

PLANT CITY  
DOLPHIN  
YOUTH  
FOOTBALL  
&  
CHEERLEADING  
INC.  
BY-LAWS  
(REVISED 2024)

**Article I: NAME**

This organization shall be known as:  
Plant City Dolphin Youth Football & Cheerleading, Inc.

**Article II: OBJECT ( Purpose )**

The objective of Plant City Dolphin Youth Football & Cheerleading, Inc. shall be to develop the youth of our community through competitive football, cheerleading, related activities and those ideas that are exemplified by good sportsmanship.

**Article III: MEMBERS Section 1. CLASS OF MEMBERSHIP**

- I. There will be 24 Board of Directors, including 6 Executive Board Members.
- II. Executive Board consists of the leagues TRUSTEES: President, Vice President, Football Director, Cheerleading Director, Assistant Football Director and Assistant Cheerleading Director.
- III. The Board of Directors will consist of members of the Plant City Dolphins and **WILL** have voting privileges.
- IV. Plant City Dolphin Youth Football and Cheerleading Inc. is governed Board of Directors.

**Section 2. ELIGIBILITY OR QUALIFICATIONS OF MEMBERSHIPS, including methods for grant membership**

Membership in this organization shall not be limited to race, color, creed or sex.

**Section 3: FEES OR DUES**

Annual fees for participation in either Football or Cheerleading may be adjusted as needed by the Executive Board.

**Section 4: RESIGNATIONS AND DISCIPLINARY ACTION**

- I. Membership including that of officers, coaches and managers, may be revoked at anytime for any reason which reflects unfavorable upon this organization with a vote of 75% by the Executive Board.
  - A). If a board member does NOT fulfill their obligations as elected board position, steps down or is removed from their elected board position during their elected term, they are NOT eligible to be elected or serve as a board member UNLESS a vote of 75% was in favor, determined by the Executive Board.
  - B). If an alternate trustee position becomes vacant it shall be filled by an existing board member.

**II.** If a Board of Directors member misses FOUR (4) general meetings, that board member will have their voting rights suspended. If a Board of Director member misses SIX (6) general meetings, that board member is subject to removal by voting of the Executive Board (by 75% of the Executive Board).

#### **Article IV: OFFICERS**

##### **Section I**

Plant City Dolphin Football and Cheerleading Inc. shall be governed by the Board of Directors.

**This board shall consist of:**

President  
Vice President  
Secretary  
Treasurer  
Field Director  
Assistant Field Director  
Football Director  
Assistant Football Director  
Cheerleading Director  
Assistant Cheerleading Director  
Football Equipment Director  
Assistant Football Equipment Director  
Cheerleading Equipment Director  
Assistant Cheerleading Equipment Director  
Corporate Fundraising Director  
Concession Director  
Assistant Concession Director  
Scholastic Coordinator  
Fundraising Director  
Assistant Fundraising  
Event Coordinator  
Assistant Event Coordinator  
Webmaster  
League Announcer

If a position can not be filled, the Board of Directors can vote to fill the position with a non-valid board member.

## Section 2.

### PRESIDENT

- The President shall preside over all meetings and shall see that they are conducted in accordance with the principals of the **parliamentary procedures** and requirements of the
- **BY-LAWS** of the Plant City Dolphin Youth Football and Cheerleading Organization.
- The President is responsible for participation registration.
- The President shall be responsible for securing and maintaining funds in the Dolphin's safe.
- The President is a league TRUSTEE and non-voting member of the Executive Board. President **CANNOT** be a Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

### VICE PRESIDENT

- In the absence of the President, the Vice President shall assume all duties of the President.
- The Vice President shall be in charge of obtaining corporate, federal, county and city support. The Vice President shall also take care of all gate receipts and paying the game day officials from the gate receipts.
- The Vice President shall also check the P.O.BOX and be responsible for making sure all mail is distributed correctly.
- Vice President is a league TRUSTEE and voting member of the Executive Board.
- The Vice President will be responsible for securing and maintaining funds in the Dolphin's safe. Vice President **CANNOT** be Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

### SECRETARY

- The Secretary shall keep a record of the minutes and attendance of each general meeting of the organization.
- The Secretary shall be the custodial of all its records, reports and other documents.
- The Secretary shall be responsible for correspondence.
- The Secretary **CAN** be a Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

## TREASURER

- It is the duty of the Treasurer to receive and keep all records belonging to this organization and to pay all expenditures and invoices approved by the Board of Directors.
- The Treasurer shall deposit all monies in excess of \$500.00 by the next business day. The Treasurer shall submit a financial statement to the Board of Directors each month at the general meeting.
- Said report shall be a detail of all receipts and expenditures.
- The Treasurer shall submit an annual financial report during the February general meeting with the Board of Directors.
- The bank account shall require TWO SIGNATURES, the President, Vice President of the Treasurer on each check.
- The Treasurer shall maintain the SALES TAX.
- Treasurer **CANNOT** be Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

