall perform such other duties as may be assigned by the President or the Board of Directors.
8. **ATHLETIC DIRECTOR:** The Athletic Director shall be the liaison between the Board of Directors and the Football program. S/He shall serve as Chairperson of the Football Coaches Selection Committee, as the weight master in the absence of the Head Coach, assist Flag Football Coordinator in his/her duties, and perform such other duties as may be assigned by the President and/or Board of Directors. In order for a person to be eligible to hold this position, he/she must have held a coaching position within the organization in the tackle program for a full season. Exceptions can be made by a majority vote of the Board of Directors.
9. **ASST. ATHLETIC DIRECTOR:** S/he shall assist and take direction from the Athletic Director. S/He shall perform other such duties as may be assigned by the President or the Board of Directors.

10. **FLAG CHEERLEADING COORDINATOR (LITTLE CHIEFS):** The Flag Cheerleading Coordinator shall be responsible for assisting the Cheer Coordinator in finding coaches for the flag program and assigning cheerleaders to various flag cheerleading teams. S/He shall be the liaison between the Cheer Coordinator, the Board, and the Flag Cheerleading program. S/He shall perform other such duties as may be assigned by the President or the Board of Directors.
11. **REGISTRAR:** The Registrar shall be responsible for the registration and certification of all participants in the sports program. S/He shall keep the Athletic Director and the Cheerleading Coordinator updated on the certification status of all participants and performs such other duties as may be assigned by the President or Board of Directors.
12. **CO-REGISTRAR:** The Co-Registrar shall be responsible for assisting the Registrar in all of his/her duties. In the absence of the Registrar, S/He shall be responsible for the registration and certification of all participants in the sports program. They shall keep the Athletic Director and Cheerleading Coordinator updated on the certification status of all participants and performs such other duties as may be assigned by the President or the Board of Directors.
13. **FUNDRAISING CHAIRPERSON:** The Fundraising Chairperson shall be responsible for the recommendation of all fundraising activities for final approval by the Board of Directors. S/He shall be responsible for the implementation of such fundraisers, including but not limited to, the distribution of fundraising materials and collection of funds in connection with said fundraisers. S/He shall keep accurate records of revenues and expenses in relation to said fundraisers and provide a written report at each Regular meeting of the Board of Directors. S/He shall maintain receipts records and submit them monthly to the Treasurer for sales tax submission. S/He shall perform such other duties as may be assigned by the President or the Board of Directors.
14. **SOCIAL MEDIA CHAIRPERSON:** The Social Media Chairperson shall be responsible for the preparation and release of approved suitable publicity material to the local media concerning activities of the Seminole Chiefs. S/He shall be responsible for the publication of the annual program book, including but not limited to, solicitations of advertising, photography, and printing of the annual program book as well as weekly newsletters. S/He shall be responsible for requiring Corporate Sponsorships for the league, as well as preparations of materials given to said Sponsorships. S/He shall submit a written report of revenues and expenses in relation of said publicity. S/He shall perform such other duties as may be assigned by the President or the Board of Directors.
15. **CONCESSION MANAGER:** The Concession Manager shall be responsible for all sales and purchases of the concession stand operated at all functions hosted by the Seminole Chiefs, including but not limited to, all practices, home games, etc. S/He shall keep an accurate record of revenue and expenses and provide a written report at each Regular Meeting. S/He shall perform such other duties as may be assigned by the President or the Board of Directors.

16. **CONCESSION ASSISTANT MANAGER:** S/He will take direction from the Concession Manager. In the absence, inability to act or vacancy of the Concession Manager position, the Concession Assistant Manager will have all the responsibilities of the Concession Manager. S/He shall perform all other duties assigned by the President or the Board of Directors.

17. **FOOTBALL EQUIPMENT MANAGER:** The Football Equipment Manager shall be responsible for the maintenance, inventory, distribution, and collection of equipment. S/He shall issue receipts for all property of the Football program. S/He shall be responsible for the solicitation of competitive bids for equipment and the ordering of football equipment as approved by the Board of Directors. S/He shall be responsible for the safety inspection of said football equipment prior to the distribution. S/He shall have replacement equipment available at all games and perform such other duties as may be assigned by the President or Board of Directors.

