



**2012 CONSTITUTION & BY-LAWS OF THE
COCONUT CREEK EAGLES FOOTBALL & CHEERLEADING PROGRAM**

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ARTICLE I - NAME

This association shall bear the name - "Coconut Creek Football Program Corporation" AKA- CCFP

ARTICLE II – OBJECTIVES

A. The Objectives of the Program Shall Be:

1. Provide opportunities for youths to participate in team sports in a safe, well-supervised environment.
2. Promote the ideals of good sportsmanship, fair play, teamwork and "healthy" competition.
3. Operate with priorities in the following order:
 - a) Provide the opportunity for everyone to play.
 - b) Always promote having fun and learning ahead of winning.
 - c) Strive to develop the Confidence and self-esteem of each individual participant.
4. Operate in accordance with the City of Coconut Creek Youth Sports Organization Policy (YSOP).

ARTICLE III - RULES AND GUIDELINES

A. Rules and Guidelines:

1. The Executive Board of Directors can establish, interpret and enforce rules and guidelines as long as they are consistent with the By-Laws, Rules and the City of Coconut Creek Youth Sports Organization Policy (YSOP).
2. Whenever rules or YSOP conflict with the By-laws, the By-Laws shall apply.

ARTICLE IV - EXECUTIVE BOARD OF DIRECTORS

A. Membership of the Executive Board

1. The Executive Board shall establish an Executive Board, which consists of **five** members who are responsible for the overall governance of the program. The Executive Board shall be composed of the following positions:
 - a) Elected Executive Officers:
 - 1) President
 - 2) Vice-President of Tackle
 - 3) Vice-President of Flag
 - 4) Treasurer
 - 5) Secretary
2. All five members must be Coconut Creek residents and elected through a general election process one time per year unless a vacancy exists (see Article IV Section E). The Executive Board positions will alternate 1-2 year terms. The President and Treasurer will have elections in odd years and the VP of Flag, VP of Tackle & Secretary will have elections in even years. The Executive Board shall have no more than one family member elected unless permission is granted from the City. The treasurer and Secretary position must be both a flag and tackle representative never both from the same division.
3. After July 1, 2003 all Board members must be residents of the City of Coconut Creek unless grand fathered in prior to the adoption of the YSOP and elected through general election.
4. The Executive Board may appoint a football and/or cheerleading board or any special committees deemed necessary to ensure the success of the program.
5. The total amount of board members shall never exceed 20 board positions including the Executive and appointed board members for both flag and tackle combined. The total amount of board members shall never be less than 5 positions.

B. Duties of the Executive Board.

1. The Executive Board shall have the responsibility of conducting the business of the Program during the time between monthly Program meetings.
2. The Executive Board shall hold regular meetings of the Executive Board, during season with all members notified in advance. All meetings shall be open to the public and held in a city facility.
3. Meetings of the Executive Board shall be a quorum when at least 3/4 of the voting members of the Executive Board are present. All decisions shall be determined by a majority vote of all those present and voting unless defined otherwise in these By-Laws. No individual, regardless of how many Board positions he/she holds, shall ever have more than one vote. The president shall vote in the event of a tie in order to resolve the issue at hand.
4. The Executive Board shall report on activities at monthly meetings of the Program. The Executive Board shall also present minutes from the previous meeting held.
5. The Executive Board shall review and render a decision to decide any conflict of interests. Such decisions will be considered final.
6. The Executive Board shall have the right to hold an online meeting for urgent matters if necessary, as long as a majority of the members are available.

C. Election of the Executive Board

1. Executive Board members shall be elected once a year in a general election.
2. The Executive Board in office shall remain in office until resignation, removal, or voted out because of an opposing nomination.
3. An Executive Board member or an appointed nominating committee may only make nominations. A nominee must be willing to commit himself by assisting at all league functions and attending all Board meetings.
4. All votes concerning elections shall be by secret ballot.
5. All elected officers shall assume office effective at the time in the meeting at which they are elected.

