

Crestview Area Youth Association Youth Sports



Crestview Area Youth Association

CONSTITUTION AND BY-LAWS

Revised Feb 7, 2021

Revised January 27, 2024

Crestview Area Youth Association

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ARTICLE I: NAME

The name of this organization is the Crestview Area Youth Association (CAYA). ARTICLE II: PURPOSE

1. This association was formed for the non-profit purpose of promoting recreation and youth programs in the Crestview, Florida vicinity.
2. To provide a youth program workable to all youths in accordance with the league affiliation's rules and regulations.

ARTICLE III: CALENDAR YEAR

1. Year: This term as used within this Constitution and By-Laws implies the calendar year of January 1st. through December 31st.

ARTICLE IV: MEMBERSHIP

1. Membership in the association shall be structured and defined in the following definitions:
 - a. Membership starts January 1st and ends December 31st.
 - b. Membership is available to any parent/guardian of a child participating in the program for that year and once valid dues are collected.
 - c. The members of the association will strive to provide a wholesome atmosphere for the youth of Crestview area to thrive. Members will also be required to participate minimally to remain active.
 - d. All General Membership will be required to volunteer 4 hours per year. Volunteer opportunities will be available as described in the membership guidelines. *Reference Guidelines Handbook*.
 - e. Exceptions are on a case by case basis.
 - f. General Members must be in good standings from the prior year to vote on Head Coaches, Executive Board Members and or By Law changes. *Reference Guidelines Handbook*.
 - g. Members must adhere to the CAYA Code of Conduct. *Reference Guidelines Handbook*.
 - h. Members cannot be involved in any rival groups that participate in leagues that CAYA are affiliated with or organizations outside of PYFA without special exemption from the Executive Board.

ARTICLE V: EXECUTIVE BOARD

1. The General members shall nominate and vote for an Executive Board by the first December meeting. The standing board will formally handover the board to the new Executive board at the January meeting. Nominees must be members in good standing. *Reference Guidelines Handbook*. The Executive Board of Directors shall consist of the following officers:
 - a. President
 - b. Vice President
 - c. Secretary

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- d. Treasurer
 - e. Director of Football (Tackle)
 - f. Assistant Director of Football (Tackle)
 - g. Director of Football (Flag)
 - h. Assistant Director of Football (Flag)
 - i. Director of Cheerleading
 - j. Assistant Director of Cheerleading
 - k. Director of Fundraising
 - l. Assistant Director of Fundraising
 - m. Director of Concessions
 - n. Assistant Director of Concessions
 - o. Director of Public Relations
 - p. Assistant of Public Relations
 - q. Field Maintenance Technician
 - r. Additional Directors of other competitive sports not listed above.
2. Each member of the Executive Board will cast one vote.

ARTICLE VI: MEETINGS

- 1. General Membership Meeting
 - a. The association shall meet each month at a decision by the President, the Vice President, or by majority poll of the Executive Board. The time and place of the general meeting is to be set by the President.
 - b. The association shall meet on special occasions as deemed necessary by the President or a majority of the Executive Board.
 - c. General membership meetings are open to all interested individuals.
 - d. Robert's Rules of Etiquette shall be observed in all general meetings.
- 2. Executive Board of Directors Meeting
 - a. A meeting of the Executive Board shall be called on request of the President or the Vice President.
 - b. Time and place of the Executive Board meeting shall be determined by the President of the association.
 - c. Executive Board Meetings are open to all general members.
 - d. The Executive Board shall be responsible for maintaining a standard of policies, rules, and regulations to appease its overall membership (including the CAYA Code of Conduct). They must also abide by all rules and regulations of their affiliated league and maintain membership of said league in good standing.
 - e. Robert's Rules of Etiquette shall be observed in all Executive Board meetings.
- 3. Discipline Meeting
 - a. A meeting of the Executive Board shall be called on request of the President or Vice President.
 - b. Time and place of the Executive Board meeting shall be determined by the President of the association.
 - c. Closed to Executive Board Members only.
 - d. The Executive Board shall be responsible for maintaining a standard of policies,

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- rules, and regulations to appease its overall membership, including the CAYA Code of Conduct and for the safety of members and youth participants. They must also abide by all rules and regulations of their affiliated league and maintain membership of said league in good standing.
- e. Robert's Rules of Etiquette shall be observed in all Discipline meetings.
4. Each team is responsible for having one member at each Executive Board meeting.
- a. Team representatives will be elected at the beginning of each season by the parents of each individual team (Football & Cheer). Coaches cannot interfere with the voting of the team representative.

