

**CREEKS FOOTBALL LEAGUE
BY-LAWS**

**ARTICLE I
NAME**

The name of the Association shall be CREEKS FOOTBALL LEAGUE, hereinafter known as CFL.

**ARTICLE II
PURPOSE AND RIGHTS**

The purpose of the Association is to foster and encourage interest and participation in recreational athletics with primary emphasis on youth Football and Cheer, including the purchase of necessary equipment, the purchase, lease, or rental of facilities, and to do all other matters pertinent and appropriate to such purpose.

Furthermore, the League's purpose is to educate, teach, and train members in athletics, sportsmanship, and fair play, and to do all things necessary for this purpose. In addition, the League will interface with the St. Johns County Recreation Department to help make Northwestern St. Johns County's recreational needs known.

**ARTICLE III
MEMBERSHIP**

SECTION 1.

Any parent/parents shall become member(s) of CFL/NFYFC/NFYCC upon registration with CFL and full payment/sponsorship for a child for a sport season and shall remain a member in good standing for the sport year. Those residing in St. John's County will have precedence over those living outside the County.

SECTION 2.

Membership dues to CFL/NFYFC/NFYCC/CFL/CAA shall be established by the CFL/NFYFC/NFYCC/CAA Board of Directors prior to and announced at the annual meeting. Any person not having a child participating in a sport may become a member of CFL/NFYFC/NFYCC, without the requirement to pay membership dues, by being nominated and voted into membership by the majority of those executive board members present at any regular Quarterly executive board meeting.

SECTION 3.

All elected Officers and Directors automatically become members of CFL/NFYFC/NFYCC.

SECTION 4. Members in good standing may attend all CFL/NFYFC/NFYCC functions and meetings, may address the Board and express their opinion on any CFL business, and may vote in the general election. All members speaking at a board meeting must identify themselves before addressing the board. As set forth on the quarterly meeting minutes plan. An individual membership is entitled to one vote, a family membership allows for two voting members with one vote each for general elections only.

SECTION 5. A Member in Good Standing – shall be defined as any member – adult who has joined the league through the membership of their child, or by joining the association directly via membership application and acceptance.

- The member must have a child active currently, or who participated for a full season in a sport for the current year.
- In the case of an adult who joins without a child, the member must not be under any disciplinary action within the association.
- The member must not be under suspension, probation, expulsion, or any other disciplinary action from any sport / activity within the association. This includes no longer being allowed to coach in a sport (all sports - see coaches code of conduct / adopted conference rules / waivers / contracts).
- If the member's child drops out / quits a sport for any reason other than medical, they will no longer be considered as a member in good standing with the association. This will be based on the most recent sport / activity which the child participated in.

ARTICLE IV BOARD OF DIRECTORS

SECTION 1. The management and control of the business of the League shall be vested in a Board of Directors comprised of Officers, and 2 Directors (Football & Cheer). The Officers of CFL. shall be elected for a two (2); year period and shall hold office until their successors are elected and qualify. The Directors of CFL shall be elected for a Two (2) year period and shall hold office until their successors are elected and qualify. The President shall vote only in the event of a tie. The immediate Past President shall Be allowed serve on the Board for one year immediately following his/her term as President as an Advisor to the CFL Board. Positions may be added or removed from time to time by the majority vote of the existing Board of Directors. Vacancies shall be filled by vote of the general membership of CFL. The By-laws must be amended (including a job description) incorporating new positions prior to the next annual meeting.

SECTION 2. Any vacancies on the Board caused by resignation, death, or otherwise, except as may be otherwise provided for in the Articles of Incorporation, will be appointed by the executive board via vote and the next quarterly meeting. If no candidate is available, the position will be assumed by sitting executive board members until such candidate is available and passes vote by the executive board members at the following special or regular meeting. If a candidate becomes available after July they will wait until the next general election. The person so chosen, as Director shall hold office until his / her successor is elected and qualifies at the next scheduled election.

SECTION 3. A majority vote of the Executive Board shall be one more than one-half of the Board members present. Each board member shall be entitled to only one vote, regardless of number of offices held.

