

**CONSOLIDATED FOOTBALL FEDERATION
BY-LAWS**

ARTICLE I: STRUCTURE OF ORGANIZATION

This organization, known as The Consolidated Football Federation, operates as a chartered member of Pop Warner Little Scholars, Inc. This Federation is obligated to operate under the rules and regulations as specified in the Pop Warner Little Scholars, Inc. Administrative Manual. The Consolidated Football Federation is a member of the Mid-South Region of Pop Warner Little Scholars Inc., and shall be governed by the following officers: The Commissioner, as the highest League Authority, with a Secretary, Treasurer, and Cheerleading Director reporting to him/her. Membership in the Federation shall consist of youth football associations within the geographic area as defined in the Constitution of the Consolidated Football Federation.

The Commissioner, Secretary, Treasurer and Cheerleading Director of the Consolidated Football Federation shall be appointed positions. Individuals serving in any of these positions may not be affiliated with any Association member organization. Upon an incumbent Commissioner's decision that he/she is unable or unwilling to fulfill the duties associated with his/.her position. The incumbent Commissioner shall appoint his/ her successor. In the event that an Officer other than the Commissioner vacates his/her position, the incumbent Commissioner shall appoint their replacement. The Commissioner, Secretary, Treasurer or Cheerleading Director may be removed from office for cause by a three-fourths majority vote of the member Associations.

SECTION I. DUTIES OF THE COMMISSIONER

The **COMMISSIONER** of the Consolidated Football Federation shall oversee all Football and Cheerleading operations of the League, preside at all meetings of this League, and perform all duties usually pertaining to his/her office. In the absence or disability of the Commissioner, his/her designee shall act on his/her behalf. The Commissioner is a non-voting position EXCEPT in the case of a tie vote by the general membership. In case of a tie vote, the Commissioner will cast the deciding vote.

SECTION II. DUTIES OF THE SECRETARY

The **SECRETARY** of the Consolidated Football Federation shall keep the minutes of all proceedings and record same. The Secretary shall give notice of all meetings, notify all officers of their appointment, maintain accurate records of the membership, and perform other such duties as required.

SECTION III. DUTIES OF THE TREASURER

The **TREASURER** of the Consolidated Football Federation shall receive and keep all funds of the league, and pay out same only at the direction of the Commissioner. He/she shall provide an Annual Report of receipts and disbursements.

SECTION IV. DUTIES OF THE CHEERLEADING DIRECTOR

The **CHEERLEADING DIRECTOR**, of the Consolidated Football Federation, under the direction of the Commissioner, shall be responsible for administering the Cheerleading portion of the Pop Warner Little Scholars, Inc. Administrative Manual and Football and Cheerleading Rule Book. He/she shall preside over meetings of Cheerleading Directors within member Associations, ensure that Certified Rosters, Multi-Purpose Scholastic Forms, and all additional paperwork is completed and forwarded to the National office of Pop Warner Little Scholars, Inc. as required. Additionally, this position will oversee the Consolidated Football Federation local Cheerleading Championships and assist teams/squads advancing to the Mid-South Regional and National Championships.

ARTICLE II. CONSTITUTION

Day to day operations of the Consolidated Football Federation are outlined in the Constitution and Operating Rules of the League.

ARTICLE III. MEMBERSHIP

SECTION I. PROCEDURES FOR ADMISSION TO GENERAL MEMBERSHIP

Any Association within the geographical boundaries of the Consolidated Football Federation may apply to become members under the following criterium:

1. The Association must be governed by a Board of Directors or a Municipality.
2. The Association must have written, sealed By-Laws, or General Operating Rules.
3. The Association may NOT solicit nor accept players or cheerleaders from existing League Associations for a period of two (2) years after admission to the Consolidated Football Federation.
4. The Association must pay dues as prescribed to Pop Warner Little Scholars, Inc. and the Consolidated Football Federation.

SECTION II. RIGHTS, PRIVILIGES, AND DUTIES OF MEMBER ASSOCIATIONS

1. The member Associations of the Consolidated Football Federation make up the Board of Directors. Each member Association shall have one (1) vote in matters brought before the Board.
2. To be a member in good standing, all dues and fees must be current, and Associations must attend the monthly meetings. Additionally, members must follow all Pop Warner Little Scholars, Inc. Rules as well as those of the Consolidated Football Federation.
3. Resignations of member Association Representatives must be submitted in writing to the Secretary for forwarding to the Commissioner.
4. Member Associations and/or Association personnel are subject to suspension and/or expulsion under the guidelines in the Pop Warner Little Scholars Inc. Administrative Manual, and Rule Book, as well as under the Operating Rules of the Consolidated Football Federation.

ARTICLE IV. DUES

1. Dues and fees, as set forth by Pop Warner Little Scholars, Inc., and the Consolidated Football Federation, are due and payable by August 15th of each year. Member Associations shall be notified in writing at the June Meeting of the amounts due.
2. Penalty for non-payment of dues shall consist of ineligibility for post-season play for that season, and could result in expulsion from the League.
3. If a member Association is expelled from the League, they may apply for reinstatement the following year subject to a three-fourths majority vote of the general Membership, subject to approval by the Regional Commissioner and National office.