ARTICLE VII: OFFICERS (DUTIES AND TERMS)

1. President
 - a. The President shall be the executive head of the association.
 - b. The President shall preside at all meetings of the association and at all meetings of the Executive Board. The President shall be the executive officer member of all committees unless otherwise appointed by the President.
 - c. The President shall have the authority to nominate committees and assign duties as required throughout the course of the year (e.g., Awards Banquet, Special Projects & Special Activities, etc.). The President shall preside over such committees or appoint board members as the designated representative of said committee.
 - d. The office of the President shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process.
 - e. The office of the President must adhere to the guidelines in accordance with the Guidelines Handbook.
 - f. The President shall be the voting representative to all associations and leagues. Upon his absence, the President may appoint a temporary replacement as needed.
 - g. Upon a deadlock in a vote of the Executive Board, the President shall cast a vote only to Tie or Break a Tie. The President has no other voting privileges.
 - h. The President and Vice President are responsible for determining dates and venue of registration.
 - i. Term: One (1) year.
2. Vice President
 - a. The Vice President shall assist the President in all his/her work.
 - b. The Vice President shall assume all powers and duties of the President under the President's direction or in the latter's long-term absence or disability.
 - c. The office of the Vice President shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process.
 - d. A vacancy in the office of the Vice President shall be filled by appointment of the President and approval by the Executive Board.
 - e. The Vice President shall act as a liaison between the President and any committees.
 - f. Term: One (1) year.
3. Secretary

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- a. The Secretary shall have the responsibility to maintain and safeguard all records of the association.
 - b. The Secretary shall keep an accurate record of all meetings.
 - c. The Secretary shall create and distribute election ballots at meetings where elections are held.
 - d. The Secretary shall distribute all Executive Board and Association meeting minutes to the Executive Board within 14 business days of their conclusion.
 - e. The Secretary shall maintain records of dues payments and members in good standing who are eligible for voting. (Same as Treasurer)
 - f. The Secretary shall maintain and up-to-date e-mail distribution lists for the Executive Board, current active membership and registered players/parents.
 - g. The Secretary shall coordinate with program directors to distribute the Parent and Coaches handbook.
 - h. A vacancy in this office will be filled by appointment of the Executive Board and approval by the Board.
 - i. Term: One (1) year.
4. Treasurer
- a. The Treasurer shall be the custodian of all funds of the association.
 - b. The Treasurer shall oversee the deposit funds.
 - c. The Treasurer shall keep accurate records of all accounts.
 - d. The Treasurer shall prepare a financial report to be given at the monthly meetings.
 - e. The Treasurer shall submit a year-end written report at the January association meeting. This report will include the status of all accounts for the previous calendar year.
 - f. The office of the Treasurer shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process.
 - g. A vacancy in this office will be filled by appointment and approval of the Executive Board.
 - h. Term: One (1) year.
5. Director of Football (Tackle)
- a. The Director of Football shall inform all Head Football Coaches of all meetings.
 - b. The Director of Football shall be responsible for the organization and operation of all football activities, including league records for the Association.
 - c. The Director of Football shall be responsible for annual player recruitment and registration including, but not limited to the oversight of online registration documents and registration fees, collecting copies of birth certificates, physical examination forms, and medical forms.
 - d. The Director of Football shall be responsible for assigning football players by age and weight to the proper football squads in accordance with Panhandle Youth Football Association rules and regulations. The President will decide any conflict or questions on the placement of a player, after the consultation with all parties involved (Director of Football and involved coaches).
 - e. The Director of Football shall be responsible for the certification of all

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Association members and coaches who are required to be certified by league rules and regulations.