## FIELD DIRECTOR

- The Field Director will act as SERGEANT OF ARMS at all Board of Director meetings.
- The Field Director is also in charge of the field and field preparation. DUTIES INCLUDE:
  - Installing and removal of restraints of fences
  - Coordination with City Officials for field maintenance, field stripes/paint, installing and removal of goal posts +Directing Field clean up
- Field Director **CAN** be Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

## FOOTBALL DIRECTOR

- The Football Director shall oversee the selection process of all football coaches for each team. The Football Director shall be responsible for bringing all football-related issues to the Executive Board.
- The Football Director will be responsible for all football activities and all football players' registration forms.
- The Football Director will be the league's Football TRUSTEE and voting member of Executive Board.
- The Football Director is a **TWO** (2) year position, voting occurs in December of **ODD** years. Football Director **CAN** be Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

### **CHEERLEADING DIRECTOR**

- The Cheerleading Director shall oversee the selection process of all cheerleading coaches for each team.
- The Cheerleading Director shall be responsible for bringing all cheer related issued to the Executive Board.
- The Cheerleading Director will be responsible for all Cheerleading activities and all cheerleader registration forms.
- The Cheerleading Director will be the leagues Cheerleading TRUSTEE and voting member of the Executive board.
- The Cheerleading Director is a **TWO** (2) year position, voting occurs in the December meeting of **EVEN** years.
- Cheerleading Director **CAN** be Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

### **ASSISTANT FOOTBALL DIRECTOR**

- The Assistant Football Director will assist the Football Director as necessary.
- The Assistant Football Director is to assist the Field Director as needed.
- In the event that the Football Director resigns, the Assistant Football Director will assume the position of the Football Director.
- The Assistant Football Director is a TRUSTEE and a voting member of the Executive Board. The Assistant Football Director is a **TWO** (2) year position, voting occurs in the December meeting of the **EVEN** years.
- Assistant Football Director **CAN** be Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

### **ASSISTANT CHEERLEADING DIRECTOR**

- The Assistant Cheerleading Director will assist the Cheerleading Director as necessary. In the event that the Cheerleading Director resigns, the Assistant Cheer Director will assume the position of Cheerleading Director.
- The Assistant Cheerleading Director is a TRUSTEE and voting member of the Executive Board. The Assistant Cheerleading Director is a **TWO** (2) year position, voting occurs in the December meeting of **ODD** years.
- The Assistant Cheer Director **CAN** be Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

### **FOOTBALL EQUIPMENT DIRECTOR**

- The Football Equipment Director is responsible for the purchasing of inventory, managing inventory and proper storage of all equipment and uniforms.
- The Football Equipment Director is responsible for issuing all football equipment and should coordinate the return of said equipment.
- An inventory of all equipment should be maintained and reported twice a year. Football Director **CANNOT** be Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

### **CHEERLEADING EQUIPMENT DIRECTOR**

- The Cheerleading Equipment Director is responsible for the purchasing of inventory, managing inventory and proper storage of all equipment and uniforms.
- The Cheerleading Equipment Director is responsible for issuing all cheerleading equipment and should coordinate the return of said equipment.
- An inventory of all equipment should be maintained and reported twice a year.
- Cheerleading Equipment Director **CANNOT** be Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

### **ASSISTANT FOOTBALL EQUIPMENT DIRECTOR**

- The Assistant Football Equipment Director is to assist the Football Equipment Director as necessary.
- Assistant Football Equipment Director is to assist the Field Director as needed.
- In the event that the Football Equipment Director resigns, the Assistant Football Equipment Director will assume the position of Football Equipment Director.
- Assistant Football Equipment Director **CANNOT** be Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

### **ASSISTANT CHEERLEADING EQUIPMENT DIRECTOR**

- The Assistant Cheerleading Equipment Director is to assist the Cheerleading Equipment Director as necessary.
- In the event that the Cheerleading Equipment Director resigns, the Assistant Cheerleading
- The Equipment Director will assume the position of Cheerleading Equipment Director.
- Assistant Football Equipment Director **CANNOT** be Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

### **CORPORATE FUNDRAISING DIRECTOR**

- The Corporate Fundraising Director is responsible for conducting fundraising activities with respect to corporate and business interest.
- Corporate Fundraising Director **CAN** be Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

### **CONCESSION DIRECTOR**

- The Concession Director shall be responsible for ordering and purchasing all food and supplies for the concession stand.
- The Concession Director is responsible for keeping up to date records of expenditure, receipts and inventory for all Board of Directors meetings.
- The Concession Director **CANNOT** be Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

### **FUNDRAISING DIRECTOR**

- The Fundraising Director is responsible for purchasing and sales of team paraphernalia and maintaining the fundraising room.
- The Fundraising Director is responsible for keeping up to date records of expenditures, receipts and inventory and report at all Board of Directors Meetings.
- The Fundraising Director **CANNOT** be Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

### **ASSISTANT FUNDRAISING DIRECTOR**

- The Fundraising Director is responsible for purchasing and sales of team paraphernalia and maintaining fundraising room.
- The Fundraising Director is responsible for keeping up to date records of expenditures, receipts and inventory and report at all Board of Directors Meetings.
- The Fundraising Director **CANNOT** be Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

### **EVENT COORDINATOR**

- The Event Coordinator is responsible for coordinating all fundraising events with regards to
- Plant City Dolphin Youth Football and Cheerleading, Inc. events to include dances. The Event Coordinator **CAN** be Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.