ARTICLE V. RULES

Pop Warner Little Scholars Inc., Rules and Regulations, and the League Rules of the Consolidated Football Federation approved by Pop Warner Football, are to be considered binding on this League.

ARTICLE VI. RULES OF ORDER

“Robert’s Rules of Order” shall be the parliamentary authority on all matters not covered by the Constitution and By-Laws of the Consolidated Football Federation.

ARTICLE VII. AMENDMENTS

Proposed Amendments to these By-Laws must be submitted in writing to the Secretary to be forwarded to the Commissioner. The Commissioner shall then appoint a Committee to study the proposal(s). Upon approval by the Committee, the proposed Amendment(s) shall be included on the next regularly scheduled monthly meeting agenda to be voted up or down by the general Membership.

ADMENDMENTS

ADMENDMENT 1

Selection of CFF Commissioner and CFF Cheer Coordinator

CURRENT CFF PROCEDURE:

ARTICLE I; STRUCTURE OF ORGANIZATION

The Commissioner, Secretary, Treasurer and Cheerleading Director of the Consolidated Football Federation shall be appointed positions. Individuals serving in any of these capacities may not be affiliated with any Association member organization. Upon an incumbent Commissioner's decision that he/she is unwilling or unable to fulfill the duties associated with his/her position, the incumbent Commissioner shall appoint his/her successor. In the event that an Officer other than the Commissioner vacates his/her position, the incumbent Commissioner shall appoint their replacement. The Commissioner, Secretary, Treasurer, or Cheerleading Director may be removed from office for cause by a three-fourths majority vote of the member Associations.

CHANGE TO READ:

The CFF Commissioner and the CFF Cheerleading Director shall be elected positions. CFF Secretary, Asst. Commissioner / Treasurer, and Scholastics Coordinator are considered support staff and shall be appointed by the Commissioner in conjunction with the Cheerleading Director. Any member of an Association in good standing may submit his/her name for consideration for CFF Commissioner or CFF Cheerleading Director. Additionally, Member Associations in good standing may submit nominations for the above positions. Declarations/nominations must be submitted to the incumbent Commissioner and CFF Secretary no later than May 1st of the current calendar year, or the first Monday after May 1st if May 1st falls on a weekend. Any member of an Association in good standing may submit his/her name for consideration of appointment to a support staff position.

Upon receipt of prospective candidates, the Secretary shall submit to each Member Association a list of those candidates for CFF Commissioner and CFF Cheerleading Director no later than October 15th. Elections will be held in conjunction with the regularly scheduled November CFF Meeting, usually held on the third Tuesday of the month. A quorum is required for elections to proceed. Printed ballots will be distributed to each Member Association in attendance; (two ballots per Association, one to the Football Representative, and one to the Cheerleading Representative. If an Association does not have Cheerleading, there MUST be two Representatives from the Association to receive two ballots). Upon completion of the marking of ballots, ballots shall be returned to the Secretary for tabulation. The individual receiving the most votes for CFF Commissioner and CFF Cheerleading Director shall be announced to the Member Associations at the conclusion of the tabulation process.

Individuals selected to serve in the capacities of CFF Commissioner, CFF Cheerleading Director, CFF Secretary, CFF Treasurer, and CFF Scholastics Coordinator shall serve terms of three years, and are not be permitted to simultaneously coach or otherwise serve in any capacity at the Association level. Successive terms may be served in all of the stated positions. The CFF Commissioner and / or Cheerleading Dance Director may be removed from office by a three-quarters majority vote of the Member Association board members.

In the event the CFF Commissioner or CFF Cheerleading / Dance Director is unable or unwilling to fulfill a complete term, a special election shall be held to fill the vacated position. The special election shall follow the same criteria as regular the regular election in that prospective candidates must submit their names for consideration no later than 30 days in advance of the special election. Candidates' names will be submitted to the Member Associations no later than 15 days in advance of the special election.

ADMENDMENT 2

Requirements to join the CFF

CURRENT CFF PROCEDURE:

ARTICLE III. MEMBERSHIP

SECTION I. PROCEDURES FOR ADMISSION TO GENERAL MEMBERSHIP

Any Association within the geographical boundaries of the Consolidated Football Federation may apply to become members under the following criterium:

- 1. The Association must be governed by a Board of Directors or a Municipality.*
- 2. The Association must have written, sealed By-Laws, or General Operating Rules.*

3. *The Association may NOT solicit nor accept players or cheerleaders from existing League Associations for a period of two (2) years after admission to the Consolidated Football Federation.*
4. *The Association must pay dues as prescribed to Pop Warner Little Scholars, Inc. and the Consolidated Football Federation.*

CHANGE TO READ

Section 1

Any organization seeking admission to the League must submit a written application to the Executive Board of the CFF prior to **March 1st** of each calendar year, in order to be considered for admission during each calendar year. All applicants must adhere to currently established boundaries. Additionally, under no circumstances will a single team be admitted to the League. Applicants within close proximity to another Association's territories will be referred to the nearest Association to accommodate the anticipated participants. No applicant will be permitted to conduct business, (i.e., conduct registration, solicit funds, recruit members using the name of Pop Warner, CFF, Consolidated Football Federation, or call themselves members of Pop Warner) as a member association of the CFF without a majority vote of approval from the Board of Directors, which shall include representatives of each of the Associations then comprising the League. Only one (1) new association will be admitted into the CFF per year, with a **minimum of three (3) tackle teams, and three (3) cheer squads**. Additional associations and teams may be considered if the league's resources permit and on a case-by-case basis.

