

# BELLINGHAM AMERICAN YOUTH FOOTBALL & CHEER ASSOCIATION



## BY-LAWS

Revised February 2020

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## **ARTICLE I: GOALS AND PHILOSOPHY**

The Association will strive to establish and maintain an American Youth Football and Cheer program that will teach the youth the values of self-discipline, teamwork, concentration, friendship, leadership and good sportsmanship.

The Association will always stress the ideals of sportsmanship, scholarship and physical fitness. It will also strive to make football and cheerleading “fun” for all the participants in the program.

The volunteers of the Association will always try to inspire all the youth, regardless of race, creed, color sex or ability to subscribe to these ideals and to remain committed to the idea that academics and athletics go hand-in-hand in developing well-rounded young men and women.

With this in mind, the Association will try to provide the best organized and supervised environment for the boys and girls that an American Youth Football and Cheer Association can offer. This environment will have the emphasis on the maximum safety and participation for its members, making their American Youth Football and Cheer participation a truly unique experience and a lifetime of fond memories.

## **ARTICLE II: NAME AND LOCATION**

**2.1 Name:** The Association’s name will be: Bellingham American Youth Football and Cheer Association (“BAYFC”)

**2.2 Location:** The official mailing address shall be Bellingham American Youth Football and Cheer, P.O. Box 126, Bellingham, MA 02019.

**2.3 Local Authority:** The Association will subscribe to and abide by the rules and regulations as set forth by American Youth Football, Inc. in official rules and administrative manual. The Association will also subscribe to and abide by the rules and regulations set forth by Highest Local Authority (hereafter ‘HLA’) and those national rules that have been amended by the HLA and by the Association. The HLA for the Association is Eastern Massachusetts Football & Cheer.

## **ARTICLE III MEMBERSHIP**

**3.1 Definitions:** A person, in good standing, in compliance with code of conduct, eighteen (18) years or older who acted as a parent of a participant, coach, member of the Board (hereafter referred to as “the Board”), or volunteer for the entire preceding season of Bellingham Youth Football and Cheer. Also, persons willing to pay the annual dues (equal to the registration fee) will receive the common status of Member subject to the approval of the Board. Registration fees or annual dues and fines are paid in full.

**3.2 Term:** All memberships will be for a period of one year only. Membership is granted from registration to registration the following year.

**3.3 Background Reviews for Volunteers:** The Board shall require as a condition of acceptance as a volunteer, that a background check be performed for all officers, directors, coaches, and other volunteers as the Board may decide. HLA requires a background check as well as the Town of Bellingham CORI check. Refusal by any individual to submit to the necessary background checks will be considered grounds for refusal of acceptance as a volunteer by the Board. The President shall administer and have the right to deny an individual a position within the Association based on the findings of the background checks and enforce this section.

#### **ARTICLE IV: OFFICERS & DIRECTORS**

**4.1 Board of Directors:** The Board of the Association will consist of fourteen (14) members. Six (6) of whom shall be officers and six (6) shall be directors and two (2) shall be assistant directors. The members of the executive board and the directors shall each have one vote. The Board for the Association shall consist of no less than ten (10) members. The Board shall have and shall exercise full control of the management of the affairs and business of the Association. This includes, but is not limited to, eligibility, selection and acceptance of members.

**4.2a Executive Board:** The Executive Board of the Association shall consist of:

- President
- 1<sup>st</sup> Vice President
- 2<sup>nd</sup> Vice President
- Cheerleading Director
- Secretary
- Treasurer

At the annual meeting the officers shall be elected by a public vote of the membership, for terms of two (2) years. Exceptions to the term may be made by the Board but must take place no less than thirty (30) days prior to the scheduled date of the election.

**4.2b Directors:** The directors of the Association shall be:

- Flag Director
- Fundraising Director
- Concessions Director
- Equipment Director
- Publicity Director
- Assistant Cheerleading Director

At the annual meeting, the directors shall be elected by a public vote of the membership,

for terms of two (2) years.

**4.2c Assistant Directors:**

Assistant Concessions Director

Assistant Fundraising Director

The Assistant Directors shall be recommended by their respective supervising Director for approval of the Board before August 1<sup>st</sup> of the current season to serve a term ending at the end of the membership year. If no suitable candidates are found, the board reserves the right to appoint a candidate.

