West Clermont Jr. Wolves Youth Football and Cheerleading Organization

BY-LAWS

Article I - Name and Object

Section I - Name

This organization shall be known as West Clermont Jr. Wolves Youth Football and Cheerleading Organization. (Herein referred to as the Organization)

Section II - Short Titles

Certain titles may be referred to throughout these By-Laws by shorter terms as indicated herein, whenever such terms are used, it shall have the same meaning as the full term. West Clermont Jr. Wolves Youth Football and Cheerleading Organization may be referred to as “Organization” or “Jr. Wolves”. Executive Board may be referred to as “E-Board”. Board of Trustees may be referred to as “trustees”.

Section III - Objective and Purpose

(1) To inspire youths to practice ideals of health, citizenship and character and to bring them closer through sportsmanship and fellowship.

(2) To encourage all interested youth in the area to participate in organized football, cheerleading and any related activity.

(3) To develop an appreciation for physical fitness, sportsmanship and a competitive spirit.

(4) To stress the paramount importance of safety in all activities.

(5) To promote teamwork and pride throughout the Organization

Article II - Policy

(1) It shall be the policy of the organization to conduct its activities so that the physical and moral welfare of the youth, for whose primary benefit it is organized, shall remain paramount, and all matters of policy shall be determined on that basis

(2) The Organization is not formed for the pecuniary gain or profit of, and no part of the net earnings of the Organization shall insure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons provided that the organization may pay reasonable compensation for services rendered, make payments and distribution furtherance of its purposes, and distribute its assets on dissolution in accordance with these by-laws. No substantial part of the activities of the organization shall be carrying on propaganda or otherwise attempting to influence legislation. The Organization shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these bylaws, the Organization shall not carry on any activities not permitted to be carried on by an Organization in section 501 (C)(3) and exempt from taxation under section 501

(A) Of the code, or by a corporation contributions to which are deductible under section 170 (C)

(B) In order to secure suitable and adequate financial backing to carry out the purpose of the Organization, it is shall be the policy of the Organization to permit only such sponsorship as is consistent with the purpose for which the Organization is organized and to select sponsors who are interested in the Organization solely or principally as a means of contributing to the welfare of youth, and

(C) It shall be the policy of the Organization that any income received or assets owned, leased or otherwise used by the Organization shall be applied only towards the non-profit purposes and objectives for which the club has been organized.

Article III - Membership

Section I - Eligibility

(1) To be eligible for a membership in the Organization, applicants must pledge that they are willing to work year round as prescribed by the Organization and Teams for the promotion of the program and be of good moral character.

(2) To be eligible for a membership in the Organization, one must be at least 21 years of age and reside in the West Clermont School District and have a child who attends or is eligible to attend a school in the West Clermont School District. Any person who is not eligible under these provisions shall submit a written application for membership to be approved by the Jr. Wolves board.

(3) To be eligible for a membership in the Organization, individuals must attend at least 6 meetings. The Secretary of the Organization will announce who is eligible.

(4) One must become a member before being eligible to vote in the Organization.

(5) Members can/will be furnished a copy of the Organization By-Laws upon request.

(6) Membership Physical year starts upon first meeting date. (I.E Dec – Dec, Feb – Feb)

(7) Coaches, Board members, Team moms shall submit to an FBI background check. Any situation involving a member who is found to have an offense violent in nature or related to financial deviation will be reviewed by the Executive Board. The Executive Board, once the record is expunged, will make a determination on eligibility through 2/3's vote.

Section II - Good Standing/Absenteeism

(1) A member, coach or officer who has not missed more than 6 meetings in one year without approval of the President.

(2) A member, Head Coach or officer who adheres and abides by all the rules set forth by the Organizations By-Laws. Assistant Coach, Team moms may substitute when needed

(3) A member who has missed 7 meetings in one year shall be automatically suspended from membership without notice of any kind. A suspended member is denied all voting rights and privileges in the Organization. Such a suspended member may be reinstated after

(a) Attending 5 consecutive meetings

(b) A maximum of two Board approved work details may constitute substitution of two meetings

(4) Any member that fails to meet all of the above requirements or league rules as stated in the attached Coaches Code of Ethics and Player/Parent Registration Form shall be terminated from membership.

Section III - Reports of Indebtedness

(1) The Treasurer shall indicate to the E-Board whenever a member becomes indebted to the Organization for not paying sign-up fees.

(2) The Secretary should record in the minutes whenever a member's membership becomes suspended.