18. **TEAM PARENT COORDINATOR:** The Team Parent Coordinator shall be the liaison between the Board of Directors and the Team Parent(s). S/He shall be the primary coordinator between the Fundraising Coordinator and the various teams. S/He shall be responsible for soliciting General Members to act as Team Parent(s) at a maximum amount of two team parents per team unless approved by the Board of Directors. S/He shall hold meetings with the Team Parent(s) on a regular basis to discuss matters of the Seminole Chiefs as approved by the Board of Directors. S/He will also serve on the Coaches Selection Committee as well. S/He shall perform such other duties as may be assigned by the President or the Board of Directors.

19. **FLAG FOOTBALL COORDINATOR:** The Flag Football Coordinator shall be responsible for finding coaches for the flag football program and assigning players to various flag teams. S/He shall be the liaison between the Board of Directors and the flag football program. S/He shall perform such other duties as may be assigned by the President or the Board of Directors.

20. **ASSISTANT FLAG COORDINATOR:** S/He will take direction from the Flag Football Coordinator. In the absence, inability to act or vacancy of the Flag Football Coordinator position, the Assistant Flag Coordinator will have all the responsibilities of the Flag Coordinator. S/He shall perform all other duties assigned by the President or the Board of Directors

21. **FACILITIES COORDINATOR:** The Facilities Coordinator shall be responsible for ensuring the chain crew is in place before the start of each home game. S/He is also responsible for overseeing the setup of the practice and game facilities for use during practices and game days, including chains, yard markers, etc. S/He shall perform other such duties as may be assigned by the President or the Board of Directors.

Section 5a. **Non-Voting Board Positions:** The following positions are still considered part of the Board of Directors but do not vote in any Board decisions unless stated otherwise.

22. **PARLIAMENTARIAN:** He/She is an appointed position and shall serve a one-year term. The Parliamentarian is a member of the Executive Board as a non-voting member.
23. **BOARD MEMBER A.M.:** This position shall consist of two (2) people. Each shall be at all home games from 6:30 a.m. until approximately 12:00 p.m. to assist in setup and in other duties as may be assigned by the President or the Board of Directors.
24. **BOARD MEMBER MID-DAY:** This position shall consist of two (2) people. Each shall be at all home games from 12:00p.m. until approximately 5:00 p.m. to assist in all duties as may be assigned by the President or the Board of Directors.
25. **BOARD MEMBER P.M.:** This position shall consist of two (2) people. Each shall be at all home games from 5:00 p.m. until approximately 10:30 p.m. to assist in takedown and in other duties as may be assigned by the President or the Board of Directors.

Section 6. **Vacancies:** Any vacancy occurring on the Board of Directors shall be filled by a majority vote of the Board of Directors.

Section 7. **Removal of Board of Director Members:** Any officers or member of the Board of Directors may be removed and dismissed from their duties by a seventy-five percent (75%) majority vote of the Board. A majority of the Board must be present to meet vote requirement.

If the President removes a Member of the Board of Directors, the board member can appeal the decision with a hearing requested within three (3) days of the removal. The Board of Directors will vote if the member can be accepted back into their position with a majority vote of seventy five percent (75%). A majority of the Board must be present to meet vote requirement.

Section 8. **Abandonment:** Any officer or member of the Board of Directors who is absent from three (3) regular meetings or five (5) events/meetings of any type including special meetings, committee meetings, or fundraising events shall be deemed to have abandoned their position, unless such absence has been previously submitted and approved by any member of the Executive Board (subject to case by case review). Record of those approved absences should be kept by the secretary.

Section 9. **Chain of Command Disciplinary Meetings:** All said meetings must have minutes taken by the Secretary or an Executive Board Member or be audio recorded by someone within the chain of command for documentation and appeal purposes.

ARTICLE VII COACHING STAFF

Section 1. **General:** The Seminole Chiefs recognizes that our coaches are one of the most important assets of the program and are the principal representative to the General Members. As such, all coaches and instructors are required to conduct themselves in a professional and sportsmanlike manner and recognize the influence of their actions on the attitude of their team members. Alcohol, profanity, and /or the use of tobacco products will not be accepted behavior at any Seminole chiefs' function. (See Appendix A).

The President has the authority to remove a coach from their position for just cause. The member can appeal the decision with a hearing requested within three (3) days of the removal. The Board of Directors will vote if the member can be accepted back into their position with a seventy-five percent (75%) majority vote of the Board of Directors. A majority of the Board must be present to meet vote requirement.

The Athletic Director and Cheer Coordinator have the authority to suspend a coach for just cause. The Coach may appeal the decision with a hearing requested within three (3) days of suspension. The Executive Board will preside at the hearing.