D. Removal of an Individual from the Executive Board

1. Any member of the Executive Board of Directors may be removed from office by a 2/3 vote of all of the Program Executive Board Members, present and voting, at either a monthly Meeting or a Special Meeting called for this stated purpose in accordance with these By-Laws.
2. The voting on removal shall be by secret ballot.
3. Removal of a Member from the Executive Board does not affect the status of rights of the individual, or of any relatives, except the loss of Office.
4. If a Member of the Executive Board shall be removed in accordance with this section that Office shall immediately be declared vacant. Such a vacancy shall be filled in accordance with the method described in the City of Coconut Creek Youth Sports Organization Policy (YSOP).
5. Any volunteer may be removed for failing to complete all requirements including background checks and coaching certification.
6. An Executive Board member may not have more than two unexcused absences at board meetings per calendar year. An absence may be excused if timely notification is given to the secretary.

E. Filling Vacancies

1. All vacancies shall be filled in accordance with the City of Coconut Creek Youth Sports Organization Policy (YSOP).

F. Duties of the Officers

President: The president shall supervise all activities of the Program and the work of the Board of Directors. The President will assure our mission statement and objectives are being upheld. The President will make sure by-laws are followed. He/she shall preside at all meetings of the Board and the Program. The President is the general representative of the Program in all legal and other matters. The president shall be the only spokesman for the CCFP in interactions with outside agencies except as designated by the Board. The President is an "ad hoc" member of all committees. The president handles all communication with city. The president assures that by-laws are made available to any member of the league and the city of Coconut Creek when requested. All dates, city issues, fingerprinting issues must go through the President. President will represent league with the AYFL, and City of Coconut Creek. The President will appoint all AYFL and AYFLC representatives. The President will specifically oversee the following volunteer board positions; Information Coordinator, Flag Uniforms and safety coordinator.

Vice-President of Tackle: In the event of the absence or resignation of the President, the Vice-President of tackle shall succeed to the powers of the President for the tackle division. The VP of tackle will oversee the tackle football and cheerleading commissioners and all aspects of the tackle division. The Vice President will specifically oversee the following volunteer board positions; tackle football, cheerleading commissioners and tackle equipment.

Vice-President of Flag: In the event of the absence or resignation of the President, the Vice-President shall succeed to the powers of the President for the flag division. The VP of flag will oversee the commissioners and shall handle all aspects of the flag division. The Vice President will specifically oversee the following volunteer board positions; league commissioners & flag uniforms.

Secretary: The Secretary shall attend to all correspondence. The Secretary shall record the minutes of all regular monthly Program meetings and all Board meetings. In his/her absence, the Presiding Officer shall appoint a replacement. Copies of minutes for monthly Program meeting and Board meetings shall be distributed at the next monthly Program meeting. The Secretary shall maintain other records as set forth in these By-Laws such as Signed Official BY-Laws and Official amendments to the By-Laws. The Secretary will specifically oversee the following volunteer board positions; Head flag team mom and head tackle team mom. In certain events that all board members are not required to volunteer the entire time, the secretary will schedule times for board members.

Treasurer: The Treasurer shall have charge of the finances of the Program. The Treasurer shall be responsible for keeping accurate financial records and shall present a detailed report of the financial position at each Board meeting and a summary report at each monthly meeting of the Program. All disbursements from the funds of the Program shall be approved and signed by two of the members of the Executive Board. Any disbursements in excess of \$500 must be approved in advance by the-Board. All payments over \$1000.00 must have advance purchase orders. The Treasurer shall prepare the annual budget for the Program. This budget shall be presented for approval at the Annual meeting of the Program. The Treasurer shall prepare and submit all information required by Local, State and Federal tax laws to enable continuation of the Program as a non-profit organization. The Treasurer will specifically oversee the following volunteer board positions; Tackle Fundraising and Flag Sponsor Coordinator.

G. Duties of the Appointed Board

Tackle Football Commissioner:

- This position will be overseen by the Vice President.
- This position is responsible to communicate all league/board information to all tackle teams/coaches and league mom.
- This position must communicate with the tackle cheer commissioner and the tackle head team mom.
- This position will assist and arrange/organize any necessary coaching clinics.
- This position will make sure all volunteers are current with background check info, etc
- This position will coordinate with information coordinator about game summaries, to newspapers, etc.
- This position shall keep the board updated on all league issues.
- This board position is required to attend board meetings and assist at all league events.

Tackle Cheerleading Commissioner's: (2) (This position has two votes if two people hold the position)

- This position will be overseen by the Vice President.
- This position is responsible to communicate all league/board information to all tackle cheerleading teams/coaches.
- This position should communicate a written report about all AYFLC meetings to the Executive Board.

