

**BY-LAWS OF
LEHIGH ACRES FOOTBALL ASSOCIATION, INC.
AS AMENDED 4/3/11**

ART1CLE 1-NAME

This Corporation shall be known as LEHIGH ACRES FOOTBALL ASSOCIATION, INC., a Non-Profit Corporation.

ART1CLE II -OBJECTIVES

The objectives of the Corporation are as follows:

1. To provide and maintain a football/cheerleading program for the children of Lehigh Acres territory, set up by the guidelines of the Pop Warner Organization.
2. To implant firmly in the children of the community the ideas of good sportsmanship, honesty, loyalty, courage and respect for the authority, so that they may be well-adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens.
3. To seek community interest among the clubs, organizations and individuals concerned with meeting the needs of the children interested in playing football and cheerleading.
4. To seek donations and gifts to provide safe and necessary equipment in order to operate a football/cheerleading program.

ART1CLE III -MEMBERSHIP

SECTION 1 -ELIGIBILITY

Any person sincerely interested in active participation to affect the objectives of this Association may apply to become a member. A member must be at least 18 years of age or older. A member is defined as; Board Member, Coach, or Team Parent.

SECTION 2 -ATTENDANCE AT BOARD MEETINGS

The current members shall be entitled to attend all regular and special meetings of the Board of Directors. Any member may address the Board of Directors of the Association provided a written request is submitted at least seven (7) business days prior to the meeting. The request must state the business to be addressed at such meeting. The request will be scheduled on the agenda and time will be allotted not to exceed five (5) minutes for the presentation. The member, with prior written request, may be entitled to a copy of all pertinent minutes, financial statements and other documents not to cause undue burden on the appropriate member of the Board of Directors in question.

SECTION 3 –VOTING

The member will be entitled to have one vote per parent/guardian during the annual meeting of the election of members of the Board of Directors.

SECTION 4 -PROXY VOTE

A current Board member will be allowed to utilize a proxy vote if the member is not in attendance at the annual meeting for the election of the Board of Directors.

SECTION 5 -SUSPENSION ORTERMINATION

Membership may be suspended and/or terminated by resignation or action of the Board of Directors.

1. A member involved shall be notified and informed of the general nature of the charges and given an opportunity to appear at the Board of Directors meeting to answer such charges.
2. The Board of Directors shall, in the case of a player suspension/termination] give notice to the head coach of the team of which the player is a member. Parent/legal guardian and head coach shall appear with the player before the Board of Directors.
3. The president, or vice president of the Lehigh Acres Football Association, shall have the authority to discipline, suspend or terminate the membership of any member of any class when the conduct of such person is considered detrimental to the best interest of Lehigh Acres Football Association, INC.

ARTICLE IV -MEETINGS

SECTION 1 -ANNUAL MEETING

The annual meeting of the members of the Lehigh Acres Football Association, INC., shall be held by the end of December of each calendar year. The time and place will be designated by the Board of Directors for the purpose of electing officers, directors and members, receiving reports and for the transaction of such business as may properly come before the meeting.

SECTION 2 -BOARD OF DIRECTORS MEETING

This meeting will be held monthly, and conducted using the "Roberts Rule of Order". The time and designation will be agreed upon by the majority of the Board. Notice of each meeting of the Board of Directors shall be mailed or otherwise delivered to each Board member at the last recorded address in advance thereof setting forth the place, time and purpose of the meeting, or in lieu thereof, notice may be given in such form as may be authorized by the members, from time to time, at a regularly convened meeting.

SECTION 3 -SPECIAL MEETING

Special meetings of the members may be called by the Board of Directors or President at their discretion. Upon request of the Board Member, the President shall call a special meeting to consider a special subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the members.

SECTION 4 -QUORUM

51% of the members of the Board shall constitute a quorum for the transaction of business, but if at any meeting there shall be less than a quorum, any decision will revert to the Executive Board, and the Executive Board will report their findings at the next monthly meeting.