- f. The Director of Football will have final responsibility on field use or postponement of scheduled games or activities, after consultation with the President, Vice President, Director of Cheerleading and coaches.
 - g. The Director of Football will be responsible for the issue of all practice/game equipment and will be responsible for turn-in of all equipment. The Director will continually track and give updates to board members on a quarterly basis.
 - h. The Director of Football will be responsible for the research and procurement of ageing equipment, also any new practice equipment for all teams to use.
 - i. The Director of Football shall submit an annual budget to the Executive Board at the April meeting for that upcoming season.
 - j. The Office of the Director of Football shall have access to budgeted Operating funds as directed by the Executive Board's annual budgeting process.
 - k. A vacancy in this office will be filled by the Assistant Director of Football.
 - l. Term: One (1) year.
6. Assistant Director of Football (Tackle)
- a. The Assistant Director of Football shall assume all responsibilities of the Director of Football when the Director is not present.
 - b. The Assistant Director of Football shall assist the Director as needed with all operational aspects of the football program, including but not limited to registration, budget, uniform and equipment purchasing/management, player development, game day preparation/execution, organization and league rules, compliance, and other football support areas.
 - c. Term: One (1) year.
7. Director of Football (Flag)
- a. The Director of Flag Football shall inform all Head Football Coaches of all meetings.
 - b. The Director of Flag Football shall be responsible for the organization and operation of all football activities, including league records for the Association.
 - c. The Director of Flag Football shall be responsible for annual player recruitment and registration including, but not limited to: collecting registration packets, collecting registration fees and copies of birth certificates.
 - d. The Director of Flag Football shall be responsible for assigning football players by age in accordance with NFL Flag rules and regulations. The President will decide any conflict or questions on the placement of a player, after the consultation with all parties involved (Director of Football and involved coaches).
 - e. The Director of Flag Football shall be responsible for the certification of all Association members and coaches who are required to be certified by league rules and regulations.
 - f. The Director of Flag Football will have final responsibility for field use or postponement of scheduled games or activities, after consultation with the

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President, Vice President, Director of Cheerleading and coaches.

- g. The Director of Flag Football shall submit an annual budget to the Executive Board at the February meeting for that upcoming season.
 - h. The Office of the Director of Flag Football shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process.
 - i. A vacancy in this office will be filled by the Assistant Director of Football.
 - j. Term: One (1) year.
8. Assistant Director of Football (Flag)
- a. The Assistant Director of Football shall assume all responsibilities of the Director of Football when the Director is not present.
 - b. The Assistant Director of Football shall assist the Director as needed with all operational aspects of the football program, including but not limited to registration, budget, uniform and equipment purchasing/management, player development, game day preparation/execution, organization and league rules, compliance, and other football support areas.
 - c. Term: One (1) year.
9. Director of Cheerleading
- a. The Director of Cheerleading shall inform all Cheerleading head coaches of all meetings.
The Director of Cheerleading shall be responsible for the organization and operation of all cheerleading activities, after registration deadline, including league records for this association.
 - b. The Director of Cheerleading shall be responsible for annual cheer recruitment and registration, including, but not limited to the oversight of online registration documents and registration fees, collecting copies of birth certificates, physical examination forms and medical forms.
 - c. The Director of Cheerleading will be responsible for the certification of all association members and coaches pertaining to cheerleading, who are required to be certified by rules and regulations and will also coordinate all coaches training activities.
 - d. The Director of Cheerleading will share responsibility with the Director of Football for field use during practice.
 - e. The Director of Cheerleading shall submit an annual budget to the Executive Board at the April meeting for that upcoming season.
 - f. The office of Director of Cheerleading shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process.
 - g. A vacancy in this office will be filled by the Assistant Director of Cheerleading.
 - h. Term: One (1) year.
10. Assistant Director of Cheerleading
- a. The Assistant Director of Cheerleading shall assume all responsibilities of the Director of Cheerleading when the Director is not present.
 - b. The Assistant Director of Cheerleading shall assist the Director as needed with all operational aspects of the Cheerleading program, including but not limited

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to registration, budget, uniform and equipment purchasing/management, cheerleader development, game day preparation/execution, organization and league rules compliance, and other cheerleading support areas.