**4.2d Eligibility:** All persons seeking election to an open Executive Board or Director position must make their intention known via e-mail or U.S. Mail to the sitting President at least fourteen (14) days prior to the scheduled annual meeting date of the Association.

All persons seeking election to a position on the Executive Board must have been a member in good standing for at least three (3) full years prior to the season to which they are seeking election and served as a director at least one (1) full year prior to the season to which they are seeking election.

All persons seeking election to Director positions must have been a member in good standing for at least two membership years. If no candidate meets the eligibility requirements; the members of the Board may waive these requirements by a two-thirds (2/3) majority vote.

The President may make a motion to the Board for the sole purpose of waiving the fourteen (14) day advanced notice if deemed in the best interest of the Association. A two-thirds (2/3) majority vote of the Board is required to carry this motion.

**4.2e Resignation:** Upon notice of the resignation of any Board member, the remaining Board shall vote to determine the effective date of said resignation. All Bellingham Youth Football and Cheer records and materials relevant to the position shall be turned over within forty-eight (48) hours to the Board.

**4.2f Vacancies:** The Board shall have the power to fill any and all vacancies that may arise. No position will be temporarily filled for more than sixty (60) days. Within the sixty (60) days the Board will fill the vacancy for the remaining term of the position. This requires a two-thirds (2/3) majority vote of the full Board.

**4.2g Removal:** If any Member of the Board is not performing in his or her position, he or she may be placed on probation, at the President's discretion, and may be relieved of his or her duties by a two-thirds (2/3) majority vote of the full Board.

**ARTICLE V: RESPONSIBILITIES AND DUTIES**

**5.1 Function:** The functions of the members of the Board are as follows:

**5.1a President:** (2-year term, re-elected in odd years)

- Responsible for all aspects of the organization
- Presides at monthly board meeting held by the Association
- Appoint committees with the approval of the board
- Chairs the Executive Board
- Sets board meeting agendas
- Represents the Association at conference
- Recruits and nominates individuals for director positions
- Enforces national, conference, and association rules as needed
- Responsible for building and maintaining relationships with local schools, parks, homeowners' associations other youth organizations to ensure cooperation
- Responsible for all volunteer certifications and coach's paperwork
- Responsible for all volunteer CORI checks
- Serve as main point person for parent code of conduct issues
- Ensures all members meet role responsibilities
- Calls emergency meetings when necessary
- Will be present or assign a designee to be present for all game days to be responsible for the Press Box and other town assets

**5.1(b) 1<sup>st</sup> Vice-President** (2-year term, re-elected in even years)

- Assists the President in his or her duties.
- Presides at board and Conference meetings in the absence of the president
- Temporarily assume the duties of President in the absence of the President, not to exceed sixty (60) days.
- In conjunction with 2<sup>nd</sup> Vice-President's football coaching investigative findings, recommend appropriate actions and next steps to President
- Serves as Director of Football with the responsibility to:
  - Oversee usage of football practice fields, game fields and storage facilities
  - Nominate football head coaches and assistants of all teams for a Board vote; announce selections at least one month prior to start of the season
  - Serve as liaison between football coaching staff and board including coach and code of conduct issues
  - Oversee coaching staff and team parents
  - Provide training to the coaching staff
  - Responsible for obtaining permits and scheduling all practice and game securing and maintaining fields

**5.1 (c) 2<sup>nd</sup> Vice President** (2-year term, re-elected in odd years)

- Temporarily assume the duties of 1<sup>st</sup> Vice-President in the absence of the 1<sup>st</sup> Vice-President.
- Assists the President and 1<sup>st</sup> Vice-President as needed

- Presides at Conference meetings in the absence of the President and 1<sup>st</sup> Vice-President
- Serves as main support for Flag football program in the absence of a Flag Director
- Responsible for football coaching escalations and investigations; reports findings to 1<sup>st</sup> Vice-President
- Review insurance coverage yearly to make recommendations and/or deletions from basic coverage
- Process any and all insurance forms for the association