SECTION 4. A quorum of the Board shall be the President or Vice- President and of the remaining board positions, either Officers or Directors. The Board cannot conduct business unless a quorum is present.

SECTION 5. Disciplinary Action: The Board of Directors shall establish a procedure for disciplinary actions to include all parties involved. These procedures shall provide for a timely hearing on any issue requiring such a hearing; and shall include all parties involved in said issue.

SECTION 6. All Board powers shall be exercised by or under authority of, and for the business and affairs of the League, and shall be managed under the direction of the elected Board. The Board members are voluntary and may not be employed by the Association/League for any reason. Active Board members are ineligible to receive any direct benefit from the Association.

ARTICLE V OFFICERS AND DIRECTORS

SECTION 1. The officers of the Association shall consist of a President, a Vice President, a Secretary/Compliance Officer, a Treasurer, a Football Director, and A Cheer Director, who shall be elected for two years by the general membership at the January meeting of the CFL, and who shall hold office until their successors are elected and qualify. Elected terms shall run from February to the end of January following. Newly elected officers shall officially take office at the next official Board Meeting in March. All officers shall be elected by a simple majority vote of the members present. All elected officers must be a member in good standing.

SECTION 2. The duties of elected officers shall be as follows:

PRESIDENT: Duties as defined by the Board with examples as shown in Exhibit A attached and which may be amended by majority vote of the Executive Board as deemed necessary.

VICE PRESIDENT: Duties as defined by the Board with examples as shown in exhibit B attached and which may be amended by majority vote of the Executive Board as deemed necessary.

SECRETARY/COMPLIANCE: Duties as defined by the Board with examples as shown in Exhibit D attached and which may be amended by majority vote of the Executive Board as deemed necessary.

TREASURER: Duties as defined by the Board with examples as shown in Exhibit E attached and which may be amended by the majority vote of the Executive Board as deemed necessary.

SECTION 3. The duties of elected directors shall be as follows:

~~**REGISTRER:** Working as the Secretary is responsible for maintaining the league membership database. Will provide annual demographics for the League and St Johns County Department of Parks and Recreations each August. Will coordinate with each sport how registrations take place and the minimum required information on each registration form. Will coordinate the use of electronic (internet) registrations, will put together a team to identify electronic (internet) registration options and present to the board which option all sports will use, if a sport decides to use electronic (internet) registration. Perform additional duties as defined by the Board.~~

~~**SOCIAL MEDIA:** Working under the Secretary, Responsible for WEB Sites, acts as CFL WEB Master. Responsible for maintaining CFL e-mail list. Responsible for coordinating advertising in local and school papers. Perform additional duties as defined by the Board.~~

DIRECTOR OF SPORTS (FOOTBALL & CHEER 1 Each): Responsible for coordinating and assuring the certification of the sports boards (USA FOOTBALL & US CHEER). Responsible for coordinating and assuring All coaches / administrators, and volunteers are certified as required, and background checked, including the distribution of coaches and administrator badges. Perform additional duties as defined by the Board.

ARTICLE VI ROLES OF THE SPORTS BOARDS

SECTION 1. The Sports Directors will be nominated by the membership from their sport to the CFL Board. The CFL Board by motion and vote will approve / disapprove the nominee.

In the event the Sport does not bring forward a nominee, the CFL Board will identify a nominee to run the sport.

In the event the nominee is not approved, the CFL Board will notify the sport as to why the nominee was rejected, and request a new nominee be presented.

SECTION 2. CFL Board rules and responsibilities will have priority when dealing with any and all sports run within CFL. The roles of the sports boards and CFL'S boards will be as follows.