(3) Any issues member indebtedness may be handled between the member, coach and/or the E-board.

Section IV - Suspension: Indebtedness

(1) If any rules (League or Organization) are broken those members shall lose membership and voting rights.

(2) Any member failing to pay registration fees, team fees, or fundraising fees will be terminated from membership and will not receive any league equipment (shoulder pads, game jerseys, cheer poms, etc.) and will not be allowed to participate in any organizational practices, games, or competitions until said dues are paid. All fees must be paid in full prior to league weigh-ins in August.

(3) All outstanding fees from previous seasons must be paid in full before permission is granted for member or their siblings to sign up for current season.

(4) All Organization fees MUST be paid before any team/squad fees or fundraising funds are set aside for individual use.

Section V - Payments

(1) Should a member's financial situation preclude full payment of all Organization fees at the same time, a payment plan may be put in place at the approval and discretion of the Organizations Treasurer and/or President.

(2) All payment plans must be fully paid before the child will be allowed to participate in any game or competition. The final day to pay fees is the day of league weigh-ins.

(3) Upon approval of the board, a member can perform work detail (concession, field set up, clean up) to pay for outstanding fees.

Article IV - Meetings and Membership

Section I - Time of Meeting

(1) The Organization shall meet monthly with the exception of January. January will be withheld for by-law committee. The meetings shall be before/after practice during season and 7:00 p.m. while out of season.

(2) General meetings shall meet every 3rd Thursday of every month during season and 3rd Sunday out of season. General Meetings are subject to change with notice from the E-Board.

Section II - Order of Business

(1) Rules of order shall prevail

(2) Attendees are to sign the attendance sheet upon entering the hall.

(3) Roll call to determine presence of Officers and team representatives from each team.

(4) Announcement of new members shall be done by the Secretary

(5) Reading of minutes from the previous meeting by the Secretary

(6) Treasurer's report given by the Treasurer and copies made available

(7) Correspondence and bills to be given to or by the Treasurer

(8) Co-Cheerleading Coordinators to give the Cheerleading report

(9) Co-Vice Presidents to give E-Board report

(10) Public Relations to give the public relations report

(11) Co-Equipment Coordinators to give equipment report

(12) Co-Directors of Concessions to give concession report

(13) League Representatives to give League Report

(14) Director of Fundraising to give fundraising report for both the league and individual teams, including new fundraisers and status of outstanding fundraisers

(15) Old Business

(16) New Business

(17) Open floor to coaches

(18) General Membership to vote on meetings topics If Necessary

(19) Next month's topics, meeting date and time

(20) Adjournment

Section III - Rules of Order

(1) The President or Co-Vice Presidents shall call the meeting to order. In their absence, the Secretary shall appoint a temporary Chairman.

(2) Each member shall take a seat as soon as the meeting is called to order.

(3) Strict order shall be preserved. Improper language and personal matters or remarks shall not be allowed.

(4) When two members or more arise to speak at the same time the Chair shall name the Member to speak.

(5) If a member is called to order while speaking, he/she shall cease speaking until the Chair decides the point of order.

(6) There shall be no debate allowed on a point of order, but a member may appeal the decision by the Chair.

(7) A member making such an appeal shall state his reason for doing so and the Chair shall state his/her grounds for the decision. No other debate shall be allowed on this appeal.

(8) No motion shall be debatable until seconded and stated by the Chair.

(9) If the Chair requests it, a motion shall be reduced to writing and be signed by the mover and then seconded by another individual.

Section IV - Voting Procedures

(1) Prior to any vote, eligible members shall be listed for voting.

(2) Vote eligibility will be determined during the meeting by the Secretary and votes on all matters shall be held until the end of each meeting.

(3) The voting shall be by a show of majority of general membership hands and counted by the Secretary in case of close vote.

(4) E-Board members only shall vote for organization or rule changes, changes to the By-Laws and any disciplinary action of coaches, players or parents.

(5) President, Co-Vice Presidents, will raise any issues that shall be voted on by the Executive-Board.

(6) The eligible general members shall vote on board of trustee elections, fundraisers, and motions on the floor not pertaining to the above.

(7) The E-Board will be elected from the active Trustees a Trustee can be any good standing member voted in.

Section V - Quorum (A legal meeting)

(1) 51% of E-board shall constitute a quorum.

Section VI - Limitations on Discussions

(1) Discussions shall be limited to organization specific matters only.