Section 2. **Qualification and Application for Head Coaches:** In order to be considered for any Head Coaching position, the applicant must have served at least one (1) season as an assistant coach or instructor on a team within the Seminole Chiefs, with the exception of serving as a coach or instructor in the Flag program. The Board of Directors, through a majority vote, may waive said requirement given the following conditions:

- Said applicant must have a proven record, within the same division of an affiliate, and verification must be accepted.
- Applicants with current coaching experience at the Seminole Chiefs must be interviewed and considered prior to the acceptance of any possible affiliate applications, including but not limited to, Flag coaches.

A varsity coach may qualify for a second consecutive season as a Head Coach, with his/her current team, without having to reapply and go through the normal interview process. This will be achieved by being certified by the Executive Board after completing a successful season and having a desire to coach at the same varsity level for another year. A successful season shall be determined by the Board of Directors, based on recommendations of the Coaches Selection Committee. They will look at many factors to include, but not limited to, the record of the team, a coach's participation in non-football/cheer activities, a coach's relationship with the Board and Parents and how well they have taught the game, techniques needed, and sportsmanship.

Submission of coaches' applications for the upcoming season should be made to the Athletic Director or to the Cheerleading Coordinator by February 1st. This date may be amended with approval of the Board of Directors. The Athletic Director and the Cheerleading Coordinator are responsible for recruiting qualified applicants. The Coaching Selection Committee will consist of the Vice President, the Athletic

Director, Cheerleading Coordinator, the Assistant Athletic Director as well as the Parent Coordinator. Football and Cheerleading will interview their respective candidates but both the Vice President and the Parent Coordinator will serve on both selection committees. Other persons may be appointed by the President to serve on the committees as needed.

The Committee will review those applications and qualifications of the applicant which will consist of but not limited to, a review of prior coaching experience, their character and how they would represent the Seminole Chiefs and the Seminole Youth Athletic Association. The Committee will present their recommendations to the Board for vote based on criteria agreed upon by said Board. All applications are subject to a background check as approved by the SYFC and/or Board of Directors.

Section 3. **Application for Head Coaches, Assistant Coaches or Instructor Positions:** Any person involved in the football and cheerleading program shall be required to submit a coaching/instructor application for approval by the Board of Directors. Submission of an application shall be deemed as permission for a personal/criminal background check to be conducted at the discretion of the Board of Directors. All applicants must pass a SYFC approved criminal background check via the FDLE.

Section 4. **Meetings/Clinics:** All Coaches/Instructors are required to attend all meetings or clinics determined to be mandatory by the Cheerleading Coordinator and/or Athletic Director. Head Coaches shall determine the place and time of any staff meetings for their respective divisions.

Sections 5. **Restrictions:** Any member of the Board of Directors of the Seminole Chiefs will be permitted to coach, and will be subject to the provisions of this article. Exceptions would be the Athletic Director(s) or the Cheer Coordinator(s) unless otherwise approved by the Board of Directors. The responsibility of any member of the Board of Directors of the Seminole Chiefs will be first to their elected position.

ARTICLE VIII COMMITTEES

Section 1. **Budget Committee:** The Budget Committee shall be chaired by the President and shall consist of the Vice President, Treasurer, Secretary, Athletic Director, Cheerleading Coordinator, Fundraising Chairperson, Flag Cheer Coordinator, Flag Football Coordinator, and the Equipment Manager. The committee shall meet in January and have a proposed budget for the upcoming year prepared for consideration at the January Board meeting.

Section 2. **Coaches Selection Committee:** The Coaches Selection Committee shall be chaired by the Vice President and shall consist of the Vice President, Cheer Coordinator, Athletic Director, and Team Parent Coordinator. The Committee will review all Head Coach applications and present their recommendations to the Board for vote based on criteria agreed upon by said board.

Section 4. **Ad Hoc Committees:** An Ad Hoc Committee chair and Committee shall not be appointed unless they can be charged with the development of a distinct ongoing actionable program and when its responsibilities can be defined with precision such as Parent Appreciation Day, Homecoming, Nominating Committee, and Registration. Existing committees shall be used whenever possible, to handle new activities.

Section 5. **Term of Office:** Each Committee member shall continue as such until the next annual meeting of the Seminole Chiefs, until a successor is appointed, business of the committee has been concluded, or until such member ceases to qualify under these By-laws.

