



**TIMUCUA POP WARNER  
FOOTBALL CONFERENCE  
INCORPORATED**

**CONSTITUTION & BY-LAWS**

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## ARTICLE I – NAME

### Section 1

This organization shall be known as the TIMUCUA POP WARNER FOOTBALL CONFERENCE INCORPORATED, hereinafter referred to as the CONFERENCE.

## ARTICLE II – OBJECTIVE

### Section 1

The general objective of the CONFERENCE is to inspire the youth of the CONFERENCE and the surrounding area to practice the ideals of SPORTSMANSHIP, SCHOLASTICS and SOUND PHYSICAL FITNESS.

### Section 2

The specific objectives of the program are to familiarize all youth regardless of race, creed or national origin with the fundamentals of football and cheerleading, and to provide an opportunity to play the game in a supervised, organized and safety oriented manner, and to keep the welfare of the participants free of any adult ambition and personal glory.

## ARTICLE III – GOVERNMENT

### Section 1

The BOARD will be the highest local authority (HLA) in all matters involving POP WARNER FOOTBALL AND CHEERLEADING. The POP WARNER rule book will be followed.

### Section 2

The BOARD OF DIRECTORS, hereinafter referred to as the BOARD shall consist of the following:

1. The CONFERENCE commissioner shall be elected by a majority of the commissioners on the BOARD and will supervise the day-to-day operation of the CONFERENCE.
  - A. The CONFERENCE commissioner will appoint an assistant commissioner for the CONFERENCE. The appointment will be subject to the approval of a majority vote of the commissioners within the HLA. In case of conflict of interest in their respective divisions, the CONFERENCE commissioner

will be deciding authority. The assistant commissioners shall support the role of the commissioner. If a conflict exists for the commissioner, the assistant commissioner shall serve in the role of commissioner.

2. The CONFERENCE shall appoint a CONFERENCE cheerleading coordinator. The Cheerleading coordinator's duties shall include:
  - A. Act as Chairperson for all cheerleading meetings.
  - B. Be responsible for all aspects of cheerleading for the CONFERENCE including disciplinary actions.
  - C. Be responsible for the organization, coordination and on-site supervision of the annual CONFERENCE competition events.
  - D. Dates, locations and all monies must be approved by the CONFERENCE.
  - E. It will be the decision of the CONFERENCE cheerleading coordinator to appoint, as necessary, division assistants.
3. Two (2) separate members from each athletic association in the CONFERENCE, a football commissioner and a cheerleading coordinator, to be appointed by that association. Each association football commissioner shall be entitled to one (1) vote on all matters pertaining to the operation of the CONFERENCE. Each association cheerleading coordinator shall be entitled to one (1) vote on all matters pertaining to the operation of the cheerleading program within the CONFERENCE. The commissioner of each association is responsible for all activities during play. Any problems that may arise during the game or games, should be resolved by the association commissioner.
4. A CONFERENCE chairperson/president shall be elected by a majority vote of the CONFERENCE commissioners to moderate all CONFERENCE meetings throughout the upcoming years. The CONFERENCE chairperson/president will be the chief operating executive (C.E.O.) The C.E.O. is the contact point to the regional and national level. It shall be the responsibility of the chairperson/president to call for any special and/or emergency meetings. He/she has the authorization to suspend members in accordance with local and national guidelines. He/she shall vote only as necessary to decide a tie vote.
5. A CONFERENCE secretary shall be elected by a vote of the CONFERENCE commissioners. He/she shall be responsible for and have authority to notify all CONFERENCE commissioners of all general meetings; provide due notice to the commissioners of all general meetings; record the minutes of BOARD meetings, including all items of official business and verbatim language, before and after, of any changes to the by-laws; present, at each BOARD meeting for approval or correction; handle official correspondence for the CONFERENCE as delegated by the president; maintain official records and documents of the

CONFERENCE; notify commissioners forty eight (48) hours prior to meetings as to the time and location of said meetings. (EXCEPT IN AN EMERGENCY.)

6. A CONFERENCE treasurer shall be elected by a vote of the CONFERENCE commissioners. It shall be the responsibility of the treasurer to maintain the fiscal affairs of the CONFERENCE. He/she shall collect all monies due the CONFERENCE. He/she shall pay all legitimate operating expenses of the CONFERENCE. At each BOARD meeting, the treasurer reports the financial status of the CONFERENCE to the BOARD. The treasurer shall open a checking account in a local bank in the name of TIMUCUA POP WARNER FOOTBALL CONFERENCE INCORPORATED. Two (2) signatures shall be required to cash all CONFERENCE checks. These signatures shall be that of the treasurer, BOARD chairperson/president, secretary and/or CONFERENCE commissioner. The treasurer shall submit a written report of all expenditures and deposits for each BOARD member at the regularly scheduled meetings.
7. The CONFERENCE shall appoint a conference scholastic coordinator. The scholastic coordinator will oversee the educational component of PWLS and serve as a liaison to all conference scholastic coordinators.
8. Election for offices of chairperson/president, CONFERENCE commissioner, Treasurer and Secretary shall be held at the November regular meetings for every even year. The term of office shall be for two (2) years beginning after the election of the November meeting and ending after the election of the November meeting of the next election year.
9. The executive committee shall be constituted by the President, Commissioner, Assistant Commissioner, Secretary, Treasurer, Scholastic Chairperson and Cheer Coordinator. The executive committee is empowered to act only in the absence of a regularly scheduled BOARD meeting and only in extreme and emergency situations.
10. Each officer shall be granted one vote in all organizational decisions. This vote cannot be duplicated by a vote represented by an individual conference.
11. All associations who are members of the TIMUCUA POP WARNER FOOTBALL CONFERENCE INCORPORATED shall abide by all rules and regulations of POP WARNER FOOTBALL the entire calendar year.