Article V - The Election of Officers

Section I - Officers

(1) The officers of this Organization shall be President, Co-Vice Presidents, Co-Cheer Coordinators, Co-Treasurers, Secretaries, Public Relations, Equipment Director, Director of Concession, Director of Fundraising and 5 (Five) Trustees

Section II - Eligibility for Office

(1) Anyone who is a member of the Organization is eligible for elective office, providing that he/she is in good standing. A husband and wife, Partners or members of the same immediate family may not hold two elected offices simultaneously unless approved by the E-Board. (Relatives defined as but not limited to husband, wife, life partners, parents, siblings, mother in law, Father in law, sister in law, brother in law)

(2) If at any time candidates for any office cannot be found with eligible membership, then the eligibility rule may be waived by the President, Co-Vice President and Co-Cheer Coordinators, if there is no one else to fill that position that is in a higher standing.

Section III - Term of Office

(1) All officers shall be elected for a two-year term. There shall be no limitations on the amount of consecutive terms that can be held by any one person for any office.

(2)Election for President and GCYFL E-Board members shall be elected on even number years and CCYFL E-Board members elected on odd number years.

Section IV - Election Procedures

(1) Prior to elections and nominations, in November an Election Committee of Four people in good standing not running for office will be in charge of the ballots. In October each position will be announced as to what will be available. In November they will be nominated and voted on by members, Absentee ballots must be turned in within 48 hours prior to election, and in January the position will take effect. Prior to the nomination meeting, the Secretary shall furnish the President with a list of those members who are eligible to be nominated for office. The Election Committee shall be charged with the responsibility of supervising all balloting and counting, the vote of all Officers shall be secret ballot prepared by the Election Committee.

(2) Any general member may place a nomination for the board of trustees (non E-board) in an open meeting. Each candidate must be present at the time of the meeting to be nominated, or submit a signed statement of acceptance of the nomination.

(3) Any member of the Board of Trustees or E-Board may place a nomination for the board of trustees or E-Board in an open meeting

Nominations of the floor:

(A) Nominations for all boards require a second

(B) Nominations are in order as soon as the Chairperson calls for them.

(C) As a nomination is made, the Chairperson repeats it and the Secretary records it.

(D) No member may nominate or second more than one candidate for office.

(E) When there are no further nominations, the Chairperson may declare the nominations closed.

(F) A motion to close the nominations requires a two-thirds vote of those present at the meeting.

(G) Prior to the voting but following the formal closing of the nominations, nominations may be reopened by a motion, which requires only a majority to carry.

(H) No member shall run for more than one position during the nominations. The member can only hold one office

(3) After the nominations are formally closed, the assembly will proceed to vote upon names. The election shall be by secret ballot and it shall be the duty of the Organization to provide safeguards for the honest and fair conduction of such elections, as supervised by the Election Committee. Votes in the name of a person not nominated shall not be counted.

The candidate for each office who receives majority of votes cast shall be declared elected. The results of the count will be made verbally by the President.

Section V - Election Results

(1) Election results of the officers shall be announced at the November meeting after the old business report. The position shall take effect on January 1st.

Section VI - Surrender of Property

(1) All retiring or discharged officers, football coaches or cheer coaches shall deliver into the hands of the President, Treasurer, Cheer Coordinator or Equipment Manager, within two weeks' time, all monies, books, papers, footballs, equipment bags, files and other properties pertaining to their offices or teams. Any members failing to comply with this section shall be subject to a fine, suspension or expulsion from the Organization as well as possible legal charges.

(2) All money shall be donated to the newest team.

Section VII - Vacancies

(1) If a vacancy in any office for any reason should occur more than six months prior to the expiration of the term of office, an election shall be held at the earliest possible date in conformance with these By-Laws to elect a successor. Until a successor is elected, the President shall have the power to make a temporary appointment to fill the vacancy. If a vacancy in such office occurs within six months of the expiration of term of office, the E-Board shall appoint the new officer. In the event of a vacancy in the office of President, the Co-Vice President shall become the President for the remainder of the unexpired term. The Co-Vice President's Office will be chosen as said above.

(2) No temporary position has the right to vote until officially elected into office.

Article VI - Duties and Limitations of Officers

Section I - President

(1) Present at all General Meetings and attend meetings of the E-Board.

(2) Open all General Meetings by taking the chair and calling the members to order.

(3) Announce the business that is to be discussed and the order in which it is to be acted upon.

(4) Recognize or give the floor to members wishing to speak to the assembly.