- This position will handle all aspects of the AYFLC, not limited to, game day activities, cheer books, all-stars, reps and other AYFLC not mentioned here
- This position must communicate with the tackle co commissioner, cheer coordinator and the tackle head team mom
- This position will recommend all AYFLC alternate reps and field reps to the President.
- This position will be contact for all 7 head coaches and supply any necessary info to help them succeed.
- This position will asst the cheer coordinator and league mom coordinator with Homecoming
- This position will be responsible and arrange/organize any necessary coaching clinics.
- This position will make sure all volunteers are current with background check info, etc
- This position will assist with cheer coordinator to organize, distribute and collect cheer uniforms and other cheer equipment.
- This position will be responsible for all competition activities.
- This position will work closely with Fundraising Coordinator for all fundraising activities and also will work close with head League mom on all league activities.
- This position shall keep the board updated on all league issues.
- This board position is required to attend board meetings and assist at all league events.

Tackle Cheerleading Coordinator:

- This position will be overseen by the Vice President.
- This position is responsible to work and assist the cheer commissioner in all aspects of cheerleading and specific jobs not listed here.
- This position must communicate with the tackle cheer commissioner and the tackle head team mom.
- This position will assist with cheer registration and ensuring all documentation meets AYFLC standards.
- This position will assist in organizing, & distributing and collecting cheer uniforms and other cheer equipment.
- This position will assist in making sure all AYFL cheerleading cards are in order.
- This position will assist with homecoming and competition preparations
- This position shall keep the board updated on all league issues.
- This board position is required to attend board meetings and assist at all league events.

Tackle League Mom Coordinator:

- This position will be overseen by the Secretary.
- This position is responsible to communicate all league/board information to all teams/coordinators and tackle/cheer commissioner.
- This position will arrange with commissioners and organize original team mom list to assure that each team has a team coordinator.
- This position will arrange and organize team coordinator meetings
- This position will make sure all volunteers are current with background check info, etc
- This position will work with the tackle fundraiser coordinator and arrange league store to be open and worked all events and home games.
- This position will coordinate all required AYFL info from players and coaches. Will make sure all coaches/teams/players have completed their AYFL registration card, photo, league required info, etc. Will make sure all completed info is handed in to AYFL rep.
- This position must communicate with the tackle cheer commissioner and the tackle commissioner.
- This position will help with Homecoming: In conjunction with the cheer commissioner will appoint head of homecoming committee.
- This position will organize the Volunteer requirements of league members.
- This position will distribute all picture packets, schedules, pictures when completed to respective team coordinators. Will get a picture day time and schedule from Secretary.
- Yearbook – Work with yearbook committee and distribute all league yearbook info to team coordinators.
- Arrange all collecting of yearbook info from team coordinators.
- This position shall keep the board updated on all league issues.
- This board position is required to attend board meetings and assist at all league events.

Tackle Fundraiser Coordinator:

- This position will be overseen by the Treasurer.
- This position is responsible to communicate all league/board information to football and cheerleading commissioner and league mom.
- This position will organize Fundraising activities and Ideas. This position will be responsible for all fundraising. Any and all fundraising must go through the tackle fundraiser coordinator.
- This position will track all fundraising monies below and hand in to treasurer.
- This position will handle all sponsor info. Sponsors packets to distribute – Sponsor shirts (coordinate with uniform person). Provide Sports Section list for appropriate plaques, etc.
- This position will work with Tackle team mom and with volunteer list and arrange 50/50 with head team mom/volunteer coordinator for all home games.
- This position will handle all Mandatory Raffles – Design, print and organize system.
- This position will work with head team mom.
- This position shall keep the board updated on all league issues.
- This board position is required to attend board meetings and assist at all league events.

Tackle Equipment Coordinator:

- This position will be overseen by the Vice President.

- This position is responsible to communicate all league/board information to head coaches.
- This position will handle all aspects of tackle football player and field equipment, uniforms, etc.
- This position shall keep the board updated on all league issues.
- This board position is required to attend board meetings and assist at all league events.