- c. Term: One (1) year.
- 11. Director of Fundraising
 - a. The Director of Fundraising shall be custodian and overseer of all fundraising activities of the association.
 - b. The Director of Fundraising shall present the funds for deposit and all necessary paperwork to the Treasurer.
 - c. The Director of Fundraising shall keep accurate records of all accounts.
 - d. The Director of Fundraising shall prepare a financial report to be given at the monthly meetings.
 - e. The Director of Fundraising shall submit a year-end written report at the April Association meeting.
- 12. Assistant Director of Fundraising.
 - a. The Assistant Director of Fundraising shall assume all responsibilities of the Director of Fundraising when the Director is not present.
 - b. The Assistant Director of Fundraising shall assist the Director as needed.
 - c. Term: One (1) year.
- 13. Director of Concessions
 - a. The Director of Concessions shall be custodian of funds and overseer of all concessions and Gate fees during an event of CAYA.
 - b. The Director of Concessions shall be responsible for Gate Duty. These responsibilities include: Gate opening and closing, gate fee entry collection or designation of appointed members/volunteers to handle gate fee entry collection.
 - c. The Director of Concessions and another board member shall count and present the funds for deposit and all necessary paperwork to the Treasurer.
 - d. The Director of Concessions shall keep accurate records of all receipts.
 - e. The Director of Concessions shall submit an annual budget to the Executive Board at the April meeting for that upcoming season.
 - f. The Director of Concessions shall have access to budgeted operating funds as directed by the Executive Board's annual budgeting process.
 - g. A vacancy in this office will be filled by appointment and approval of the Executive Board.
 - h. Term: One (1) year.
- 14. Assistant Director of Concessions
 - a. The Assistant Director of Concessions shall assume all responsibilities of the Director of Concessions when the Director is not present.
 - b. The Assistant Director of Concessions shall assist the Director as needed.
 - c. Term: One (1) year.
- 15. Director of Public Relations
 - a. The Director of Public Relations is responsible for advertising of the organization, activities and fundraisers.
 - b. The Director of Public Relations shall initiate contact and serve as liaison

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- with local media outlets and the community.
 - c. The Director of Public Relations is responsible for ALL social media platform announcements, posts and advertisements.
 - d. The Director of Public Relations shall report all social media insights to the executive board.
 - e. Term: One (1) year.
16. Assistant Director of Public Relations
- a. The Assistant Director of Public Relations shall assume all responsibilities of the Director of Public Relations when the Director is not present.
 - b. The Assistant Director of Public Relations shall assist the Director as needed.
 - c. Term: One (1) year.

ARTICLE VIII: COACHES and other NON-Board members

1. Head Football Coaches (Non-board position)
 - a. Head Football Coaches shall be elected by the Executive Board and General Members in Good Standing prior to the next season.
 - b. Head Football Coaches shall be responsible for managing, directing, and recruiting assistant coaches and team parents for the football squads.
 - c. Head Football Coaches shall assist the Director of Football with, and attend, player registration.
 - d. Head Football Coaches must conform to all rules, regulations and requirements according to the PYFA official league rules, regulations and policies (including the CAYA Code of Conduct and Guidelines Handbook).
 - e. A vacancy in this office will be filled by appointment of the President and approved by the Executive Board of Directors.
 - f. Head Football Coaches and assistant coaches must be general members of the Association.
 - g. Term: One (1) Year.
2. Head Cheerleading Coaches (Non-board position)
 - a. Head Cheerleading Coaches shall be elected by the Executive Board and General Members in Good Standing prior to the next season.
 - b. Head Cheerleading Coaches shall be responsible for managing, directing, and recruiting assistant coaches and team parents for the cheerleading squads.
 - c. Head Cheerleading Coaches must conform to all rules, regulations and requirements according to the official league rules, regulations and policies (including the CAYA Code of Conduct).
 - d. Head Cheerleading Coaches shall be responsible for maintaining and collecting all equipment for their respective teams no later than three weeks after the last scheduled event of the season.
 - e. A vacancy in this office will be filled by appointment of the President and approved by the Executive Board of Directors.
 - f. Head Cheerleading Coaches and assistant coaches must be general members of the Association.
 - g. Term: One (1) Year.