**5.1(d) Secretary** (2-year term, re-elected in even years)

- Publishes monthly board meetings for membership within two weeks of meeting date
- Records, shares and maintains custody the Meeting minutes
- Collects all Association correspondence
- Maintains association archives
- Responsible for all certification deadlines, collection and presentation for all athletes
  - Collecting birth certificates, pictures, physical forms and registration forms
- Plans and coordinate player/cheer registration
- Create team rosters
- Responsible for keeping waiting list
- Ensures all necessary members & volunteers are CPR/First Aid certified – coordinate (re)certification trainings when necessary

**5.1(e) Treasurer** (2-year term, re-elected in odd years)

- Handles all association financial matters including collecting and distributing funds as approved by the Board
- Maintain petty cash fund and receipts for all disbursement of funds, the amount of which shall be determined by and approved by the Board, and the reimbursement and replenishment of said fund with the approval by the Board
- Maintain all account books, check books and financial records which are subject to inspection by the Board at any time
- Present a written report at each regularly scheduled meeting with sufficient copies for each member of the Board
- Annual financial report to be presented to the board at the first monthly meeting following the close of the fiscal year.
- Files required governmental documents
- Enforces national, conference, and association rules on the handling of funds
- Responsible for writing and distributing payments to referees and EMTs prior to game or event date

**5.1(f) Cheerleading Director** (2-year term, re-elected in even years)

- Oversees the coaches and team parents of the cheer squads
- Recruits, trains and supports cheer coaches
- Nominate cheer head coaches and assistants of all teams; announce selections at least one month prior to start of the season

- In conjunction with 1<sup>st</sup> Vice-President’s cheer coaching investigative findings, recommend appropriate actions and next steps to President
- Obtains permits for use of practice facilities, in coordination with 1<sup>st</sup> Vice-President to ensure consistency where possible
- Aid equipment in ensuring all cheerleaders have proper equipment and attire and recommend all purchases to the Board for approval
- Attends scheduled meeting of Conference with the president
- Coordinates matters pertaining to all cheerleading squads
- Coordinate any cheerleading competition including overall operations, program and volunteer needs
- Ensures compliance with all national, conference, and association rules by cheer coaches
- Serves as point of contact for cheerleader code of conduct issues
- Responsibility for, in conjunction with the Secretary, successful certification of athletes

**5.1(g) Publicity Director** (2-year term, re-appointment even years)

- Maintains all organization communication including social media and web site
- Maintain main calendar of events and deadlines for organization
- Supports board members with internal and external communications
- Creates annual yearbook (optional)
- Advertise all events in any and all available media
- Promote and advocate program through all available channels

**5.1(h) Fundraising Director** (2-year term, re-appointment even years)

- Responsible for coordinating league-sponsored fundraising events, such as, but not limited to, the mandatory fundraiser, banquet, opening day event, mid-season event, and the negotiating of local business donations
- Coordinate with the President, Vice President and Treasurer in identifying association financial needs
- Provide monthly report to the Board on fundraising activities and funds raised
- Responsible for collecting funds owed as a result of fundraising activities
- Responsible for coordinating all special or one-time fundraising events
- Responsible for recommending designs to the board, ordering and maintaining inventory for merchandise
- Identify business sponsors and ensure proper signage and recognition is completed
- Support special events with fundraising needs such as programs
- Create, and maintain, strong relationships with vendors and fundraising partners

**5.1(i) Concessions Director** (2-year term, re-appointment odd years)

- Responsible for direction and maintenance of the association’s concession program
- Coordinates with team parents to staff concession stand for home games
- Stock, set up and manage concession stand and cash at practices and home games
- Be available to support special “home” events including local cheerleading competitions



- and playoff games
- Provides regular status reports to the Board of Directors at all regularly scheduled meetings

**5.1(j) Flag Director** (2-year term, re-appointment even years)

- Handle all aspects of the Association Flag Program which includes:
- Nominate coaches to 1<sup>st</sup> Vice-President for Board approval
- Attend Conference Flag program meetings as required
- Setting up fields for home game days
- Responsibility for, in conjunction with the Secretary, successful certification of athletes
- Ensure all flag coaches and players understand, and adhere to, all AYFC Flag rules and regulations

**5.1(l) Equipment Director** (2-year term, re-appointment odd years)

- Plan and coordinate the activities required to ensure proper outfitting of players, both tackle and flag with team-appointed equipment manager
- Provide training to team equipment reps on equipment inventory and distribution procedures and proper and safe use of equipment
- Responsible for the purchase of replacement and/or additional equipment as approved by the Board of Directors
- Responsible for tracking and accounting for all equipment
- Responsible for securing and maintaining proper storage for all equipment
- Responsible for communication with vendors regarding equipment
- Responsible for setup and breakdown of fields(s) for all home games.