Tackle Event Coordinator (changed to Event Coordinator)

- This position will be overseen by the President.
- This position is responsible to communicate oversee all league events such as homecoming, jamboree (if any), end of the year picnic and other type events
- This position will work with Cheer Commissioner, Tackle and Head League Mom
- This position will oversee and handle all yearbook activities.
- This position shall keep the board updated on all league issues.
- This board position is required to attend board meetings and assist at all league events.

Tackle League Store Coordinator:

- This position will be overseen by the Treasurer.
- This position is responsible for all league store purchases (within budget) and for league store set up at home games and other league events.
- This position will be responsible for all volunteers helping at the league store.
- This position shall keep the board updated on all league issues.
- This board position is required to attend board meetings and assist at all league events.

Flag Football Commissioners (respective divisions):

- This position will be overseen by the Vice President.
- This position is responsible to communicate all league/board information to all flag and cheer commissioners and league mom.
- This position will work with the league President on all flag practice and game schedules.
- This position will arrange Coaches meetings.
- This position must communicate with the flag cheer commissioner and the flag head team mom with all concerning, including but not limited to, reschedules of games, practices, fields or league events.
- This position will make sure all volunteers are current with background check info, etc
- This position must work with Uniform coordinator to get uniforms to distribute to coaches or sub commissioners.
- This position should prepare coaches equipment bags and distribute to coaches and also work with Uniform coordinator to assure all equipment turned in.
- This position will deal with referees. Schedules, reschedules, Fees, coaches meetings, issues, etc.
- This position will schedule and organize all Tryouts and Drafts.
- This position will help approve all head coaches.
- This position will organize any coach's clinics.
- This position will work with information coordinator about game summaries, to newspapers, etc.
- This position shall keep the board updated on all league issues.
- This board position is required to attend board meetings and assist at all league events.

Flag Cheer Commissioner:

- This position will be overseen by the Vice President.
- This position is responsible to communicate all league/board information to all cheerleading teams/coaches and head league mom.
- This position will communicate with the flag commissioner and the flag head team mom with all concerning, including but not limited to, reschedules of games, practices, fields or league events.
- This position will be direct contact and work closely with all head cheer coaches.
- This position will assist with cheer Uniforms – Must work with Uniform coordinator for ordering of cheer uniforms. Must arrange distribution of uniforms to coaches or sub commissioners.
- This position will find necessary head coaches for all teams for board approval.
- This position will assign teams after flag drafts with accordance to rules/system.
- This position will Arrange and oversee cheerleaders to do half time show at end of the year Super Bowl
- This position will coordinate coach's clinic or league scheduled group practices.
- This position will Order and distribute Pom Poms.
- This position will make sure all volunteers are current with background check info, etc.
- This position shall keep the board updated on all league issues.
- This board position is required to attend board meetings and assist at all league events.

Flag League Mom Coordinator:

- This position will be overseen by the Secretary.
- This position is responsible to communicate all league/board information to all teams/team moms and head flag commissioner.
- This position will arrange with commissioners and organize original team mom list to assure that each team has a team mom.
- This position will arrange and organize team Mom meetings.
- This position will make sure all volunteers are current with background check info, etc
- This position must communicate with the flag cheer commissioner and the head flag commissioner with all concerning, including but not limited to, reschedules of games, practices, fields or league events.
- This position will arrange Jamboree events. Must work with tackle league mom on this.

- This position will distribute all picture packets, schedules, pictures when completed to respective team moms. Will get a picture day time and schedule from Secretary.
- This position will organize, collect & distribute any optional raffles, yearbook sales, shirt orders, etc.
- This position shall keep the board updated on all league issues.
- This board position is required to attend board meetings and assist at all league events.

Flag Sponsor Coordinator:

- This position will be overseen by the Treasurer.
- This position will fill all flag team sponsors.
- This position will solicit businesses and registrants for sponsors. Must make sure all sponsor info are sent thank you's. Must work close with Uniform coordinator on Sponsor logos and shirts.
- This position will assist and arrange any optional raffles, yearbook or other league optional fundraising events.
- This position shall keep the board updated on all league issues.
- This board position is required to attend board meetings and assist at all league events.