CFL Role

- Overall Responsibility for all Sports and Activities run by the League and report to the NFYFC/NFYCC
- Legal Entity
 - Taxes
 - Insurance
 - Financials
- County Liaison / Coordination
- Field / Facility Management in coordination with the county
- Capital Improvements
- Field / Sports Scheduling
- Insure that policies and procedures regarding background checks and coach / volunteer certifications are followed
- Safety
- Fund Raising Coordination

Sports Roles

- Commission / Group – to organize / run sport

- Manage Budget / Financials in coordination with CFL Treasurer / By-Laws
- Select Coaches, Set Practice and Game Schedules
- Coordinate activities with other sports through CFL Board
- Coordinate activities with other sanctioning groups through CFL Board
- Insure that policies and procedures regarding background checks and coach / volunteer certifications are followed through the Secretary/Compliance Officer
- Safety
- Fund Raising

ARTICLE VII MEETINGS

SECTION 1. ANNUAL MEETING: The annual meeting of the League will be held at a pre-designated place in Northwest St. Johns County, Florida, announced by the Board. Public notice of the meetings shall be posted at least seven (7) calendar days prior to the meeting. The annual meeting of the members for any year shall be held no later than thirteen months after the last preceding annual meeting of the members. Business transacted at the annual meeting shall include the election of officers and directors of the League.

SECTION 2. Regular Meetings of the Board will take place quarterly (90 days) at a time and place as designated by the President or Vice President. The date and location will be communicated to the Board at least 7 days prior to the meeting. If a meeting cannot take place within one quarter (90 days), the meeting will be scheduled as soon as possible after the quarter has passed.

SECTION 3. Special meetings of the Board may be called at any time by any Officers.

SECTION 4. An emergency meeting of the Board of Directors may be called by any Officer or sports director, to address any issue which requires attention within less than five (5) days.

SECTION 5. A special or emergency meeting may be designated as a "Closed/Regarding confidential information" meeting by a majority vote of the Executive Board members present and shall be the first order of business for that meeting. By designating as "Closed/Regarding confidential information" will not be available to the public.

ARTICLE VIII RULES OF ORDER

The following rules of order will apply to the Board meetings of CFL.:

1. The President shall occupy the chair and start meetings promptly at the time specified.
2. No business outside of items listed on the agenda shall be taken up except in regular order unless a majority vote of those present to the contrary. Items to be placed on the agenda should be submitted to the Secretary no later than 48 hours prior to the next meeting.
3. No motion shall be received or placed before the meeting unless duly moved and seconded. It shall be open for discussion until the President has so stated.
4. Any recommendation of the Board of Directors or any duly elected or appointed committee shall carry with it a motion to concur, which motion shall have precedence over any motion.
5. When a question is before the body, no other motion shall be in order except (1) to adjourn; (2) to lay on table; (3), the previous question; (4) to postpone; (5) to refer; (6) to amend. These exceptions shall have precedence in order named. The first three shall be without debate and each motion, in order, requires a vote.
6. When a Board member desires to make a motion or speak to the question, he shall rise and first obtain the President's recognition. Such Board member must confine himself strictly to the question under consideration and shall not be interrupted unless on a point of order.
7. No Board member shall be allowed to speak twice on the same questions until all who wish to speak have been heard.
8. The President shall be privileged to debate upon any subject upon vacating the chair.
9. Should more than one Board member rise to speak at the same time, the President or presiding officer shall determine who shall be recognized.
10. An amendment takes the precedence over a motion and shall be put to vote first.
11. Voting shall be via voice unless otherwise proved or called for.
12. In the event of a tie vote, the President or presiding officer shall cast the deciding vote.
13. A motion to reconsider shall not be entertained unless made by a Board member who voted in the majority. A majority vote shall be necessary to reconsider.
14. The Robert's Rules of Order shall decide all questions of procedures not provided by these rules.
15. The Board may adopt additional Rules of Order for any meeting, by majority vote, of the Board members in attendance.

16. No one other than a member of the Board will be allowed to participate in a debate.

17. Any Board member shall be able to call a point of order to resume meeting.

The following order of business shall apply:

1. Roll Call, determine Quorum.
2. Approval of Minutes.
3. Approval of Agenda.
4. Approval of Financial Statements.
5. Report of Sub-Committees.
6. Report of Board of Directors.
7. General Membership or Public Comments (time allotted to be determined by the board).
8. Old Business.
9. New Business.
10. Community Announcements.
11. Election of Officers (when applicable).
12. Adjourn.