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3. Founding Members: Joe Ritchie Rob Vance, Jeff Caldwell, Jeff Fowler, Tim Mathews, Brian Thames, Charity Parker, and Al Aguire
4. Dawg Pound Hall of Fame: Kypp Wetmore Joe Ritchie, Rob Vance, Jeff Caldwell, Jeff Fowler, Tim Mathews, Brian Thames, Charity Parker, and Al Aguire and Summer Kirkpatrick

ARTICLE IX: VOTING

1. Voting for Meetings
 - a. Voting is to proceed with the majority of the Executive Board present at any meeting.
 - b. At the meeting means, physically at the meeting location or via (Facetime, Facebook Messenger or any other virtual video platform is acceptable for members out of town due to work.
 - c. In order to vote by proxy, the Executive Board or General Member has to email a signed copy of their vote to the designated CAYA email.
 - d. General members vote to establish Executive Board, Constitution & By-laws, and sports Head Coaches.
2. Constitution and By-Laws
 - a. Constitution and By-Laws articles may be repealed, altered or amended by a majority vote of the total membership present by October's Board Meeting.

ARTICLE X: ELECTIONS

1. Elections
 - a. The election will occur the first meeting of December and the standing Executive Board will direct all elections.
 - b. General members must submit their application for an Executive Board position by November 10, 11:59pm CST for the upcoming year. Nominees must be members in good standing.
 - c. In all cases, where more than one candidate is nominated for the same office, the election shall be by secret ballot of the membership.
 - d. Election of each office shall be held individually during the meeting and voted in the order stated in Article V, Section 1 of the By-Laws.
If no candidate is nominated, the standing Executive Board may nominate and vote to fill the void.
 - e. All election protests must be made prior to the adjournment of the election meeting. The standing President will deem all results of the election final upon adjournment.

ARTICLE XI: TERMINATION OF OFFICE OR MEMBERSHIP

1. Resignation of Office
 - a. All resignations shall be submitted in written letter form to the Executive Board of Directors and read by the Secretary at the Following Association meeting.

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2. Removal from Office or Revocation of Membership
 - a. Revocation of office, membership or disciplinary procedures of a member or Executive Board officer. *Reference Guidelines Handbook*
 - i. The President shall have authority to suspend duties or membership of those individuals in question until the matter is settled. Charges to be presented in writing to the Executive Board.
 - ii. The member or officer in question is to be notified in writing of all charges and any meeting information 24 hours prior to any action taking place.
 - iii. An initial hearing of the Executive Board will be held in private to address the charges and determine further action.
 - iv. Removal or disciplinary action shall require a minimum 2/3 vote of the standing Executive Board.
 - v. Executive Board decisions are final; there shall be **NO** revisiting of issues.
 - vi. General Membership **CANNOT** overrule the Executive Board decision.
3. Banned Members: Terry Jackson

ARTICLE XII: MEMBERSHIP DUES

1. General membership in the Crestview Area Youth Association shall be \$20 with open enrollment from January 1 and close on 11:59pm CST on the date before the Jamboree (1st game of Tackle Football).
2. Membership fees are non-refundable.
3. Exceptions can be made with Board approval.

ARTICLE XIII: DISSOLUTION OF THE ASSOCIATION

1. Dissolution of the Association must be approved by $\frac{3}{4}$ majority of the general membership.
2. Dissolution of the Association is approved if voted by the $\frac{3}{4}$ majority. The standing Executive Board shall disperse all existing funds and assets upon approval of that vote. All proceeds after dissolution shall be allocated in accordance with all Federal and State laws.

David Welch
David Welch
President, CAYA