ARTICLE IX MEETINGS OF BOARD OF DIRECTORS

Section 1. **Regular Meetings:** A regular meeting of the Board of Directors shall be held no less than once per month. All Board meetings are open to the General Membership; however, General Members have no voting rights to matters presented before the Board of Directors and shall request permission to be placed on the agenda seventy-two (72) hours prior to a scheduled meeting. Notice of place and time of meeting must be given no less than two (2) days in advance.

Section 2. **Special Meetings:** The President may call a special meeting of the Board of Directors provided notice is given no less than two (2) days in advance, in accordance with Section 4 of said article VIII.

Section 3. **Emergency Meeting:** An emergency meeting may be called and such Emergency Meeting may be construed as a meeting of the Board of Directors if there is a quorum of active Board Members in attendance of said emergency meeting.

Section 4. **Notice:** Notice of meetings shall be considered to have been delivered by any of the following means: phone, fax, answering machine, voice mail, e-mail, U.S Mail, text, in person, or by other social media means that are used as ways of communication for the Seminole Chiefs.

Section 5. **Manner of Acting:** All matters submitted to the Board of Directors shall be passed by a majority vote of the quorum. Proxy shall accept no vote.

ARTICLE X CONTROL OF FUNDS

Section 1. **Deposits:** All funds belonging to the organization shall be promptly deposited within 24 hours from the end of the business day or on non-banking days to the credit of the Seminole Chiefs in a checking, savings, or passbook account with a FDIC insured financial institution.

Section 2. **Accountability of Funds:** No less than two different members of the Board of Directors shall pick-up Game Day revenue on an hourly basis. All revenue shall be counted immediately and will be documented on a revenue sheets and signed by members receiving the revenue. All revenue should be put in a locked box in separate accountability deposit bags. End of the day revenue shall be recounted and compared to previous revenue sheets by at least two Board members. Regardless of unforeseen circumstances on game days and the availability of Board Members, good faith effort should be made to adhere to the accountability of funds.

Section 3. **Purchases:** In emergency situations, anything over a value of \$150 dollars must be passed by the Executive Board. Non-emergency spending over \$150 dollars shall be brought to the entire Board for approval. This can be in the form of oral or electronic forms of communication. This does not apply to the normal course of purchases that are made throughout the season. The details of the purchase and who provided authority will be provided to the Secretary for documentation.

Section 4. **Check and Disbursements:** All checks from the Seminole Chiefs shall be signed by two (2) members of the Executive Committee and such checks shall not be signed unless the name of the recipient is preprinted in non-erasable manner. In addition, checks can be issued by the designated FDIC insured bank being used by the Seminole Chiefs to pay debts owed through online bill pay. In general, this will be conducted by the Treasurer who will provide details through monthly Financial Statements.

Section 5. **Gifts:** The Board of Directors may accept on behalf of the Seminole Chiefs any contributions, gifts, bequests, or other devices for the benefit or general/special purpose of the organization.

Section 6. **Audit:** Any officer having control of any funds of the Seminole Chiefs shall be subject to internal or external audit at the discretion of the Board or other legal authority and shall provide all records and receipts to auditors at the discretion of the Board of Directors.

ARTICLE XI BOOKS AND RECORDS

The Executive Board shall keep complete books and records of all accounts and keep the minute book containing all proceedings of its members, Board of Directors, Committees, and Subcommittees, and shall be kept at the address of the registered agent or Principal office. All books and records of the Seminole Chiefs may be inspected by any member, their agent, or attorney provided reasonable notice is given and a mutually agreed upon time and place.

ARTICLE XII REGISTRATION AND PARTICIPATION

Section 1. **Fees:** All participants in the Seminole Chiefs must have all fees satisfied in full or have made arrangements before they shall be allowed to participate in the Cheerleading/Football program.

Section 2. **Documents:** All participants must have provided all required documents to the Seminole Chiefs prior to participation in the Cheerleading/Football Program.

Section 3. **Suspension or Termination:** The Board of Directors may suspend or terminate any participant for just cause, including but not limited to verbal or physical abuse. Participant, Participant's Parent, or legal guardian may appeal such action by submitting in writing a request for an appeal hearing. Said request for appeal must be made within three (3) days of suspension or termination. An appeal hearing shall take place no later than five (5) days after said request for appeal. Action to be taken by the Board of Directors must be made with a majority vote of two-thirds (2/3) of all Board Members.

ARTICLE XIII FISCAL YEAR

The fiscal year of the Seminole Chiefs shall run from January 1st through December 31st of each year.

ARTICLE XIV AMENDMENT TO BYLAWS

The bylaws of the Seminole Chiefs may be altered, amended, or repealed by a majority vote two-thirds (2/3) vote of the general membership present at a meeting which notice have been given stating the proposed By-law changes.