(5) State all motions or questions which are raised during the course of the meeting, open the floor for discussion, place matters to vote and announce the results of the vote.

(6)Must refrain from voting on any matter, unless the assembly has reached a tie. Once a tie vote has been established, the President shall either table the motion for another meeting or break the tie with a vote that, in his/her opinion, will best serve the Organization, The President is allowed to voice his/her opinion but has only the tie-breaking vote.

(7) Give his complete attention to any member who has been given the floor.

(8) Be a member in fact in all committees, although attendance at all meetings is not mandatory.

(9) Make appointments as authorized by the By-Laws

(10) Refrain from interrupting proceedings such as motions, debates, discussions, voting, etc. Unless the Rules of Order or these By-Laws have been violated or abused in his/her judgment.

(11) Be non-partisan; chosen for his/her ability to preside tactfully. Exercise common sense and self-control and be familiar with the By-Laws and League Rules.

(12) Responsible for filing annual reports with Ohio Attorney General

Section II - Co-Vice Presidents

(1) Chair the General Meetings when a motion is made in reference to the President or his/her performance.

(2) Assume the duties of the President during his/her absence from a General Meeting if unable to perform those duties.

(3) Serve as Chairman of the E-Board and present the summary of E-Board minutes at the General Meeting the following month. Only he/she can call an E-Board meeting. He/She determines place and time of E-Board meeting.

(4) Investigate matters of member's indebtedness to the Organization and make recommendations to the E-Board.

(5) Be willing to assume the responsibilities of the President.

(6) Call all members for special meetings and E-Board meetings.

(7) Schedule Bowl Games as suggested by the President.

(8) Manage Background Checks

(9) Appoint football Head Coach to be voted on by President and Co- Vice Presidents

Section III - Co-Cheer Coordinator

(1) Cheerleading Coordinator are responsible for cheerleading functions.

(2) Appoint Cheerleading Coaches to be voted on by president and Co-cheer coordinators

(3) Set up Cheerleading squads for each individual football team.

(4) Conduct E-Board meetings in the absence of the Co-Vice President.

(5) Be in charge of all cheerleading uniforms and equipment as directed By Equipment Coordinator

(6) Schedule League related events for all cheer team in the Organization.

(7) Approve all cheer team schedules and events.

Section IV - Co-Treasurers

(1) Deposit all Organization funds.

(2) Deliver a Treasurer's report at General Meetings. This report must be in the form of a paper document for distribution to all attendees.

(3) Pay approved invoices that are submitted at meetings.

(4) Pay ongoing fixed expenses related to the Organization.

(5) Run cash management at Organization events.

(6) Responsible for collecting monthly financial reports from all teams/squads and submitting the information to the Ohio Attorney General's office once a year by April 15.

(7) Responsible for working with Organization accountant to provide all proper paperwork and information for annual tax filings. The budget for the accountant is $1000 annually, should costs exceed the budget a vote must be held before the general assembly requesting the increase.

(8) Remind all head coaches to turn in monthly statements, receipts, details of all transactions by the first of the month for the previous month (ex. April statement due May 1)

Section V - Secretary

(1) Be custodian of records of the Organization, meetings minutes and correspondence.

(2) Record the minutes of all General Membership meetings and reducing the verbal into concise written report.

(3) Read minutes from previous meeting.

(4) Determine voter eligibility during the meeting.

(5) Count votes at all meetings. Refer to article three section IV number three.

(6) Assisting Co – Vice presidents with control of background checks

(7) Take minutes at E-board meetings

Section VI - Public Relations

(1) Take care of annual signup's

(2) Be responsible for all advertising for the Organization regarding special events and promotions of the program to the public.

(3) $500.00 budget for advertising signups and Organizations events. Should costs exceed the budget a vote must be held before the general assembly requesting the increase.

(4) Take minutes at the meetings when the Secretary is not present.

(5) Coordinate Special Events for Football and Cheerleading. This could include but not limited to, Kick, Punt and Pass, Senior Night, Team Pictures, Youth Night, etc.

(6) Manage Website and social media sites

(7) Arrange CPR Training (Head coaches, one assistant coach and board members)

Section VII – Co-Equipment and Web Coordinator

(1) Be in charge of distribution and records pertaining to all football equipment and uniforms.

(2) Be responsible for inventory and upkeep of all football equipment and uniforms.

(3) Be responsible for all ordering of football equipment and uniforms in a timely manner for upcoming season.