### **ASSISTANT EVENT COORDINATOR**

- The Event Coordinator is responsible for coordinating all fundraising events with regards to
- Plant City Dolphin Youth Football and Cheerleading, Inc. events to include dances. The Event Coordinator **CAN** be Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

### **WORKING BOARD REPRESENTATIVE**

- The Working Board Representative will coordinate the feelings and opinions of the working board (coaches/ team moms ) to the Board of Directors.
- The Working Board Representative will be responsible for obtaining and coordinating all volunteers and conducting all TEAM MOM MEETINGS. The Working Board Representative **CANNOT** be Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

### **WEBMASTER**

- The Webmaster is responsible for maintenance of the Plant City Dolphins website/ social media.
- The Webmaster **CAN** be Head Coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

### **LEAGUE ANNOUNCER**

- The League Announcer is responsible for announcing at all HOME games.
- The League Announcer is responsible for making sure the Press Box is clean, neat and orderly before the season begins and is to maintain it for the year of their position.
- The League Announcer is responsible for getting sound equipment ready for cheerleading Show & Go nights prior to competitions.
- League Announcer **CANNOT** be a coach.
- Required to volunteer at all Plant City Dolphin Hosted Events.

### **Section 3. TERMS OF OFFICE**

All board members will hold office from January 1st, until they end of the calendar year for which they are elected.

All property of the organization will be relinquished at the first official board meeting in January, with exception of Cheer and Football trustee terms.

The President, upon deciding not to run for another term as President, shall assume the position of Executive Board Officer for a period of **ONE** (1) year.

He/She shall serve on the new Executive Board as an advisor **WITHOUT** voting power.

#### **Section 4. NOMINATION AND ELECTIONS:**

The President shall pick a nominating committee **TWO** (2) months prior to the general election meeting in December.

The chairperson will be chosen in October and the committee will be advertised to any interest. The committee will consist of one chairperson and **TWO** (2) Board of Directors.

Nominations will be held during the December meeting, at which the committee will submit its recommend candidates and any additional nominations will be accepted from the floor.

Any vacancies on the Board of Directors not filled during the General Election or that occur after the General Election will be filled during the next Board of Directors meeting. Every effort will be made to advertise and vacant Board position.

No member shall be considered for a Board of Directors position if they have not attended a minimum of **SIX** (6) general board meetings during the current year UNLESS waived by a 75% vote of the Board of Directors.

A second waiver of **75%** of the Board of Directors must be obtained for the following positions:

PRESIDENT

VICE PRESIDENT

TREASURER

FOOTBALL DIRECTOR

CHEERLEADING DIRECTOR

If the nominee has not served **ONE** full term of office on the Board of Directors during the previous **TWO** years.

All board positions must be voted in by the majority of the Board of Directors.

#### **Article V: Meetings Section 1. REGULAR MEETINGS**

There shall be a minimum of **TWELVE** (12) General Board of Director meetings each year. These meetings will be held on the first Wednesday of each month **EXCLUDING:**

- Holidays
- Conference Meetings and
- The week of the Strawberry Festival

## **Section 2: SPECIAL MEETINGS**

The President shall be required to call special meeting of the Board of Directors when he/she receives a written request signed by **TEN** (10) board members in good standing, stating the business to be transacted, with no other business be taken up at the meeting.

Special Meetings of the Executive Board shall be granted to any Executive Board member at any time with a 24-hour prior notice.

A special meeting must be granted within **FIVE** (5) days of the written request. These meetings will take no longer that **THIRTY** (30) minutes when held during a regular practice night.

There will be only one issue discussed and if the issue is not resolved it will be taken up at the next board meeting.

## **Section 3: QUORUM**

A quorum will consist of a minimum of 16-21 members or 75% of the Board Of Directors.

## **Article VI: AMENDMENT OF BY-LAWS**

Seventy-five (75%) of the elected board members in attendance may change the by-laws every year in the February meeting only.

## **Article VII: RULES**

General: The Board of Directors will establish a policy and procedures manual that may be amended by a three-quarter vote of the board at any meeting.

## **Article VIII: Social Media**

PLANT CITY  
DOLPHIN  
YOUTH  
FOOTBALL  
&  
CHEERLEADING  
INC.  
BY-LAWS  
(REVISED 2024)