ARTICLE XV BYLAWS

These bylaws shall supersede any prior bylaws or amendments thereto and shall become effective July 2017 and shall be formally reviewed and, if necessary, revised every year beginning January 2018.

ARTICLE XVI RULES OF ORDER

The conduct of meetings of the Board and Committees shall be governed by the latest edition of Robert's Rules of Order, Newly Revised. In case of conflict, these By-laws shall supersede any prior By-laws or amendments thereto.

APPENDIX A CODE OF CONDUCT

COACHES/INSTRUCTORS/BOARD MEMBERS/TEAM PARENTS CODE OF CONDUCT

1. No physical abuse to player/cheerleader (i.e. hitting, slapping, grabbing).
2. No abusive/profane language.
3. No intoxication at practices or game sites. No drug use shall be permitted at practice, games, or any other organized activity.
4. No tobacco products of any kind allowed on the field.
5. Strictly enforce and abide by "Players Code of Conduct".
6. You shall not knowingly and willingly circumvent any rule, regulation, or By-law of the Seminole Chiefs or any other member athletic organization.
7. VIOLATIONS OF THESE WILL RESULT IN SUSPENSION AND POSSIBLE EXPULSION FROM THE Seminole Chiefs.

PLAYERS/CHEERLEADERS/PARENTS/GENERAL MEMBERS CODE OF CONDUCT

1. Profanity is prohibited at all times.
2. Horseplay is prohibited at all times.
3. Proper respect will be shown to all people involved in this organization, as well as officials or any other member athletic organization.
4. Taunting or any verbal abuse to opposing teams is prohibited.
5. Equipment abuse will not be tolerated. Trading equipment is not allowed. Equipment to be worn for practices and games only. Game Jersey and pants are not to be used for practice. Helmet, shoulder pads, and game pants must be returned at the end of the season. If a player is absent from the organization for more than a week and/or quits, the parents are responsible for returning the uniforms and equipment within seven days or pay a \$400 dollar equipment fee.

CODE OF CONDUCT PENALTIES

The following are penalties which may be imposed on players/cheerleaders, coaches, team parents, instructors, or parents (general members) for violating the Seminole Chiefs rules and regulations within a single season. Whenever there is a conflict between the bylaws and the Code of Conduct, the bylaws will take precedence.

- Letter of reprimand.
- One game suspension, to include one week of practice and a letter of reprimand.
- Suspension for one full calendar year and must reapply to the Organization for reinstatement. Head Coaches who are suspended cannot reapply for a Head Coaching position for at least two years after reinstatement.

Refer to Article VI-Section I for Coach/Instructor/Board Member/Team Parent appeal process. Refer to Article XI-Section 3 for Player/Cheerleader/Parent appeal process.

APPENDIX B TEAM ASSIGNMENTS AND PLAYER PARTICIPATION

Team assignments are adjusted as skill levels are determined and the organization can better conclude how many teams will be established. It is at the Junior Varsity Division that the Seminole Chiefs emphasizes the teaching of basic football and cheerleading skills and techniques.

Determination of Varsity and Junior Varsity levels are based on the decisions of the coaches, Athletic Director and Cheer Coordinator after evaluation of the child's ability. Participants derive the same benefits regardless of division.

Junior Varsity Coach can recruit up to four players who are new to the Seminole chiefs' organization of which they can remain with that coach for one season.

Each player shall play in each game, unless he/she has missed two (2) practices in the prior week without permission. The amount of participation or number of plays per game shall be determined by the coach, based on his/her evaluation of each team member's preparedness and physical condition, this participation decision shall also include any discipline problems that would also affect player participation. A player who has fulfilled the practice schedule will play on game day.