(4) Competitive bids for all equipment purchases from a minimum of two suppliers are required before any orders are placed.

(5) Be responsible for providing parent contracts for equipment handouts.

(6) Coordinating equipment turn in with the help of the Head Coaches from each team.

(7) Be responsible for practice field equipment (storage facilities)

(8) Maintain the Website

(9) Maintain open and close online sign-ups

Section VIII – Co-Directors of Concessions

(1) Create concession work schedule and distribute to teams four weeks prior to first event.

(2) Place all concession related vendor order for Organization events.

(3) Do any necessary shopping for concession related products and supplies.

(4) Open and Close concession at all Organization events.

(5) Make sure concession stand is clean and meets Board of Health requirements.

(6) Turn money over to the Treasurer immediately after all Organization events.

Section IX – Director of Fundraising

(1) Manage all fundraiser forms

(2) Manage Organization fundraiser

(3) Pursue Organization sponsorships and funds from the community

Article VII – Executive Board

Section I - Members

(1) The Executive Board, otherwise known as E-Board, shall consist of President, Co-Vice Presidents, Co-Cheer Coordinators, Co-Treasurers, Secretary

Section II - Meetings

(1) The E-Board shall meet in a closed confidential meeting place as required.

(2) 51% of E-Board members must be present to constitute a legal meeting.

(3) Minutes are to be taken at all E-Board meetings by a Secretary.

Section III - Duties and Powers

(1) The E-Board shall handle all confidential, personal and time critical business, handle all aspects of the Organization business in the event of the General Membership Meetings have a lack of adequate attendance.

(2) Maintain the best interest of the Organization with conduct and behavior of all coaches, players and parents.

(3) To ensure the safety of all participating youth

(4) Ask any person causing disturbance at any meeting, game or Organization event to leave. Call Law Enforcement as may be necessary.

(5) Be responsible for coordination of field preparation and clean up assignments for all home games and practices.

(6) Provide or ensure that the Defibrillator is available at all home games and practice sessions for use by all teams.

Article VIII - Board of Trustees

The Board of trustees shall consist of Public Relations, Equipment director, Co-Directors of Concession, Director of Fundraiser, and Five Trustees

Article IX - Association Finances

Section I - Donations

(1) Whenever there is a request for donations from the Organization, the request shall be referred to the Fundraising Coordinator who shall investigate the matter and recommend acceptance or rejection. No donation for any reason whatsoever shall be made unless the aforesaid procedure has been followed.

Section II - Bills

(1) All bills are to be presented at the General Membership Meeting each month. A majority vote by the E-Board is required to pay or delay any payment on a bill. Prior approval from E-Board is required before any member of the Organization commits organization funds exceeding $200.00. Any member that commits over $200.00 in funds without prior approval of the E-Board can be held personally liable for the costs.

Section III - Fundraising Funds

(1) All team fundraisers are the Head Coach's or Team moms responsibility. Teams are to complete a Fundraiser Information Sheet and turn it in to the Director of Fundraising for approval. The Director of Fundraising will make the decision on whether the fundraiser is approved or not. If there is any misconduct by the fundraisers the matter will be brought before the E-Board.

(2) A second Fundraiser Information Sheet must be turned in after the completion of the first fundraiser sheet showing the amount of money spent and made by a fundraiser. Two other witnesses must sign this form. A second fundraiser may be approved in the situation of the first fundraiser being an ongoing fundraiser.

(3) All fundraisers must be completed and closed by 12/31 of the current year.

(4) There shall be a limit of 1 preseason fundraiser, 3 fundraisers for regular season and 1 additional fundraiser for post season for each team unless more are approved by the E-Board. Each team can also set up a fundraiser booth (with approved fundraiser) during regular season games.

(5) A team with an approved fundraiser shall be guaranteed first rights for said fundraiser the current and following seasons.

(6) No Donations can be solicited until the fundraiser is approved. A list of planned contacts should be turned in with request form.

(7) There will only be one fundraiser going on at a time for each team.

(8) Noncompliance with above procedure is subject to disciplinary actions, including but not limited to a fee of not less than $50.00 and up to 20% of total funds earned during the fundraising.

Section IV - Vendors

(1) All Vendors are required to fill out a Jr. Wolves Vendor agreement form

(2) Organization Sponsored Vendors such as official Spirit Wear provider and Photographer must present before an elected board meeting in May to be voted in for the incoming season.