ARTICLE IX FINANCE

SECTION 1. The Director / Commissioner of each sport shall submit in writing a budget to the CFL board of directors for approval. An estimated per player cost shall be submitted at a regular board meeting before registration of that sport. Final budget with total number of players shall be submitted within 45 days of final registration to the CFL board for approval. Sports are allowed to spend up to, but not to exceed their approved operating budget without additional approval of the CFL board. Any additional operating funds required to run the sport will require (1) the funds exist in the bank account for the sport, (2) the funds will only be used to cover operating costs (no capital expenditures), and (3) the CFL board must vote and approve spending of the funds.

SECTION 2. A membership fee of \$8.00 will be added to the sports fee upon registration for each sport. Each sport, upon completion of final registration, will then transfer the membership fees to the general account of CAA.

SECTION 3. The sports fee shall be determined by the individual sport in accordance with the budget. As a non-profit the objective of the sport is to run at zero profit at the end of the season. However, each sport will be required to retain a reserve amount at the end of each season in order be able to operate the sport for the next season. The maximum free reserve any sport will have in its account will be \$10,000 in combined total for both Football and Cheer.

SECTION 4. Any amount greater than the maximum reserve and not allocated for, will be transferred to the General Account and will be allocated by the board as requested or needed, by majority vote, in order to best serve the youth within our organization and community.

SECTION 5. Capital or Special Projects – if a sport determines a need to raise funds for capital improvements or special projects, they may add a fee to cover this expense to their registration fees. Requirements to do this will be (1) Presentation to and approval from the CFL board, (2) All sports capital / special funds will be deposited in the CFL Main Account, designated to the specific sport / project. Funds will be paid by CFL for all special / capital projects.

SECTION 6. Revenue from sources other than those defined in the article may be raised as determined by the Board of Directors and approved by a two-thirds (2/3) vote of the active, members present at any regular meeting of the club, provided written notice shall have been given the members at least two (2) weeks prior to the meeting. Individual sports may also promote fund raising in accordance with their by-laws, money to be deposited as identified above.

SECTION 7. Revenue received from fund raising shall be exclusively used to promote the sport raising such funds. Concession Stand revenue and Sign sponsorship revenue will be applied to the sport which promotes the signs / concessions. The sport must use the money as designated above either to cover operating expenses or designated to an approved capital / special project. Each sport upon approval of its sports board may give concessions to a “Partner” for fund raising, where the “Partner” would run the concession and keep 100 percent of the amount raised. Partners for CFL will be defined as (1) another CAA Sport or (2) Any of the schools in Northwest St. Johns County.

SECTION 8. All sports Treasurers have a responsibility to the CFL Treasurer and will respond to any and all requests in a timely manner.

SECTION 9. The CFL Treasurer will be responsible for the timely annual tax filing. Additionally, the Treasurer will be responsible for an audit which is to be performed on an annual basis.

SECTION 10. *The goal of each sport within the association is to be self-sufficient.*

ARTICLES X CONTRACTS, LOANS, CHECKS, DEPOSITS AND OPERATIONS

SECTION 1. A quorum of the Board may authorize any officer or officers to enter into any contract or execute and deliver any instrument in the name of and on behalf of such authority shall be confirmed to specific instances. No Sports Board has the authority to enter into any contract or lease.

SECTION 2. No loan shall be contracted on behalf of the league and no evidence of indebtedness shall be issued in its name unless authorized by resolution of 75% of the Board of Directors. Such authority shall be confined to specific instances.

SECTION 3. The Treasurer shall be bonded as determined by the board, at the expense of the CFL. All checks greater than or equal to \$1000 are to be signed by the treasurer and one additional signer (require two signatures), either the President or Vice President. This applies to both CFL and the Sports (for the sports the Sports Treasurer and the Sports Director). No checks shall be dispersed without proper documentation signed by recipient of check.