APPENDIX C

BOARD OF DIRECTORS RESPONSIBILITIES

1. PRESIDENT

- a. The President shall be responsible for administering all activities of the Seminole Chiefs Football and Cheerleading Organization in accordance with the stated rules and regulations of the Suncoast Youth Football Conference.
- b. The President shall preside at all meetings of the Board of Directors, general membership, and special meetings. The President or his designee will attend all SYFC meetings and provide updates to the Board of Directors.
- c. The President shall serve as chairman of the Board of Directors and shall have the authority and “power of appointment” to fulfill Football and Cheerleading positions and vacancies as deemed necessary in keeping with the needs of the Football and Cheerleading Program.
- d. The President shall insure that the activities of the Seminole Chiefs Football and Cheerleading Organization are confined to approved activities, and to approve only those expenditures that are authorized by the Board of Directors or permitted in accordance with these guidelines, rules, and regulations.
- e. The President shall be a member ex-officio of all committees except for the Nominating Committee.
- f. The President shall be responsible for attending all SYAA complex meetings and submitting the football and cheerleading budget to the SYAA board. The President is also responsible, as are the board members, for the enforcement of these bylaws and the rules and regulations of the Suncoast Youth Football Conference.
- g. While in the capacity of President, s/he cannot serve as a coach.
- h. In the best interests of the Seminole Chiefs, the President should have at least one-year experience on the Board of Directors prior to serving as President.

2. VICE PRESIDENT

- a. The Vice President shall serve as a liaison and shall assist the President working with other Board Members. In the event the President is unable to perform the duties of office the Vice President shall assume the duties. In the event the President is absent from any meeting, the Vice President shall preside at the call of the meeting of the Board of Directors.
- b. While in the capacity of Vice President, they person cannot serve as Head Coach.
- c. In the best interest of the Seminole Chiefs, the Vice President should have at least one-year experience on the Board of Directors prior to serving as Vice President.

3. SECRETARY

- a. The Secretary shall write and maintain the minutes of all meetings and maintain records, correspondence and official files during tenure at the SYAA or in another manner which will allow for retention of all records of the activities of the Seminole Chiefs.

- b. The Secretary shall conduct the organization's correspondence.
- c. The Secretary shall prepare an agenda and present the minutes of the previous Board meetings.
- d. The Secretary shall inform officers of specific deadlines of required correspondence at least 60 days prior to the deadline.
- e. The Secretary shall notify all Board members within 24 hours of all regularly scheduled meetings.

4. TREASURER

- a. The Treasurer shall maintain accurate records of all funds received, disbursed, and on hand.
- b. The Treasurer will give financial reports at each monthly meeting to the Board of Directors.
- c. The Treasurer will submit a final budget at the February Board of Directors meeting in accordance with the SYAA bylaws.
- d. The Treasurer shall maintain individual team accounts log of sponsorship funds and provide team accounts to Athletic Director and the Cheer coordinator to verify fundraising activities.
- e. The Treasurer shall coordinate with sponsorships, Team Moms, and coordinators in collecting money from all such events and from individual teams.

5. ATHLETIC DIRECTOR

- a. The Athletic Director shall see that the coaching staff is following the objectives and purposes of the Seminole Chiefs Football and Cheerleading Organization and the Suncoast Youth Football Conference.
- b. The Athletic Director will clarify and support the organizational policy and procedures based upon the stated goals and objectives of the Seminole Chiefs Football and Cheerleading Organization for the general membership and the coaching staff.
- c. The Athletic Director shall oversee football coaches and maintain open communication among coaching staff, parents, participants, and the Board of Directors.
- d. The Athletic Director is responsible for establishing football coaching policies on an annual basis.
- e. H/She shall assist with the registration process to make sure kids are sized and teams are filled correctly in conjunction with the Registrar.
- f. The Athletic Director shall assist the Equipment Manager in the process of ordering equipment, conducting inventory, and handing out and collecting uniforms.
- g. The Athletic Director shall meet regularly with coaches to pass information onto teams and to make rounds to teams to check progress.
- h. The Athletic Director shall work with sponsorships, Team Moms, and the Treasurer to insure league obligations have been met and teams have money in accounts from fundraising.
- i. The Athletic Director shall coordinate three (3) volunteers to work chains at away games.
- j. The Athletic Director shall secure candidates for available football coaching positions and submit their applications and qualifications, along with their

recommendation, to the Board of Directors for approval at the February Board meeting. Insure that all coaches have filled out coach's applications and background checks have been performed.

- k. The Athletic Director will be responsible for maintaining all coach's applications for a time period of no less than five (5) years.
- l. The Athletic Director shall recommend interim coaches to finish the season, with the approval of the Board of Directors.
- m. The Athletic Director shall provide the direction and coordination necessary of the operations of the Football activities and, in general, perform all duties incidental to his office and such other duties as may be assigned by the President or the Board of Directors.