**5.1(k) Assistant Cheerleading Director** (2-year term, re-appointment odd years)

To assist the Cheerleading Director in all aspects of the position of Cheerleading Director (see Cheerleading Director duties).

**5.1(m) Assistant Fundraising Director:**

To assist the Fundraising Director in all aspects of the position of Fundraising Director (see Fundraising Director duties).

**5.1(n) Assistant Concessions Director:**

To assist the Concessions Director in all aspects of the position of Concession Director (see Concession Director duties).

**ARTICLE VI: MEETINGS**

**6.1 Format:** All meetings of the Association shall be called in the following manner.

**6.2 Annual Meeting:** An ANNUAL MEETING of the Association will be held in January of each year for the purpose of electing Officers for the next year. Notice of the ANNUAL MEETING will be posted at least thirty (30) days prior to the date of the meeting by the Publicity Director in the manner consistent with information distribution within the membership. The

President will announce any revision to the date.

**6.3 Order of Business:** All meetings shall follow parliamentary procedures and shall follow a fixed order of business. That order shall be as close as possible to the following:

- a. Call to Order
- b. Roll Call
- c. Reading of the Minutes
- d. Officers' Report, beginning with the Treasurer's
- e. Committee Reports, Permanent and/or Special
- f. Unfinished Business
- g. New Business
- h. Announcements
- i. General Discussion
- j. Public Forum
- k. Adjournment

**6.4 Quorum:** Attendance by at least six (6) members of the Board at any annual, regular or special meeting shall constitute a quorum.

**6.5 Voting:** All matters requiring a vote, unless detailed in other articles contained within these by-laws, will be done by a majority vote of the Board excluding the President, the eleven (11) voting members are:

1. 1<sup>st</sup> Vice President
2. 2<sup>nd</sup> Vice President
3. Cheerleading Director
4. Secretary
5. Treasurer
6. Publicity Director
7. Assistant Cheerleading Director
8. Equipment Director
9. Fundraising Director
10. Concessions Director
11. Flag Director

The President will cast a vote only in the event of a tie. A quorum must be present to conduct a vote. Board members must abstain from a vote of purchases, donations or solicitations proposed by an entity they are agents or associates thereof. No proxy votes are allowed.

**6.6 Monthly Meeting:** All monthly meetings shall be held on a day decided by the President. All meetings will be held in a public location and will be open to any member of the public that wishes to attend them. Public notice will be given of the scheduled meeting at least seven (7) days in advance through the normal media used throughout the season.

**6.7 Executive Session:** The Executive Board reserves the right to call for a closed-door executive session.

**6.8 Action without Meeting:** The President may initiate a meeting via email or conference call to address time sensitive issues.

**6.9 Absence:** Any Board member who is unable to attend a scheduled meeting, for any reason must notify the President another Board member as to their absence.

## **ARTICLE VII: COACHES – FOOTBALL/CHEER**

**7.1 Head Coaches:** All volunteer football and cheer coaches, hereinafter referred to as “Coaches”, will be notified by the Vice Presidents within seven (7) days of the Board’s decision on their appointment as HEAD COACH. Any Head Coach within the Bellingham Youth Football and Cheer program will meet prior to the start of the conditioning week with the Vice Presidents and Cheerleading Director to review and implement the coaching philosophy, practice format and playbook that is to be used as the foundation to teach the team participants. All head coaches, will submit and pass a CORI prior to board approval.

The Vice Presidents will be available to help a new coach prior to the start of the conditioning week and throughout the season as needed.

**7.2 Coaching Staff:** All Head Coaches will submit, in writing, the names of their choices of prospective Assistants to the Vice Presidents and Cheerleading Director at the next scheduled coaches meeting after their appointment as Head Coach. The Vice Presidents will meet with each prospective Football staff members and the Cheer Director will meet with each prospective staff member at a designated time and place to be determined and prior to their final appointment by the Head Coach in order to screen the candidate to assure they meet the objectives, philosophy and ultimately that they hold the best interest of the participants if awarded a position as an Assistant. The Vice President will notify the Head Coaches of the Board’s decisions on the Assistant appointments.