SECTION 5 –VOTING

Each member of the Board of Directors of the Association shall have one vote on all actions of the Board. In the absence of a member of the Board of Directors, their assistant will be allowed to vote on their behalf, but will not be allowed to vote on any issue when the Board of Director is present.

ARTICLE V-BOARD OF DIRECTORS

SECTION 1 -NUMBER AND TERM OF DIRECTORS

The business, property and affairs of the Corporation shall be managed by the Board of Directors composed of twenty (20) persons of this Corporation. They are as follows: President, Vice-President, Secretary, Treasurer, League Representative, Concession Manager, Business Manager, Purchasing Agent, Football Registrar, Tiny Mite/Mitey Mite Football Registrar, Cheerleading Registrar, Tiny Mite/Mitey Mite Coordinator, Media Coordinator, Football Coordinator, Cheerleading Coordinator, Field Director, Equipment Manager, Scholastics Coordinator, Team Mom Coordinator, and Parliamentarian, Term of Directors shall be two (2) consecutive years January 1st through December 31st Any board member wishing to vacate his/her position must submit a written resignation by October 1st of that year.

SECTION 2 -QUALIFICATIONS

The Board of Directors shall be citizens of the United States of America and residents of Lee County within the territory of Lehigh Acres, Florida, as set up by the guidelines of the Pop Warner territory, or who had or has a child presently participating in the Lehigh Acres Football Association, INC., program or have participated as an active member of at least two (2) years in the Lehigh Acres Football Association, INC., program. It is suggested that the Executive Board have two (2) prior years' experience on the board. It is mandatory for the President to have at least three (3) years of Board Member experience within the Lehigh Acres Football Association, INC. (Exception: Info one runs with experience)

SECTION 3 -DUTIES OF THE BOARD

The Board of Directors shall transact all business of the Corporation. It shall determine the policies, fiscal matters, employment of staff and other personal policies and in general assume responsibility of the Lehigh Acres Football Association, INC.

SECTION 4 -REQUIREMENTS FOR THE BOARD MEMBERS

1. Attend all Board meeting and Association functions.
2. Absences may be requested by prior approval of the President with good justification. Two (2) unexcused absences may result in dismissal from the appropriate Board position.
3. No one person is to handle Association money without a second person present. (Exception: Not the daily checking operation) No expenditures will be transacted without a proper receipt for purchases for the Association and also without complete authority of the Executive Board.
4. Board members are required to work all home games and jamborees hosted by the Lehigh Acres Football Association, Inc... Absences may be requested by prior approval of the President with good justification.
5. It is not permissible for any executive board member to hold a head coaching position.

SECTION 5 -RESIGNATION FROM THE BOARD

A written explanation must be submitted to the board with adequate explanation.

SECTION 6 -VACANCIES

Vacancies in the Board of Directors shall be filled by election by the remaining Directors. Each person so elected to fill a vacancy shall remain Director until his/her successor has been elected by a vote of the membership present, who may make such election at their next meeting or at any special meeting duly called for that purpose and held prior thereto. This term will remain for the remainder of the current season.

SECTION 7 -REMOVAL OF DIRECTORS, OFFICERS OR APPOINTEES

Any directors, officer and/or appointee may be removed by the Board of Directors whenever, in the judgment of the Board, the best interest of the Corporation will be served thereby, by a 51 % vote of the Board of Directors. Any person removed by the Board will not be permitted to run for a Board position the next year.

SECTION 8 -EXPENDITURES

Normal operating expenditures of the funds of the Corporation not exceeding \$100.00 between Board of Directors meetings need not have the Board approval. Expenditures exceeding \$100.00 need to be approved by the Board of Directors.

SECTION 9 -ANNUAL REPORT

The President and Treasurer shall present their perspective reports of the operation of the Corporation for the preceding year at the annual meeting, January of the following year, to the membership and Board of Directors

SECTION 10 -SUBCOMMITTEES

A subcommittee may be formed to expedite certain procedures/policies. Examples may be, but are not limited to; coaching committee, homecoming committee, uniform -equipment committee, etc. A subcommittee will contain at minimum five (5) board members.