6. CHEERLEADING COORDINATOR

- a. The Cheerleading Coordinator shall see that the coaching staff is following the objectives and purposes of the Seminole Chiefs Football and Cheerleading Organization and the Suncoast Youth Football Conference. The Cheerleading Coordinator shall oversee coaches and maintain open communications among coaching staff, parents, participants, and the Board of Directors.
- b. The Cheerleading Coordinator will clarify and support the organizational policy and procedures based upon the stated goals and objectives of the Seminole Chiefs Football and Cheerleading Organization for the general membership and the coaching staff.
- c. The Cheerleading Coordinator will work with the registrars on ages and numbers of girls to make sure each division is properly filled and/or prepare a waiting list.
- d. The Cheerleading Coordinator is required to be at registrations to get girls sized and to organize an early sizing night to get the season started.
- e. The Cheerleading Coordinator will insure all coaches have filled out coaches applications, and background checks have been performed.
- f. The Cheerleading Coordinator will meet regularly with coaches to pass information onto teams and to make rounds to teams to check progress.
- g. The Cheerleading Coordinator will organize other optional activities such as setting cheer camps, coaches clinics, comp squads.
- h. The Cheerleading Coordinator will work with sponsorships, promotions, Head Team Mom, and Treasurers to insure league obligations have been met and teams have money in accounts from fundraising.
- i. The Cheerleading Coordinator will conduct annual inventory of all uniforms and cheer gear.
- j. The Cheerleading Coordinator will review/approve all invoices and forward to the Treasurer for payment.
- k. The Cheerleading Coordinator shall recommend interim coaches to finish the season, with the approval of the Board of Directors.
- l. The Cheerleading Coordinator shall submit an estimated budget report for equipment for the upcoming season at the Budget Committee meeting.

7. REGISTRAR (PLAYER AGENT)

- a. The Player Agent shall organize and administer the operation of the Football and Cheerleading Registration and be responsible for assigning prospective players to a

team, according to age and weight requirements of the Suncoast Youth Football Conference (SYFC). A valid copy of the participant's birth certificate or a certified reproduction of the same, in accordance with SYFC rules, shall determine age, and such proof of age will be maintained on file by the Player Agent for that season only.

- b. The Player Agent shall advise the Board of Directors of all potential Football and Cheerleading registration places and dates.
- c. The Player Agent shall coordinate with the Secretary to post dates in flyer, city agencies, newspapers, and/or any other means of advertisement.
- d. The Player Agent shall preside at all registrar meetings with the SYFC.
- e. The Player Agent shall advise board and coaches of the incoming numbers of children.
- f. The Player Agent shall maintain current registration forms and shall insure that the coaches complete all necessary forms in detail and forward to the SYFC in correct accordance with conference rules and regulations.
- g. The Player Agent shall follow up on outstanding certifications and with parents and coordinators for items not turned in for certifications.
- h. The Player Agent shall maintain all player card information (pink sheets) in a single binder which contains important contact information for players.
- i. The Player Agent shall organize team player books.
- j. The Player Agent shall coordinate with coaches/coordinators to split teams and to verify they have been divided properly and equally according to SYFC guidelines.
- k. The Player Agent shall coordinate pictures of all coaches, Team Moms, and Board Members for their field passes and to advise coordinators of all passes done, turned in, or still outstanding.
- l. The Player Agent shall work with the Treasurer in providing all money received from registration.
- m. The Player Agent must be available at all registration dates and be at the field for the first five weeks at the beginning of the season to take care of incoming registration and transfers on teams.
- n. The Player Agent shall be responsible for arranging interclub transfers and for giving proper notification to the SYFC as required by conference rules and regulations.
- o. The Player Agent shall make available to the Athletic Director and the Head Coaches rosters of players available for draft to the Junior Varsity teams when there are two or more Junior Varsity teams in a division.
- p. While in the capacity as Player Agent, the person can serve as a Head Coach.
- q. All registration information shall remain confidential unless otherwise directed and approved by the Board of Directors.

8. EQUIPMENT MANAGER

- a. The Equipment Manager and/or Vice President, Athletic Director, or Cheerleading Coordinator shall be responsible for the maintenance, storage, inventory, issue, and collections of all football equipment.
- b. The Equipment Manager shall make all equipment purchased upon approval of the Board of Directors and submit receipts for all purchases to the Treasurer.
- c. The Equipment Manager shall be responsible to maintain a complete record of all transactions involving football equipment.
- d. The Equipment Manager shall submit an estimated budget report for the purchase

- of equipment for the upcoming season at the Budget Committee meeting.
- e. While in capacity of Equipment Manager, the person can serve as a Head Coach.