**7.3 All Coaches (Head and Assistant) Positions:** The Vice Presidents reserve the authority to terminate any coach’s position if the coach’s actions are determined to be detrimental to the participants, team and/or Bellingham Youth Football and Cheer program. Each appointed candidate is a volunteer-at-will of Bellingham Youth Football and Cheer as such will need to re-apply for a coaching position annually.

**7.4 Team Equipment Manager:** Each Head Coach shall appoint an Equipment Manager for their Football team. The Team Equipment Manager shall work under the direction of the League Equipment Director and that of his or her Head Coach.

**7.5 Code of Conduct:** All Coaches shall abide by the Rules and Regulations as stated by the American Youth Football, Inc. Code of Conduct. This “Code of Conduct” can be found in the American Youth Football Inc. Complete Official Rules. The Board will make this “Code of Conduct” available for all Coaches and it will be part of the Coaches Contract that must be signed by all Head Coaches and Assistant Coaches prior to taking control of a Team.

**7.6 Rules and Regulations:** All Coaches shall abide by the following rules and regulations as well as those set forth by American Youth Football Inc., and the HLA:

**7.6a Practice:** Practices will be held for a maximum of ten (10) hours per week until school starts and then no more than six (6) hours per week after the start of school. Days will be determined to the BAYFC Board prior to the start of the season and dependent on the ability to obtain facility permit.

**7.6b Scrimmages:** All scrimmages must be planned and scheduled at least (1) week in advance of the desired date; scheduled through the President; and shall take place during regularly scheduled practice hours and at the normal practice field unless otherwise notified by the President. The President may cede this authority to the Vice-Presidents of a football team with two (2) weeks' notice, provided that the terms of the scrimmage comply with American Youth Football, Inc. and the HLA rules.

**7.6c Reaction to an Official's decision:** During a Game an Official's decision WILL be made in good conduct and without the use of profanity. Violations of this policy will result in disciplinary action being taken against the Coach/Coaches involved. Head Coaches may file a disciplinary action as stated by the rules of the HLA.

**7.6d Travel Policy:** President or Cheer Director will make any and all travel arrangements. Coaches will not make any travel arrangements.

**7.6e Disciplinary Policies:** Disciplinary policies and procedures will be developed and published by the Board. A copy of these policies and procedures will be given to all coaches, players and parents as soon as they have been published. These policies and procedures will be adhered to by all members of the Association without exception.

**7.6f Appeal:** An appeal of any decision made in conjunction with these policies and procedures will be set and an Appeals Committee will be appointed to hear any and all appeal requests made to the Association.

## **ARTICLE VIII - MISCELLANEOUS**

**8.1 Bench Area and Sidelines:** The Bench Area and Sidelines shall be roped or marked off and available only to Coaches and Staff during the Game. No parent shall be allowed in the bench area and sidelines. The President, the Vice Presidents, Cheer Director, have the right to allow access to the bench area and sidelines by specified personnel in a manner that would not exceed the limitations imposed by American Youth Football, Inc. or the HLA. The President, Vice Presidents, and Cheer Director reserve the right to control access to the sidelines and field at all times.

**8.2 Equipment:** Bellingham Youth Football and Cheer will provide the best equipment and uniforms it can purchase and maintain in order to equip and protect each football player and cheerleader that participates in the program. Equipment and uniforms are the largest

expense and asset of Bellingham Youth Football and Cheer and protected accordingly.

The following Board Members shall have access to the equipment/uniforms at all times: President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, Cheer Director and Equipment Director. All equipment/uniforms owned by Bellingham Youth Football and Cheer shall be stored in a secured location when not in use during the season (season is typically August through November). If any equipment/uniform is to be temporarily stored in another location, it must have prior approval from the President.

