

# *Treasure Coast Football Conference, Inc. By-Laws*

## *Pop Warner Little Scholars, Southeast Region*

**Revised 1/16/21**

The information contained herein has been adopted by the Treasure Coast Football Conference, Inc. for the government of its members and the regulation of its affairs. Articles of Incorporation were filed with the Florida Secretary of State on March 5, 2001. These Bylaws were amended on January 12, 2008, and again on July 20, 2019, and January 16, 2021.

### **ARTICLE I – NAME**

The name of the organization shall be the Treasure Coast Football Conference, Inc. The organization will be further referred to as the “Conference” or “TCFC.” The TCFC is affiliated with Pop Warner Little Scholars, Inc. and the Pop Warner Southeast Region.

### **ARTICLE II – PURPOSE**

#### **Section I**

The purpose of the TCFC is to provide a local organizational foundation for youth participating in Pop Warner Little Scholars, Inc. cheerleading and football programs that have an emphasis on scholastic achievement.

#### **Section II**

The specific objectives of the Conference are to: (1) familiarize all participants with the fundamentals of football and cheerleading, (2) provide an opportunity to participate in a supervised, organized, and safety-oriented manner, and (3) maintain a program atmosphere free of adult ambition and/or personal glory.

### **ARTICLE III – CONFERENCE GOVERNMENT**

The government of the Conference shall be under the supervision of the Board of Directors.

### **ARTICLE IV – BOARD MEMBERSHIP**

#### **Section 1**

The Board of Directors shall not exceed 15 members, of which, no more than 30% may be active coaches.

#### **Section 2**

Board vacancies may be filled at the discretion of the current members. Applicants must meet the following criteria:

1. Complete and submit a membership application as provided by the Board. This application shall, as a minimum, contain information on background, education, employment, and related experience along with the applicant’s reasons for seeking Board membership.

2. The need for representation from the geographical area associated with the applicant.
3. Evidence of acceptable service with a participating Association.
4. The nominating committee will review and recommend nominees to the board for acceptance.
5. The Board will interview nominees. Acceptance requires a two-thirds (2/3) vote of members present.

### **Section 3**

All board members must be reaffirmed on a biennial basis.

1. Every odd year in December
2. By a secret ballot with a majority vote of the board

### **Section 4**

Board membership will be considered terminated under the following conditions:

1. The Board, by majority vote, terminates membership for cause.
2. Member misses three consecutive meetings or functions without acceptable cause as determined by the membership.
3. Resignation is submitted by member and accepted by the Board.

### **Section 5**

Members who are no longer able to actively participate may request placement on inactive status. Persons in this capacity have no vote on conference matters. Reinstatement of an inactive member requires submission of a written request and a reinstatement confirmation by majority vote of the active members.

## **ARTICLE V – ELECTION OF BOARD OFFICERS**

### **Section 1**

Any member in good standing may hold office. The following officers shall be elected by the members for a term of two (2) years, with the exception of Past President(s) which, if in good standing, is a permanent position. Past President must serve two terms to be considered as a permanent member of the board. Officers may serve consecutive terms.

1. President
2. Vice-President
3. Cheer & Dance Coordinator
4. Football Commissioner
5. Treasurer
6. Secretary
7. Scholastics Coordinator
8. Compliance Director

## **Section 2**

The President will appoint a nominating committee in the November meeting of each even numbered year. The committee shall consist of at least three (3) members in good standing who will gather the names of all interested candidates and present them to the membership for consideration. Nomination and election will adhere to the following procedures:

1. The slate of candidates will be presented at the December meeting. Nominations will be accepted from the floor at this time. Nominations will close during this meeting.
2. Elections will be held immediately following the closing of the nominations. Voting will be by secret ballot and shall require a simple majority of members present at this meeting. Absentee ballots will not be accepted. The period after elections and until the January meeting will be utilized as a 'turn-over' period if new officers are elected.
3. Newly elected officers will assume their duties at the January meeting.

## **Section 3**

In the event any elected officer is unable to complete his/her term of office for any reason, the President shall appoint a replacement to serve for the balance of that term. Such appointment shall require confirmation, by written ballot, of a majority of the members in attendance at a regular Board Meeting. This procedure shall also apply to new positions created between regular election cycles.

## **ARTICLE VI – DUTIES AND RESPONSIBILITIES OF BOARD OFFICERS**

**The President** shall conduct the business and the meetings of the Board of Directors and is responsible for and shall coordinate activities of the Board of Directors. Ensure implementation of all policies and procedures set forth by the Board. Schedule special meetings as necessary to handle situations as they may arise. In addition, the President shall serve as a liaison between the conference and the Southeast Region and the National office.

**The Vice-President** shall assume the duties of the President in his/her absence, including, but not limited to, presiding over meetings. Ensure implementation of all policies and procedures set forth by the Board.

**The Secretary** shall be responsible for maintaining minutes of all meetings of the Board and disseminate copies of these minutes to the members as soon as practical after each meeting. Generate correspondence as necessary to conduct the business of the Board and as directed by the President.

**The Treasurer** shall be responsible for the management of all TCFC funds, and serve as a liaison between the conference and national office with regards to financial matters. The treasurer shall keep accurate financial records and provide regular reports to the Board as to the current financial position of the Conference. File all financial reports, as necessary and in a timely manner, with the appropriate bodies.

**The Scholastics Director** shall be responsible for the operations of the TCFC Scholastics Program. The scholastics director shall assume all responsibilities placed on the position by the Board, Southeast Region and National office. The scholastics director is responsible for sending scholastics records to the Southeast Region and the National office. The scholastics director is responsible for communicating Board scholastic decisions to the Associations.