SECTION II-BOWL GAME ADMITTANCE

Football teams may choose to attend local (Peace River Conference) classic games at the end of the season. Only teams who have achieved a 500 + season may travel/play outside of the PRC.

ARTICLE VI -BOARD OF DIRECTORS

SECTION 1 -EXECUTIVE OFFICERS

1. PRESIDENT

The President presides over the annual, monthly and any special meeting using "Robert's Rule of Order". Makes all committee appointments, presides over all Executive Board meetings, is a member ex officio of all committees and performs all other duties usually pertaining to the office of the President. Shall attend all league monthly conference meetings to assure the conference vote will be in the best interest of the Association. She/he is responsible for the following officers and their job performance: Vice President, Secretary, Treasurer, League Representative, and Parliamentarian.

2. VICE PRESIDENT

Is responsible for the following officers and their job performance: Business Manager, Concession Manager, Football Coordinator, Cheerleading Coordinator, Field Director, Football Registrar, Cheerleading Registrar, Equipment Manager, Purchasing Agent, Scholastics Coordinator, Team Mom Coordinator, Media Coordinator, and Tiny Mite Coordinator, He/she will preside over the meeting in the absence of the President, assure that the playing field is in proper condition and other duties assigned by the President.

3. SECRETARY

Records and types minutes of all monthly, special and annual meetings of the Association and properly makes available minutes to the Board members and members of the association, Prepares all correspondence necessary to properly maintain a high level of efficiency, Shall keep the seal of the

Corporation, give notice of all meetings required by statutes, By-Laws or resolutions, takes attendance records at meeting, maintains committee reports. The secretary reports directly to the President.

4. TREASURER

The treasure takes care of all moneys, checkbook, bills, and all moneys needed to bank events. Keeps a record of the accounts of the Corporation and reports thereon at each regular meeting of the Board of Directors, makes a report at the annual meeting and special reports when requested, Reports at each monthly Board meeting a complete listing of outgoing and incoming moneys in writing for the Board approval. With the assistance of at least one (1) OTHER Board member collects money taken in on an hourly basis at each home game, as well as other events which require money collection. Collects concession excess money and keeps track of concession income and outgoing each day the stand is open. Deposits all moneys of the Corporation in the name of Lehigh Acres Football Association, INC., in the bank selected and designated by the Board of Directors, subject to the withdrawal for authorized purposes, upon joint signatures of two of the officers of the Corporation. Makes sure all deposits are made timely, by the next business banking day. Insures that an audit of the books be conducted each January of the year on the preceding year's records. The treasure submits a complete report to the next year's Board no more than sixty (60) days from the end of the season. Treasure is also responsible for other duties and responsibilities as assigned by the President.

5. FOOTBALL COORDINATOR

Football Coordinator will be in charge of football players and their coaches. Must recruit head coaches and submit their names to the Board of Directors for approval no later than the April meeting. Recruits players to register in the organization, communicates with Lehigh schools often to inform students of upcoming season. Insures players from out of the Lehigh area have the proper written waivers. Football coordinator attends practice regularly to assist each team and their coaches in any way helpful. Football coordinator communicates with coaches of each team to insure no coach is violating conference, league or team rules. Keeps the safety of the players his/her utmost concern and steps in to enforce this concern. Provides training for all coaches and assistant coaches on football techniques. The football coordinator Works closely with the Tiny Mite/Mitey Mite Coordinator. She/he reports to the Board of Directors regarding needed equipment and equipment repair needs. The football coordinator Reports directly to the Vice President.