- a. All equipment/uniforms will be inspected and inventoried during equipment/uniform turn-in (date and time as determined by the President) and replaced at the beginning of each year as needed and agreed to by the Board. Parents will sign a letter of responsibility at equipment pick up, that stipulates if the equipment is not returned in good condition or at all, they will assume all costs of replacement.
- b. For qualifying football participants The following equipment will be included during equipment hand out at the beginning of each season (date and time determined by the President) and will be collected during the equipment turn-in as noted in section 8.2c : (1) helmet with face mask, (1) set of shoulder pads, (2) hip pads, (2) thigh pads, (2) knee pads, (1) tail pad, (1) pair of game pants, (1) set of game jerseys that includes (1) away white jersey and (1) home black jersey. Hip pads, thigh pads, knee pads, tail pad, practice pants, and game pants may be substituted for a single pair of padded pants. In the event a player opts to leave the program during the season, it will be the responsibility of the Head Coach for that team to make sure all the equipment noted in this section is returned immediately to the Bellingham Youth Football and Cheer Director. The Board reserves the right to alter the equipment list without notice prior to the start of a new season. Bellingham Youth Football and Cheer will also provide (1) mouthpiece and chinstrap for the helmet, which is not to be returned at the end of the season.

For qualifying cheer participants, the following uniform will be included during uniform hand out at the beginning of each season (date and time determined by the Cheerleading Director) and will be collected during the equipment/uniform turn-in as noted in section 8.2c: (1) shell and (1) skirt. Parents will be responsible for providing shoes, socks, bloomer, and crop top. The shoes must be white preferably leather with good support in the soles. A handout with care instruction will be distributed with the uniforms. In the event a cheerleader opts to leave the program during the season, it will be the responsibility of the Head Coach for that squad to make sure all the uniform noted in this section 8.2d is returned immediately to the Cheerleading Director and Bellingham Youth Football.

- c. Damaged or poorly fitting equipment/uniforms must be reported to the coaches and/or assigned team equipment manager immediately. If the player/cheerleader is still not satisfied with the repair or fit, he or she may bring the gear to the Bellingham Youth Football and Cheer Equipment Director (for football related issues) or the Cheerleader Director (for cheer related issues) for evaluation.

## **ARTICLE IX: FINANCE**

**9.1 Fiscal Year:** The fiscal year of the Association shall be January 1<sup>st</sup> to December 31<sup>st</sup> each year.

**9.2 Authorization:** No member of the Board shall be authorized to sign contracts and bank notes without the approval of the Board. Only the President and/or the Treasurer are authorized to sign checks on behalf of the Association. Any check over two hundred fifty dollars (\$250.00) will require both signatures; No spouses shall be authorized to sign checks at any time.

**9.3 Registration Fees:** Fees will be set annually by the Board.

**9.4 Refunds:** No refunds will be given after July 1<sup>st</sup>, unless a participant provides medical documentation that the participant is no longer fit to play football or participate as a cheerleader.

## **ARTICLE X - INSURANCE**

**10.1 Claims:** Claims for injuries sustained during a game or a practice session shall be submitted to the participant's medical insurance first before submitting to the 2<sup>nd</sup> Vice-President for the Bellingham Youth Football and Cheer insurance coverage. The 2<sup>nd</sup> Vice-President or his or her representative shall be present at all practice sessions and games.

## **ARTICLE XI – BY-LAWS**

**11.1 Amendments:** Can only be amended or repealed by a two-thirds (2/3) majority vote of the Board to convene a special committee to recommend amendments to the full Board. The special committee may consist of Board members.

**11.2 Violations:** Violations of the BY-LAWS, American Youth Football and Cheer Rules and Regulations, HLA Rules and Regulations, or Bellingham Youth Football and Cheerleaders Association Rules and Regulations, by any Member, shall be reviewed in a closed session hearing by the President and the two (2) Vice Presidents within seven (7) days of the violation. They shall make a decision at that time and will notify the League Representative of the decision.

**11.3 Appeals:** If after the Appeals Committee and the Board Hearing, the violator(s) is/are not satisfied with the decision, they have the right to appeal further as follows:

- a. The entire Executive Board
- b. The entire Association Board

All appeals must follow the order listed above and must be made in writing, within seven (7) days and possible personal appearance before the respective Boards.

## **ARTICLE XII: SEVERABILITY**

**12.1 Severability:** The invalidity, illegality or unenforceability of any provision of these by-laws or any particular application thereof, in whole or in part, shall not be deemed to affect or impair in any manner the, validity, legality, or enforceability of any other provision of these by-laws, and these by-laws shall continue in full force and effect and shall be interpreted so as to implement as nearly as possible the intention of the particular by-laws in the absence of such provision or application.