SECTION 4. All funds of the League not otherwise employed shall be deposited in a timely manner to the credit of the League in such banks, trust companies, or other insured depositories as the Board may select.

SECTION 5. Sports directors, are authorized to spend up to \$500.00 without obtaining approval. Expenditures of more than \$500.00 require the approval of a quorum of the CFL Board. All expenditures must be accounted for in the Treasurer's report.

SECTION 6. Outside Vendors – From time to time CFL or a sport within may determine it would like to use outside resources for various operations, such as concessions, special item sales, etc. In order for a vendor to provide this service to CFL they must agree in writing to provide the sport they are working for with a minimum of 10 percent of the revenue generated. No CFL Board member or Sports Board member may provide services to any CFL/NFYFC/NFYCC/CAA organization for monetary compensation; this is considered a conflict of interest.

SECTION 7. The Board shall adopt additional operational guidelines for the facilities and maintain a policy and procedures manual.

ARTICLE XI COACHES

SECTION 1. Each sport under its guidelines will be responsible for the selection of coaches.

SECTION 2. Background Checks - All coaches / volunteers will be required to pass a background check as administered by CFL/NFYFC/NFYCC or St Johns County. No coach / assistant coach / team parent / volunteer will be allowed on the field / court with the participants without proof of cleared Level 2 background check and issued ID.

SECTION 3. Coach Certifications - All coaches will be required to be certified in order to coach a CFL sport. Coach's certifications are required by specific sports yearly maintained for the year they are coaching.

SECTION 4. Coaching / Volunteer Badges – in order to be on the field with the participants a coach \ volunteer must display his / her coaching badge at all times. In order to obtain a coaching badge, all coaches must have completed certification training and passed a background check. Team moms will be required to pass a background check.

SECTION 5. Coaches / Volunteer Badges will be Active for the period starting July 1st (Fall) of the current year and running through December 31st of the same Year.

SECTION 6. At no time will ANY Individual be allowed on the field of play (game or practice) without a displayed coach's badge. Each sport will coordinate the replacement of lost badges. Any coach who is present on the field of play at any time without a badge will be immediately suspended until the badge is present if one cannot be provided that person is removed from coaching within CFL. This person may then appeal to the CFL board for reinstatement at a time to be determined by that sport. Any subsequent violation will require an appeal to the NFYFC/NFYCC board for re-instatement. Additional

penalties for violating this policy, up to and including being banned from coaching any sport within CFL/NFYFC/NFYCC may be implemented by CFL.

ARTICLE XII

Board Member Recall

SECTION 1. It may be necessary or desirable by the body of the CFL to recall Members of the Board of the Association. The procedure for doing so is as outlined.

1. When any executive board members of CFL present a petition, to the Board of Directors disclosing their desire to recall any member of the board of the league, or if a majority of the board members (Officers and Directors) desire to recall any member of the board, the Board shall establish a date for the meeting within five (5) days after receipt of the petition. The meeting shall be held no later than fifteen (15) days from receipt of the petition.
2. At this meeting, the persons desiring to have a recall shall state briefly their reasons for desiring to recall any Board Member of this league, followed by any member(s) desiring to speak against the recall. A time limit for speaking, and the voting method shall be established by the Board prior to this meeting and announced by the Chairperson at the meeting.
3. The sole question posed shall be "Shall (name of Board Member) be recalled?" If the majority of those present and eligible to vote, vote in the affirmative, the Board Member ceases to be a member of the Board. If the majority of those present and eligible to vote, vote in the negative the Board Member shall serve the remainder of the term unless recalled.

ARTICLE XIII
NOMINATIONS AND ELECTIONS OF OFFICERS

SECTION 1. The election of officers and directors shall be held at the annual meeting.

SECTION 2. Voting shall be by ballot and shall not be cumulative. Only active, present members in good standing may vote. There shall be no voting by proxy.