6. CHEERLEADING COORDINATOR

Cheerleading coordinator will be in charge of all cheerleaders and their coaches. Must recruit head coaches and submit their names to the Board of Directors for approval no later than the April meeting. Recruits players to register in the organization, communicates with Lehigh schools often to inform students of upcoming season. Insures cheerleaders from out of the Lehigh area have the proper written waivers. Cheerleading coordinator attends practice regularly to assist each team and their coaches in any way helpful. The Cheerleading coordinator Communicates with coaches of each team to insure no coach is violating conference, league or team rules. Keeps the safety of the cheerleaders his/her utmost concern and steps in to enforce this concern. Provides training for all coaches and assistant coaches on

cheerleading techniques and other items of common interest. Cheerleading coordinator Reports to the Board of Directors a budget of needed equipment repair or new equipment needs. Cheerleading coordinator Reports directly to the Vice President.

7. TINY MITE/ MITEY MITE FOOTBALL COORDINATOR

The Tiny Mite/Mitey football coordinator will be in charge of Tiny Mite and Mitey Mite football players and their coaches. Must recruit head coaches and submit their names to the Board of Directors for approval no later than the April meeting. Recruits players to register in the organization, communicates with Lehigh schools often to inform students of upcoming season. Insures players from out of the Lehigh area have the proper written waivers. Tiny Mite/Mitey football coordinator attends practice regularly to assist each team and their coaches in any way helpful. Tiny Mite/Mitey football coordinator communicates with coaches of each team to insure no coach is violating conference, league or team rules. Keeps the safety of the players his/her utmost concern and steps in to enforce this concern. Provides training for all coaches and assistant coaches on football techniques. Tiny Mite/Mitey football coordinator Works closely with both the football registrar and coordinator. Tiny Mite/Mitey football coordinator Reports to the Board of Directors a budget of needed equipment repair or new equipment needs. Tiny Mite/Mitey football coordinator reports directly to the Vice President.

SECTION2 -BOARD MEMBERS

1. FIELD DIRECTOR

Insures the park is in operation for each game and practice. Activities to include water for both football players and cheerleaders, painting the football field before game day; making sure security fence is up on sidelines, etc. Reports to the park representative any needs for problems which the league may have. The Feld Director informs the park representative of extra activities and events scheduled beyond the games. The Feld Director places all Lehigh Acres Raider signs up before the season begins. The Feld Director reports directly to the Vice President.

2. BUSINESS MANAGER

The Business Manager will be In charge of coordinating fundraising activities. Is responsible for submitting to the Board of Directors a list of fundraising activities for the year no later than February Board meeting. The Business Manager reports monthly on any new or existing fundraisers. The Business Manager will be the liaison between the Association and the public pertaining to monetary fundraising. The Business Manager will conduct the business affairs of the Association, i.e.; advertisers, donations, etc. The Business Manager reports directly to the Vice President.

3. MEDIA COORDINATOR

Will be responsible for communications with local media; I.e., newspapers, television, radio, the game results, Pop Warner activities, such as physicals, registration, fundraisers, etc. The Media Coordinator

will provide non-bias football and cheerleading articles to the local media. The Media Coordinator will be responsible for game announcers and spotters. Creates and distributes a weekly newsletter to all Lehigh football and cheerleading participants and coaches. Media Coordinator will work closely with the Secretary, Registrar and Business Manager to include important information in the newsletter. The Media Coordinator reports directly to the Vice President.

4. CONCESSION MANAGER

Run the affairs of the concession stand ensuring that it is stocked with food and non-food item, as well as enough staff to run the stand with back-up workers, if needed. May use the services of the Purchasing Agent to buy food and non-food items at the lowest possible price to ensure the highest possible profit ratio at a reasonable price on all items sold. Conducts inventory of concession items after each game and at the end of the season. The Concession Manager reports directly to the Vice President.

5. EQUIPMENT MANAGER

Takes a running inventory of all equipment and maintains them in clean working condition. Notifies the respective coordinator of needed items and those needing repair no later than February Board meeting. The Equipment Manager works closely with each coordinator on items for purchase. The Equipment Manager reports directly to the Vice President.

6. FOOTBALL REGISTRAR

The Football Registrar is responsible for the ongoing registration of all football players into the Lehigh Acres Football Association, collecting moneys with the Treasurer and keeping track of those who have paid. Gives monthly reports to the Board of Directors of the number of players who have paid one week prior to the first annual game and every month thereafter; he/she will maintain this report each month. Maintains records for membership and reports for the Board of Directors at each meeting. The Football Registrar reports directly to the Vice President.