Section 2

Once a new Association has been approved by the CFF Board of Directors, a **\$500** non-refundable entry fee will be required before the new association(s) conducts business and is considered an official member of the CFF or Pop Warner. Upon approval and admission to the League, new Associations shall be in a probationary status for their first year. During the probationary period, the probationary Association will not be allowed to host any local, League, Regional or Nationally sanctioned event.

During the probationary period the new association(s) will not be eligible to make motions or vote for motions made on issues concerning policies and procedures of the CFF. Nevertheless, the new association(s) must submit a current copy of its Constitution and By-Laws no later **August 1st**. Also, changes to that document must be submitted to the CFF Executive Board immediately upon their approval.

Note:

- a. New associations must meet the minimum team requirements of fielding teams.
- b. Provided that all requirements are met as outlined above, regular membership into the League status is attained at the end of the Associations probationary period (1 year). The probationary Association

will become an official full member of the League with full voting privileges.

POLICIES

Section 3

The minimum requirement to become an association within the CFF will be:

Three (3) tackle football teams with at least three (3) having its own Cheer Squad, with at least one tackle team being Tiny-Mite or Mitey-Mite.

Note:

- a. New associations must submit evidence of sufficient registrations to meet the minimum team requirement by July 28th. The CFF Executive Board will notify the association by July 31st if they have satisfied the requirements and may begin practice on August 1st.
- b. New associations must notify the CFF Commissioner by the end of the first week of practice, which begins August 1st, if for some reason they can no longer meet their commitment.
- c. Failure to comply with these guidelines will result in the lost of probationary status and the forfeit of entry fees.
- d. Any new association failing to meet their requirements may resubmit an application during the next calendar year. If a new association fails to meet the entrance requirements, the CFF Executive Board may allow them an additional year to meet the minimum requirement without having to resubmit the application or pay the entry fee.
- e. New associations will not be allowed to host home games or bowl games during its probationary period. The CFF Executive Board shall have the authority to allow new associations to host home games if in their opinion the association has the required experience necessary to host home games.
- f. Disregard to Policies and Standing Rules can result in the forfeit of a new association(s) season with a majority vote of the Board of Directors.
- g. All football teams will be declared as Division III during the probational year.

Section 4

During an Associations probationary period it will not be eligible for financial incentives from events sponsored by the CFF, (PWLS) Pop Warner Little Scholars and its Sponsors.

Section 5

In order for a probationary Association to receive its League membership, it must meet all the requirements of these guidelines unless otherwise specified. This will include having functioned in an appropriate manner for one calendar year under the Official Rules of PWLS and the CFF, no exceptions. If for any reason a

petitioning Association is not granted permanent status, the League will provide written justification for denial of the petition.

Note:

- a. The CFF reserves the right to deny any association membership should the Board of Directors deem an applicant association will not prosper under the structure of the CFF.

As required by The Pop Warner Little Scholars, Inc. Rule Book, each team must submit its official season rosters to the League Office using the League One software. Failure to comply will result in a fine of \$25.00 per roster due in concurrence with the date turned in.

- a. The official season football roster shall have a minimum of eighteen (18) players and shall not exceed thirty-five (35) PLAYERS. The official season cheer / dance roster shall have a minimum of six (6) participants.
- b. The football rosters shall be certified with a minimum of eighteen (18) players and the cheer / dance rosters shall be certified with a minimum of six (6) participants prior to the first game of the season.
- c. A new player must be on the official roster and be certified by the CFF Executive Board five (5) days before he/she is eligible to play.

IT SHALL BE A CONDITION OF PARTICIPATION THAT EACH VOLUNTEER, (BOARD MEMBERS, COACHES, ASSISTANT COACHES, ETC.) SUBMIT TO A CRIMINAL BACKGROUND CHECK ANNUALLY. ADDITIONALLY, PROBATIONARY ASSOCIATION MUST ADHERE TO AND ENFORCE ALL POLICIES OF THE NATIONAL OFFICE, THE MID SOUTH REGION, AND THE LEAGUE INCLUDING THE POP WARNER LITTLE SCHOLARS, INC. FOOTBALL AND CHEERLEADING RULE BOOK. FAILURE TO COMPLY WILL RESULT IN REVOCATION OF PROBATIONARY STATUS AND EXPULSION FROM THE CFF.