9. FACILITIES COORDINATOR

- a. The Facilities Coordinator is responsible for maintaining the football field and all its facilities in the proper playing condition in accordance with the SYFC Rules and Regulations.
- b. The Facilities Coordinator shall be responsible for the field equipment, field maintenance, and storage and shall work with the Treasurer and President to identify and project field needs.
- c. The Facilities Coordinator shall be responsible to see that the playing field is properly lined, marked, and cleared of all dangerous obstructions during the football season and will assure that the down yard markers are set up on the playing field in accordance with the SYFC home team responsibility regulations.
- d. The Facilities Coordinator shall have the authority of expenditures of up to one hundred dollars (\$100) for emergency field supplies and equipment upon notification of the President and the Treasurer. These expenditures must be promptly and properly receipted or documented.
- e. The Facilities Coordinator shall submit an estimated budget for the purchase of field supplies and equipment for the upcoming season at the Budget Committee meeting.

10. FUNDRAISING COORDINATOR

- a. The Fundraising Coordinator is responsible for the solicitation and any financial assistance in the promotion of the Seminole Chiefs Football and Cheerleading Program, with the approval of the Board of Directors and in accordance with SYFC Rules and Regulations.
- b. The Fundraising Coordinator shall be responsible for reporting and coordinating the Seminole Chiefs finances directly with the Treasurer and President. This shall follow policy for the proper handling of all monies set forth in these bylaws and the Rules and Regulations. Such policy shall be in accordance with sound business practices.
- c. The Fundraising Coordinator shall submit an estimated budget and proposed plan of fundraising for the upcoming season at the Budget Committee meeting.
- d. The Fundraising Coordinator shall coordinate the various groups within the organization via the Team Parent Coordinator on fundraising activities approved by the Board of Directors.

11. FLAG FOOTBALL COORDINATOR

- a. The Flag Football Coordinator shall assure and coordinate the cooperation and participation of the Flag Football Teams in all approved and designated endeavors of the Seminole Chiefs Football and Cheerleading organization.
- b. The Flag Football Coordinator shall be responsible for the organization of teams and generally oversee Flag Football Teams, reporting to the Athletic Director.
- c. The Flag Football Coordinator shall be responsible for issuing and collection of all Flag Football equipment.

12. LITTLE CHIEF COORDINATOR

- a. The Little Chiefs Cheer Coordinator shall assure and coordinate the cooperation and participation of the Little Chiefs Cheerleading units in all approved and designated fundraising endeavors of the Seminole Chiefs Football and Cheerleading organization.
- b. The Little Chiefs Cheer Coordinator shall be responsible for the organization of teams and generally oversee the Little Chiefs Cheerleading units, reporting to the Cheerleading Coordinator.
- c. The Little Chiefs Cheer Coordinator shall be responsible for issuing and collecting all Little Chiefs Cheer uniforms and report numbers to the Cheerleading Coordinator.

13. TEAM PARENT COORDINATOR

- a. The Team Parent Coordinator is responsible for all manpower requirements, coordinating all fundraising activities, and communications with all Team Parents and Parents. Coordinating will be a joint venture with board member positions to ensure that the Seminole Chiefs have the necessary volunteers to provide assistant throughout the season.
- b. The Team Parent Coordinator shall be responsible for securing Team Parent assignments for all football teams and cheer teams either directly or in cooperation with team coaches.
- c. Team Parents for football and cheerleading teams will report directly to the Team Parent Coordinator.
- d. While in the capacity of Team Parent Coordinator, s/he can serve as a Head Coach.

14. CONCESSION MANAGER

- a. Receipt of all items should be reviewed by the President/VP/Treasurer or a second person comparing the order to delivery receipt.
- b. Concession Manager shall insure the President or Vice President sign off on all receipts.
- c. Concession Manager shall coordinate with Team Moms, Coordinators, and Athletic Directors to insure receipt of volunteer schedule of parents to work during the week and Saturdays.
- d. Concession Manager are required to keep a receipt book in the concession of nightly income and work with the Treasurer when collecting funds from concession. All concession monies are to be counted by minimum of 2 Board Members.
- e. Concession Manager is responsible to keep the concession clean and/or organize a cleanup crew each week (from board member assignments).
- f. Concession Manager shall be available or coordinate help to pick up items to keep the concession stocked at all times.
- g. Concession Manager shall be responsible for weekly cleaning the fryers, changing oil, and grills.
- h. Concession Manager shall be responsible to make sure the used fryer oil is disposed into the grease trap on the field.
- i. Concession Manager is in charge of game day prepping which includes stocking coolers, ice, ordering of food, drinks, etc.