Section V - Financial Transparency

(1) Each head coach is required to provide full transparency regarding team funds to team members, parents, and E-Board upon request.

(2) Teams and squads are required to email out monthly statements of account balances, including all detailed deposits, withdrawals, and expenses against the team account to all team members, the Co-Treasurers and President. Said email should be sent no later than the general meeting following the close of the month. This email does not supersede financial requirements to submit all statements and receipts to Organization Co - Treasurer for tracking.

(3) Failure to submit monthly statement on time will result in the following penalties:

(a) First Offense: Verbal warning

(b) Account will be frozen until financials are turned in to Treasurer

(4) Jr. Wolves E - Board will provide assistance to any head coach or designated team manager or mom with processes to track monthly finances. This may include training on best practices and support with individual questions that may arise throughout the course of the year.

Section VII - E-board Child Exemption

(1) One registration fee will be waived for board members and Head Coaches

Section VIII - Coaches Attire

(1) Coaching sideline attire is strictly at the discretion of the of the organization and voted on by the board of trustees to be paid by the organization. 6th Grade or 11/12 year old team may have the option for personalized coaches attire upon board approval.

(2) Coaching attire must match the color scheme of the organization, the organization will pay for 6 coaches per team and 1 team mom.

(3) Each team or squad must match each other with the exception of 6th Grade or 11/12 year olds

Section IX - Gate Fee

(1) Six(6) Coaches, Board members, and Team mom are admitted entry to home games free of charge with a gate pass.

Article X - Rules and Regulations

Section I - Disorderly Members

(1) Any spectator or volunteer attending a Jr. Wolves event who creates a disturbance during any Organization related function will be required to leave as directed by any member of the Jr. Wolves Executive Board. If such a person fails to heed such a request, the person shall be subject to expulsion, suspension or fine as directed by the E-Board and/or may result in player/cheerleader being removed from game.

(2) If police are dispatched as a result of actions of Organization representatives (board members, head coaches, assistant coaches, team managers, and team moms) the following disciplinary actions will be taken

(a) First Offense: 1 week suspension to be served the following week. This suspension is from any Organization related events –including but not limited to practices, games, competitions.

(b) Second Offense: full expulsion from the Organization

Section II - Zero Tolerance Offenses

(1) The following offenses are considered Zero Tolerance. An accusation will be presented to the President of the Organization who will identify additional Executive Board members to handle the investigation. Should the investigation validate the offense, it will result in an automatic suspension of the remainder of the season and the offender must reapply in person before the E-Board for reinstatement the following season

(a) Derogatory statements to anyone that highlight race, sex, creed, ability, physical appearance, or sexual orientation

(b) Assault (physical or verbal) of any player, coach, volunteer, parent, or spectator at any game, event, or practice in which Jr. Wolves is participating

(c) Theft of any Jr. Wolves and or spectators moneys or property

(d) Use of alcohol or illegal drugs before or during any game, event, or practice

Section III - Secrecy of Business

(1) Members of the E-Board shall not discuss any of the E-Board business with outside persons unless publication of such information has been duly authorized by a vote of the E-Board. Any member violating this section shall be subject to expulsion, suspension or fine as directed by the E-Board.

Section IV - Violation of By-Laws

(1) The E-Board shall discipline a member failing to comply with the By-Laws of the Organization.

Section V - Charges against Members

(1) Any charges against anyone involved with the Organization shall be submitted in writing to the E-Board. If the E-Board feels the charges are viable, they will meet with the member and hear their side of the story. They will then dismiss to determine the appropriate action that needs to be taken. If the charges brought forward are against an E-Board member, the E-Board shall meet without said member being present.

Article XI - Amendment of the By-Laws

Section I - Procedure

(1) These By-Laws shall not be altered, amended or repealed unless adopted by a two-thirds vote of the voting members in good standings present at the meeting

Section II - Effective Date of By-Laws

(1) The By-Laws shall take effect immediately following the final approval. All Organization laws, resolutions and parts thereof in conflict with the By-Laws are hereby repealed.

Section III - Review of the By-Laws

(1) A By-Law committee consisting of at least six members in good standing shall be appointed by the Board to give consideration to the necessary revision of these By-Laws. Annually

Section IV - Attachments to the By-Laws

(1) Attachments are not part of the By-Laws but are guidelines that are approved by the E-Board to help the Officers perform their Organization duties.