SECTION 3. At a regular meeting of the club at least five (5) weeks prior to the date of the annual meeting, the President shall appoint a committee to be known as the Nominating Committee. This committee shall consist of three (3) members, and if possible, a majority shall be Past Presidents. The President shall designate the chairperson of this committee. The duties of this committee shall be to make nominations, with consent of those nominated, and to prepare a ballot for the election of such officers and directors.

SECTION 4. At least two (2) weeks before the annual meeting, the Nominating Committee shall submit a list of nominees not exceeding two (2) in number for each office to be filled and a list of nominees not exceeding the number of directors to be elected plus three (3). At least one (1) week before the annual meeting, nominations from the floor of a regular meeting may be made for any officer or for a director and when so made together with the list submitted by the Nominating Committee shall then be the list of nominees submitted to the association for an election of Officers and Directors.

ARTICLE XIV
AMENDING OF BY-LAWS

These by-laws may be amended or repealed at any meeting of CFL executive board members. provided, however, that such proposed amendment or proposed set of amendments must have been read at least 5 days prior to any called meeting. The amendment or set of amendments must be passed and approved by two-thirds (2/3) of all voting Executive Members Officers/Sports Directors at such meeting.

EXHIBIT A
DUTIES OF THE PRESIDENT

The President shall:

1. Be chairman of the Board and vote only in the event of a tie.
2. Direct, with concurrence of the Board, the overall policy of CFL;
3. Appoint, with approval of the Board, all committee chairman;
4. Be empowered to co-sign all checks with the Treasurer;
5. Be responsible for insuring representation at appropriate non-CFL functions, which includes serving as liaison with Duval and St. Johns County Recreational Departments
6. Responsible for Scheduling Fields to each sport and publishing the Master Schedule
7. Monitor games for appropriate sportsmanship by CFL/NFYFC/NFYCC players, coaches, and parents.

EXHIBIT B
DUTIES OF THE VICE PRESIDENT

The Vice President shall:

1. Act for and with the authority of the President in his/her absence;
2. Be empowered to co-sign all checks with the Treasurer;
3. Pursue and coordinate Corporate Sponsorships.
4. Monitor games for all appropriate sportsmanship by CFL/NFYFC/NFYCC players, coaches, and parents.
5. Assume responsibilities for the Director positions in their absence or inability to perform their duties.

EXHIBIT D
DUTIES OF THE SECRETARY/COMPLIANCE

The Secretary/Compliance Officer shall:

1. Keep an accurate accounting of all official actions and proceedings of the Board; the minutes of all CFL meetings in accordance to the By-Laws, and all other official documents of CFL;
2. Handle any necessary correspondence;
3. Assume responsibilities for the position Chairperson of Registration, Membership, and Compliance in their inability to perform their duties.
4. Act as Parliamentarian to insure that the Rules of Order are followed.
5. Ensure First Aid, CPR and AED programs and training are completed. Coordination with sports directors across all the sports run by CFL;
6. Coordinate Background checks with all sports, Administer Background Check policy and appeals process. Compliance will be the only one person to review all backgrounds per State law and shall not distribute any information per new state law. Shall affirm by way of affidavit that all coaches meet the new state law and be custodian of all records and access to the CJIS system for compliance this shall be held until the AHCS clearinghouse becomes active then all responsibility will transfer to NFYFC/NFYCC and AHCS clearing house (Added February 2025).
7. Monitor games for all appropriate sportsmanship by CFL/NFYFC/NFYCC players, coaches, and parents.

EXHIBIT E
DUTIES OF THE TREASURER

The Treasurer shall:

1. Be chief custodian of the CFL funds (with bond to be provided by the Association);
2. Submit to the membership at meetings a written financial statement covering all transactions since the last report;
3. Issue checks to cover all expenses approved by concurrence of the Board or expenses incurred with the personal limitations of designated representatives as outlined
4. Keep accurate records and accounts of CFL funds and file all necessary financial reports and forms.
5. File annual tax return
6. Schedule and monitor annual audit
7. Monitor games for appropriate sportsmanship by CFL/NFYFC/NFYCC players, coaches, and parents.

Amended (Added Highlighted, Removed)

CFL Organization Chart