**The Cheer and Dance Coordinator** shall be responsible for the operations/procedures directly relating to the TCFC cheerleading/dance programs as well as organizing an annual TCFC Cheer and Dance competition. The cheer and dance coordinator shall assume all responsibilities placed on the position by the Southeast Region and National office. The cheer and dance coordinator is responsible for sending the cheerleading/dance records to the Southeast Region and the National office. The cheer and dance coordinator is responsible for communicating Board cheer and dance decisions to the Associations.

**The Football Commissioner** shall be responsible for the operations/procedures directly relating to the football program. The football commissioner shall assume all responsibilities placed on the position by the Southeast Region and National office. The football commissioner is responsible for sending football records to the Southeast Region and the National office. The football commissioner is responsible for communicating Board football decisions to the Associations.

**The Compliance Director** shall be responsible for all matters relating to paperwork compliance and procedures. The compliance director is responsible for sending compliance records to the Southeast Region and the National office. The compliance director is responsible for communicating Board compliance decisions to the Associations.

**General Board Members** shall be responsible for assisting with the operations of the TCFC Board.

## **ARTICLE VII – DUTIES AND RESPONSIBILITIES OF ALL BOARD MEMBERS**

### **Section 1**

The following duties and responsibilities apply to all members of the Board:

1. Ensure that the Conference By-laws, Standard Operating Procedures, and Articles of Incorporation are strictly followed.
2. Provide policy interpretation and administrative authority.
3. Act on requests from Teams and/or Associations seeking admission to the Conference.
4. Investigate complaints of misconduct and violations of rules and policies and take appropriate action.
5. Conduct spot checks of Conference Associations and Teams to ensure compliance with policies, procedures, rules, and regulations.
  - a. Each member will be assigned a certain number of on-site visits to other than the member's home Association.
  - b. Members will submit a verbal report to the Board of all visits. Reports of violations discovered will be made in writing.
6. The following action should be taken, in a tactful and diplomatic fashion, by any Board Member who discovers a discrepancy:
  - a. Identify yourself as a Member of the Board.

- b. Point out the discrepancy.
  - c. Take necessary action in accordance with existing rules and procedures.
  - d. All discrepancies and violations must be immediately reported to the President.
7. As appointed by the President, act in an advisory capacity within the Conference.
8. Attending Pop Warner out of town events.
  - a. The Executive Board will be given the opportunity to attend all Pop Warner events and meetings.
  - b. All other Board Members must attend and work 75% of all Treasure Coast Pop Warner functions and meetings in order to attend Pop Warner out of town events.

## **Section 2**

Board members shall conduct themselves in an ethical fashion in all circumstances, including:

1. Maintaining the confidentiality of the Board.
2. Refraining from the exercise of powers or rights pertaining to Board membership while personally involved in a game or other activity.
3. Members are expected to act for the betterment of the Conference as a whole and refrain from making judgments based on individual bias.
4. Any Board member who violates any of these rules of conduct shall be subject to official sanction by the Board ranging from reprimand to removal.

## **ARTICLE VIII – ADMINISTRATIVE AUTHORITY**

### **Section 1**

The Conference has the obligation and authority to enforce any and all rules mandated by the Southeast Region and National office. Policy will be governed by the current edition of the Pop Warner Little Scholars Official Rules and the Pop Warner Administration Manual.

### **Section 2**

The Conference has the authority to make reasonable rules and regulations in respect to the conference. Also, the TCFC has the authority to set annual team fees, member association fines, and disciplinary penalties for rules infractions.

### **Section 3**

The Conference has jurisdiction over all TCFC member associations, their boards of directors, parents, participants, coaches, and volunteers as well as other adults and juveniles in attendance at Pop Warner related events where said individual(s) conduct is detrimental to the integrity and reputation of the TCFC or the Pop

Warner program. The TCFC has the authority to suspend or remove any individual(s) from participation in the Pop Warner program.

#### **Section 4**

The Conference has the authority to settle disputes between TCFC member associations.

#### **Section 5**

The Conference will set the dates, times, and locations for all football regular season and post season playoff games. Also, the Conference will set the date, time, location, and participation order for the local TCFC Cheer & Dance Competition.

### **ARTICLE IX – CONFERENCE MEETINGS**

#### **Section 1**

The Board shall meet as necessary to conduct the business of the conference. The President may call special meetings as necessary. Normally, the Board will meet according to the following schedule:

1. Once per month – usually on the third Tuesday of the month

#### **Section 2**

No meeting will be considered official unless a quorum of the membership is present. A quorum shall consist of fifty percent (50%) plus one (1) of the eligible voting membership.

#### **Section 3**

Robert's Rules of Order shall govern the proceedings of all meetings.

### **ARTICLE X – FINANCIAL OPERATIONS**

#### **Section 1**

The Board shall decide all matters pertaining to the financial operation of the Conference.

#### **Section 2**

All Conference income will be placed in one common treasury and maintained through a bank checking account. All moneys received shall be deposited to this account by the Treasurer within five (5) days of receipt.

#### **Section 3**

All expenditures, with the exception of normal operating expenses, require the approval of the Board.

#### **Section 4**

An audit of the Conference financial records shall be commissioned by the President annually. The audit committee shall consist of two (2) members in good standing. The annual audit must be completed by the last day of February each year.

## **ARTICLE XI: AMENDMENTS TO THESE BY-LAWS**

These By-laws may be amended at any time by a two-thirds (2/3) vote of the eligible voting membership. Members shall be given a minimum of two (1) week written notice of any proposed amendments.