7. CHEERLEADING REGISTRAR

The Cheerleading Registrar is responsible for the ongoing registration of all cheerleaders into the Lehigh Acres Football Association, collecting moneys with the Treasurer and keeping track of those who have paid. Gives monthly reports of the Board of Directors of the number of cheerleaders who have paid and who have not paid one week prior to the first annual game and every month thereafter until all registration fees have been paid. Maintains records for membership and reports for the Board of Directors at each meeting. The Cheerleading Registrar reports directly to the Vice President.

8. LEAGUE REPRESENTATIVE

The League Representative represents the organization at the monthly Southwest Florida Pop Warner Football Conference meetings. The League Representative votes in the best interest of ensuring issues. The League Representative will bring back minutes of all Southwest Florida Pop Warner Football Conference meetings. The League Representative will report to the President and the Board of Directors.

9. PURCHASING AGENT

Will be responsible for the purchase of equipment and concession supplies and will work with the concession Manager, Equipment Manager, Field Director, Football Coordinator, and Cheerleading Coordinator to assure the most reasonable expenditures for the operation of the organization. Will purchase and coordinate the sale of promotional items for the Lehigh Acres Football Association and spirit booth. Upon approval of the Board, purchase items necessary in a timely manner. The Purchasing Agent reports directly to the Vice President.

10. SCHOLASTICS COORDINATOR

The Scholastics Coordinator will be responsible for the completion of all scholastic forms as required by Pop Warner. The Scholastics Coordinator will assist the coaches, team moms and registrars in gathering scholastic eligibility information and other forms required by the league for team certification. Will substitute for the secretary when necessary to record and distribute league business. The Scholastics Coordinator reports directly to the vice president.

11. PARLIAMENTARIAN

The Parliamentarian will be responsible for executing the By-Laws of the Association and maintaining strict meeting procedure. Has the authority to warn, and the ask board members leave a meeting if order is not maintained. The Parliamentarian has full voting privileges. The Parliamentarian reports directly to the President.

12. TEAM MOM COORDINATOR

The Team Mom Coordinator will be responsible for organizing and training all team moms. The Team Mom Coordinator will prepare communication through newsletters to team moms and parents. Responsible for generating a list of parents names who wish to volunteer at all home games or events sponsored by the Lehigh Acres Football Association for the following activities well in advance of each

home game (suggesting a sign-up at registration time): chain crew of three (3), crew to supply water for both football players and cheerleaders for both home and visiting teams, Gate watcher, at least two (2) at each gate and set-up crew to set up tents, tables for gate, as well as cleanup crew. The Team Mom Coordinator reports directly to the Vice President.

ARTICLE VII -FISCAL YEAR

The fiscal year of the Association shall be January 1st through December 31st of the following year.

ARTICLE VIII -RULES OF ORDER

"Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically covered by these By-Laws.

ARTICLE IX-AMENDMENTS

The Board of Directors may later amend, revise, add to, repeal or rescind these By-Laws and /or adopt new By-Laws at pleasure by a majority vote of all members of the Board of Directors at any meeting of the Board of Directors, provided that notice of proposal alteration, amendment, revision, addition, repeal or rescission of the By-Laws or adoption of new By-Laws shall have been given notice at least seven (7) days preceding the meeting.

ARTICLE X-COMPENSATION

No compensation shall be paid to the Directors for the service performed by them for the Corporation in any capacity, unless a resolution authorizing such remuneration shall have been adapted by the Board of Directors before the services were rendered.

ARTICLE XI -DISSOLUTION OF ORGANIZATION

All assets of the Corporation, upon dissolution of the organization, will be donated to any other non-profit organization voted on by the Board of Directors. All amendments by the IRS (Internal Revenue Service) must be adhered to.

President –

Vice President -

Secretary -