Article XII - Coaches Duties

Section I - Appointments

(1) All Head Coaching vacancies shall be announced at a General Membership Meeting. Any applicants shall submit an application at the beginning of the next General Membership Meeting. The President, Co - Vice Presidents and/or Co - Cheer Coordinators shall meet and announce the best candidate after all applications are reviewed.

(2) All Coaches must abide by the Organization and League rules.

(3) All Coaches, Team Moms and any other team representatives must present a FBI background check to the E-Board every two years. Additional background checks can be requested at the discretion of the E-Board.

(4) All assistant coaches may be removed by the Head Coach at any given time.

(5) If a Head Coach quits or is discharged during the season, the E-Board shall fill the Head Coaches position immediately for the remainder of the season.

Section II - Supervision

(1) All coaches shall be under the supervision of the President and E-Board at all times.

(2) All assistant coaches, team moms and any other team representatives shall be under the supervision of their respective head coach.

Section III - Initiation

(1) All new Head Coaches, Assistant Coaches and Team moms shall fund and provide a FBI background check to the Board. Upon approval, each Coach shall be given a copy of the By-Laws.

Section IV - Additional Coaches

(1) On teams where more coaches are needed to fill the coaching positions, additional coaches shall be appointed to assist and be responsible to the Head Coach. If a Head Coach desires to have a Coaches' Aid under the age of eighteen years, a notarized waiver must be signed by the parents or legal guardians of the minor releasing the Organization from any liability that may arise from the actions of said Coaches' Aide. No Coaches' Aide shall instruct or interact with participants without direct adult supervision.

Section V - Diplomacy

(1) When a coach or member discovers the rules of the Organization may have been violated, he/she shall attempt with diplomacy, to eliminate such violations by notifying the President, Co-Vice Presidents, and Co – Cheer Coordinators ONLY.

(2) The Co -Vice Presidents and Co-Cheer Coordinator determines whether or not the matter shall go to the E-Board.

Section VI - Contracts

(1) All known medical conditions of participants must be reduced to writing and brought to the E-Board. Additional information may be requested by the Coaches or E-Board.

(2) All Head Coaches must keep Emergency Medical forms present at all practices and games.

(3) The Head Coaches shall inspect all contracts of the players or cheerleaders from his/her team, and assume that all information is complete and he/she must verify each player's eligibility.

Section VII - Injury or Illness

(1) When a player or cheerleader is injured or becomes ill at practice or a game, the Head Coach shall ensure that the player is properly cared for and shall secure such player's belongings.

(2) All injuries are to be reported to the child's parents or guardians and President, Co - Vice Presidents and/or Co-Cheer Coordinators.

(3) If a serious injury occurs, an incident report is to be filled out by the Head Coach and signed by a witness.

(4) All information regarding participants known medical conditions must be reported to the Head Coach at the time of the first practice.

Section VIII - Player/Cheerleader Information

(1) When a player or cheerleader reports to a Coach, the Coach shall explain the terms and conditions of the Organization and the team to that player and his/her parents or guardian. He/she shall explain to him/her such things as the starting and quitting time of practice, the dates of games, from whom to take orders and other pertinent matters.

Section IX - Exclusivity

(1) At no time shall another team use a player under contract during regular League season to a team unless approved by respective league. Any coach who violates this rule shall be subject to expulsion, suspension or fine.

(2) The colors of team apparel must be Navy, Grey and white. An exception can be approved for the 6th grade by the E-board.

Section X - Duties for Head Coaches

(1) Head Coaches must find representatives from their team to work home games.

(2) All Head Coaches must attend nine monthly meetings. In the event that a coach is unable to attend a meeting, the coach must have a representative for his/her team present at the meeting. The Head Coach is not to miss four meetings during a calendar year unless excused by the President.

(3) All Head Coaches must attend and find representatives to attend all field preparation and any other Organization duties.

(4) Any Head Coach unable to fulfill any duties listed above shall be brought before the E-Board for possible disciplinary action.

(5) All Head Coaches are responsible to be CPR certified and at least one other coach on each team must be certified in CPR.

(6) All Head Coaches must provide an FBI background check to the E-Board.

(7) All Head Coaches should familiarize themselves with each player and their medical record.

(8) All Head Coaches must read the League, and Organization rules and By-Laws and be familiar with them, and abide by their contents.

(9) Team funds must be used for the direct benefit of the team or squad.

Section XI - Duties for Assistant Coaches

(1) All Assistant Coaches must provide a FBI background check to the E-Board.

(2) All Assistant Coaches should familiarize themselves with each player and their medical record.