Flag Uniform Coordinator:

- This position will be overseen by the President
- This position is responsible to communicate all league/board information to all flag and cheer commissioners.
- This position will order and distribute to respective commissioners – all flag and cheer uniforms.
- This position will order and distribute to respective commissioners all practice, coaches shirts and league store shirts from our vendor
- This position will arrange for sample uniforms for flag/cheer for registration.
- This position will assist head commissioner with flag equipment distribution and collection.
- This person will work with Sponsor Coordinator on all Sponsor related info. Must also work close with head commissioner, head cheer commissioner and head team mom
- This position shall keep the board updated on all league issues.
- This board position is required to attend board meetings and assist at all league events.

ARTICLE V – MEMBERSHIP

A. Membership Eligibility

1. Any person who is a parent or guardian of a child registered in this sports program, or who acts as a head coach or assistant coach, or who holds an elected or appointed position in the Program, shall be considered a member of the Program for a period of 12 months following registration.

B. Voting membership

1. In the Annual Election of the Executive Board the voting membership shall be comprised of elected officers, Board members, appointed committees, one head coach football per team, one asst. coach per football team, one team mom from each football team and one head cheerleading coach per team.
2. The voting membership only votes in the annual election.

C. Discipline/Suspension/Termination

- 1) Membership may be terminated by resignation or action by the Board of Directors, or action by the City of Coconut Creek.
- 2) The Executive Board of Directors, by a 2/3 vote of all Executive Board of Directors shall have the authority to discipline, suspend or terminate a member when the conduct of the member is considered detrimental to the best interest of the Program. Misconduct includes, but is not limited to, non-compliance with the Rules/Guidelines.
- 3) Discipline applied to a Member of the Program could include the loss of any or all of the following privileges plus any other restrictions deemed appropriate by the Executive Board of Directors and/or the City of Coconut Creek.
 - a) Holding any office or appointed position.
 - b) Participation as a coach or referee.
 - c) Representing the Association at any functions/activities.
 - d) Attending any Monthly, Board or Special meetings of the Association.
 - e) Attending any games or practices.
 - f) Under certain circumstances - removal of child from league.
- 4) The Executive Board reserves the right to impose additional sanctions and/or penalties.
- 5) The Executive Board reserves the right to deny any coach/volunteer position and/or application.

ARTICLE VI - MEETINGS

A. Monthly Meetings

- 1) Meetings of the general membership of the Program shall be held monthly during the season. The purpose of such meetings is for the Executive Board of Directors to report on significant actions taken or business transacted and for members to provide input to the Executive Board on any issues they feel should be considered for Executive Board action and to educate participants in all phases of our organization and handle any problematic items.
- 2) The Presiding Officer shall define the time, date and location of the next Monthly Meeting before adjournment. This information shall be posted in a city park/facility within ten days of meeting.

B. Special Meetings

- 1) Special Meetings of the general membership may be called by the President, or by a majority vote of all Members of the Executive Board of Directors, at their discretion.

- 2) The Executive Board has the right to conduct online Executive Board meetings for pressing issues if necessary as long as a majority of the Executive Board members are available.

C. Board of Directors Meetings

- 1) Any Member of the Program may attend these meetings.
- 2) The secretary shall record all meetings and minutes shall be made available upon request.

D. Voting

- 1) All Executive Board members of the Program shall have the right to vote at any Meeting.
- 2) No individual shall ever have the right to cast more than one vote.
- 3) No individual shall ever have the right to vote unless that individual is present when the vote is taken (no proxies).

ARTICLE VII - COACHES' RESPONSIBILITY/AUTHORITY

A. Administrative

1. Each coach is responsible for attending every coaches meeting or function called by the program, during their sport's active season. A representative from the team can be sent in place of the coach in some circumstances.
2. Each coach is responsible for his/her team's full participation in the taking of team pictures including the distribution of information, forms and the pictures themselves.
3. Every coach must submit to background checks, certification, CPR Safety and any other items required by the Executive Board or city.

B. Fund Raising

1. Each coach and team mom is responsible for his/her team's active participation in all fund raising activities sponsored by the Program.
2. No fund raising activities shall be conducted without the advance notice and approval of the Executive Board
3. Under no circumstance will a flag player or flag cheerleader be forced to participate in a mandatory fundraiser.
4. Tackle Players and Tackle Cheerleaders may have to participate in a mandatory fundraiser.