### Section 3

To avoid any concerns of conflict of interest, an officer may not participate in any decisions specifically affecting their home association. In this case, the officer shall recuse themselves from any and all discussions pertaining to that matter.

## ARTICLE IV – RULES

### Section 1

1. The CONFERENCE and each association shall abide by the rules set forth in the most current PW Rule book.
2. Local issues governed by Timucua rules adopted every year by CONFERENCE. Changes are made by 2/3 majority.
3. The BOARD of Timucua CONFERENCE shall be the HLA to resolve disputes between local organizations. All disputes must be submitted in writing. All decisions by the BOARD are final.

### Section 2 - Boundaries

Geographic boundaries shall be established and enforced where direct overlap occur. (See attachment A). Circumstances may develop where the board, by majority vote, may adopt a variance to this rule. This situation specifically applies to associations who are affiliated with a charter school system. In their case, a child attending said school may participate in his/her affiliated program regardless of boundaries. Other situation may be addressed by the board on an as needed basis. In a situation where a child is playing outside the geographic boundaries, a waiver must be signed by both commissioners.

## ARTICLE V – MEETINGS

### Section 1

1. The Board will convene once a month from March through November of each year. The meetings are MANDATORY for all commissioners, and each Association will have the option to have 1 additional Association Executive Board member attend these meetings. If 2 Association Members are present, only 1 person may speak and have 1 vote. Special meetings may be called by the chairperson/president and/or CONFERENCE commissioner as necessary to conduct special business. An emergency meeting may also be called by a 2/3 written petition of the member associations.
2. Each Association will have a separate cheerleading coordinator present at all monthly cheerleading meetings. Cheerleading meetings shall be held during a separate time from the regularly scheduled Board meetings.
3. Mandatory meetings of all cheerleading coordinators will be held on May, June, July and August for that season.

4. Each Association shall have a Scholastics Coordinator present at all Scholastic meetings.

## Section 2

All Association Commissioners and/or Cheer Coordinators and/or Scholastic Coordinators missing one of these meetings will be fined a one hundred (\$100) fine and/or suspension from the CONFERENCE for a period of one (1) year. All fines must be paid to the CONFERENCE TREASURER within thirty (30) days from the date of the missed meeting or the offending Association will be automatically suspended for one (1) year. The beginning for said suspension to begin and end shall be decided by the BOARD based on the time during the year the violation occurred.

## Section 3

No business will be conducted unless a quorum is present. A quorum shall consist of a majority of voting commissioners of the BOARD.

# ARTICLE VI – DUES, FEES AND FINES

## Section 1

All associations will be required to provide written proof of insurance as required by PWLS.

## Section 2

Team Fees:

1. At least half of the Team Fees must be paid by the 2nd week of the official season and the final payment by October 1st of the current playing season.
2. Any association not paying Team Fees in full by the October 1st of the current playing season will be subject to suspension from the CONFERENCE for twelve consecutive months beginning October 2nd of the current playing year.

## Section 3

Any association suspended for non payment of dues, fees or fines WILL NOT be reinstated to the CONFERENCE until said dues, fees, fines or gate fees are paid in full and their twelve straight months suspension has been served. Any association shall not be released from Conference responsibilities until all liabilities have been reconciled.

## ARTICLE VII – NEW MEMBERS

Any new Association wishing to join the CONFERENCE must agree to the following:

1. Be voted in by a two thirds majority of the membership present at that meeting.
2. Attend three consecutive Conference meetings.
3. Submit official letters from their respective City or County governments to the CONFERENCE stating that they will be given access to a suitable football field to hold home games as well as a suitable practice area for both football and cheerleading.
4. Submit to the uniform colors given by CONFERENCE.
5. Will have no voting rights for one year.
6. Strictly enforce all rules and regulations set forth by PWLS and the Conference and must remain in good standing with the Conference.
7. Any child wishing to participate in one Association but lives in the area of another Association must submit letters from all affected Associations to the CONFERENCE Commissioner authorizing the child to participate in the new Association. This must be approved by the Conference Commissioner. This must also have a S.E. Region approval.
8. All Associations within the boundaries of the new Association must agree to the boundaries in question.
9. Be an existing program or must become a “Sub-Member” of an existing Association for one year.
10. Maintain in good standing both financially as well as not having any major problems within their association or any disciplinary actions given by the CONFERENCE.
11. There shall be a minimum of four teams to gain admittance to the Timucua Conference.

## ARTICLE VIII – AMENDMENTS

### Section 1

The by-laws may be amended by two-thirds (2/3) vote of the CONFERENCE commissioners. CONFERENCE commissioners are to be given a minimum of two (2) weeks written notice of any proposed changes.

## ARTICLE IX – DISPUTES

All disputes regarding rules and by-laws shall be resolved by the CONFERENCE board. Any Association attempting to resolve disputes outside the TIMUCUA CONFERENCE shall face severe disciplinary action. This may include the suspension of Association privileges for up to 1 year.

# ATTACHMENT A

## Geographic Boundaries

Crystal River

Inverness

Dunnellon

Belleview

Marion County

The Villages

South Sumter

Hernando

North Marion