(3) All Assistant Coaches must read the League and Organization rules and By-Laws and be familiar with and abide by their contents.

(4) All Assistant Coaches shall assist the Head Coach on any of his/her duties, if requested by Head Coach.

Section XII - Work Detail

(1) All Head Coaches and representatives from their team must attend work details unless otherwise excused by the President, Director of Concession or face possible expulsion, suspension or fine. All coaches and volunteers are required to stay until released from their shift by a member of the Elected Board.

(2) K/1 or 5/6 year old Football and cheer is responsible for painting and set up of game field.

(3) 6th grade or 11/12 year old football and cheer are responsible for cleanup after the end of the day.

(4) 2nd grade or 7 year old football is responsible for practice lines being painted on practice fields.

(5) All Elected Board members must be present from setup to teardown unless excused by the President.

Section XIII - Volunteering

(1) Parents or Guardians are required to sign a contract requiring them to volunteer at least once per team/per child.

(2) Failure to not show or have a shift covered will result in paying a fine up to $50 or child/children may not participate in the following game/competition until parent/guardian does volunteering time.

(3) Each team may have their own contract and/or modify code of conduct form.

Article XIII - Audit Requirements

Section I - Audit Rules

(1) The league account details and team account details of the Organization shall be turned into the President by the first of January to be audited by two officers of the Organization. All funds will then be frozen until books are returned.

(2) The books at any given time can go thru an audit, and shall be at the discretion of the E-Board.

Section II - Position Changes

(1) Second Vice President and Cheer Vice president positions will bilateral transfer to Co-Vice presidents and Co-Cheer coordinators

(2) Field Coordinator positions will shift to Board of Trustees position

(3) Vice president of football will shift to a co-vice president role. Equipment Coordinator will be a part of the executive board these positions will only be a two year term and will dissolve after the two year term.

(4) These positions will be a two year term

(5) If a member of the Executive Board exits his or her role for any reason during the initial two (2) year role, that position will be filled with another member of the Executive Board or the Board of Trustees. Members of the Board will immediately (through scheduling of an emergency meeting within 48 hours) nominate and vote on the vacancy. The nominee with 51% or more of the vote will immediately step into the role. The initial Trustee positions, if vacated, will be narrowed by attrition until the total number of Trustees is equal to five (5). After the initial two (2) year merge period the standard procedure for vacancies will be acknowledged.

Section III - Team Maintenance

(1) Any age group that cannot field a team will combine into the majority team and league unless otherwise determined by the Head coach.

(2) Each Returning players Family has the ability to make a onetime switch between league teams. This switch must be completed May 1st

(3) Incoming 5/6 year olds or K/1 Sign-ups will be divided equally by a North and South divide of the school district. North will be Summerside Elementary, Clough Pike Elementary, Willowville Elementary. South will be WT Elementary, Merwin Elementary, Amelia Elementary, Holly Hill Elementary

(4) In regard to Cheer there will not be any move up, the participant must cheer with the age or grade of the respective league. A mascot has to be under 5 years or prior to kindergarten.

Section IV - Legal

(1) Legal counsel may be sought after to review these By-Laws and give council.

Section V - Legal

(1) Movement of Equipment Coordinator back to the Board of Trustees as Executive Board is currently Balanced. Tri-vice Presidents have been reduced to Co-Vice Presidents.

(2) Votes taken on absent positions. All Executive Board and Board of Trustee positions have been officially executed and voted on.

Executive Board Approval Signatures of the Constitution and By-Laws

_____ Date _____

President:

_____ Date _____

Co-Vice President:

_____ Date _____

Co-Vice President:

_____ Date _____

Co-Treasurer:

_____ Date _____

Co-Treasurer:

_____ Date _____

Secretary:

_____ Date _____

Board of Trustees Approval Signatures of the Constitution and By-Laws

_____ Date_____

Co-Director of Concessions:

_____ Date:_____

Co-Director of Concessions:

_____ Date:_____

Director of Fundraising:

_____ Date:_____

Co-Equipment Coordinator:

_____ Date:_____

Co-Equipment Coordinator:

_____ Date:_____

Trustee:

_____ Date:_____

Trustee:

_____ Date:_____

Trustee:

_____ Date:_____

Trustee:

_____ Date:_____

Trustee:

By-Law Committee Approval Signatures of the Constitution and By-Laws

_____ Date:_____

By-Law Committee:

_____ Date:_____

By-Law Committee:

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