C. Coaching

1. Each coach shall strive to promote the ideals of good sportsmanship, fair play, teamwork and "healthy" competition. He/she shall provide the opportunity for everyone to play and shall never stress winning ahead of having fun and learning. He/she shall strive to develop the confidence and self-esteem of each individual player on the team regardless of abilities.
2. Each coach is responsible for the conduct of his/her player's assistant coaches, fans and parents at practices and games.
 - a) All necessary precautions shall be taken to prevent the parties listed from threatening or assaulting referees before, during or after a game.
 - b) All parties shall conduct themselves Consistent with the objectives established in the rules and parent code of conduct.
 - c) The coach has the right to send a player away from the playing site in order to meet the objectives of this section of the By-Laws.
 - d) The coach has the right to send a parent, assistant coach or other spectator away from the playing site in order to meet the objectives of this section of the By-Laws.
 - e) Failure of an individual to leave the playing site per items (c) and (d) above is just cause for disciplinary action as provided in ARTICLE V, Section B of these By-Laws.
 - f) Failure to control any of the parties listed above can result in disciplinary action(s) as determined by the Executive Board, in accordance with these By-Laws and guidelines which are in effect at the time of the incidents in question,
 - g) Each coach shall ensure the full, active participation of players and coaches in all special events sponsored by the Program.
3. The Executive Board reserves the right to deny any coaching/ volunteer position or application or may be relieved, disciplined or suspended at anytime at the discretion of the Executive Board.

D. Awards

1. Awards will be offered to all league participants.
2. The trophy displayed in the city will be known as the "Bill Williams" trophy. The winning team of each super bowl will have its team name engraved on this trophy.
3. The league will provide two scholarships each year to our top teen advisor and teen coach. This scholarship will be known as the "Arielle Anacker Scholarship". These scholarships are \$500.00 each and may be divided among winners if the Executive Board sees fit. When possible the awards will be presented by a member of Arielle's Family. Example - her mother Diane Trivelli.

ARTICLE VIII - Appeals

1. No game or referee call may be protested or appealed.
2. If a coach and/or player are ejected please see the City of Coconut Creek Youth Sports Organization Policy (YSOP). Also See Article V Section C.

ARTICLE IX - AMENDMENTS TO THE BY-LAWS

A. Method of Amending

1. The Secretary shall announce, at a Monthly Meeting of the Program, the time, place and date at which amendments are to be read and adopted.

2. Typed copies of the amendments shall be presented to each Member of the Program present at the meeting at which the amendments are to be read and adopted.
3. As each proposed amendment to the By-Laws is read, it will be discussed and revised as deemed necessary.
4. At the conclusion of the reading, it shall take the affirmative vote of at least two-thirds (2/3) of the Members of the Executive Board present and voting, to approve these amendments for presentation at the next meeting.
5. It shall take the affirmative vote of at least two-thirds (2/3) of the members of the Executive Board to amend these By-Laws.

B. Filing of Amendments

The Executive Board must sign the Official Copy of all amendments to these By-Laws.

1. The Secretary shall keep in his/her possession the Official Copy of all amendments to the Official Copy of the By-Laws.
2. The By-Laws shall be revised to incorporate all adopted amendments and the Executive Board shall sign a new Official Copy.
3. The Secretary shall distribute copies of the updated By-Laws at the next Monthly meeting after adoption of the amendments.

OFFICIAL COPY OF BY-LAWS
 AMENDED FEBRUARY 1, 2002
 AMENDED JANUARY 15, 2003
 AMENDED FEBRUARY 1, 2004
 AMMENDED DECEMBER 2, 2004
 AMMENDED FEBRUARY 1, 2005
 AMMENDED MARCH 1, 2005
 AMMENDED JANUARY 29, 2006
 AMMENDED FEBRUARY 1, 2006
 AMMENDED MARCH 1, 2009
 AMMENDED MARCH 1, 2010
 AMMENDED FEBRUARY 1, 2011

President _____

Vice President (T) _____

Vice President (F) _____

Secretary _____

Treasurer _____

PLEASE SEE OTHER ATTACHMENT DOCUMENTS
 * Tackle Coaches Selection process
 * Flag Rules
 * Flag Coaches Penalties and Sanctions
 * Flag Player Penalties and Sanctions
 * Tackle AYFL and AYFLC Bylaws
 * League Background Check Approval/Non Approval list