

Wilson Youth Football Parents' Association, Inc.  
Bylaws

**ARTICLE I     DUTIES OF OFFICERS**

**SECTION I     PRESIDENT**

- 1.1.0     The President is the chief officer of Wilson Youth Football Parents' Association, Inc. and shall preside at all meetings of the general membership, board of directors and will be ex-officio of all committees. The chief officer takes the initiative in guiding Wilson Youth Football Parents' Association, Inc. and perform other duties pertaining to the office.
- 1.2.0     The President may vote when voting by a secret ballot, or to break a tie in other matters.
- 1.3.0     In the event of a vacancy on the Board, the President shall appoint, with board approval, a member in good standing to fill the vacancy until the next general election.
- 1.4.0     Upon vacancy of the Presidency, he/she may serve as Past President for one (1) year.

**SECTION II     PAST PRESIDENT**

- 2.1.0     The Past President is the current past President whose sole function will be to advise the current President of any past negotiations, etc. that may be pending.
- 2.2.0     The Past President must be a member in good standing with Wilson Youth Football Parent's Association, Inc. and have fulfilled the position of President to the best of his/her ability.

**SECTION III     VICE-PRESIDENT**

- 3.1.0     The Vice-President shall assist the President and preside in the absence of the President.
- 3.2.0     The Vice-President represents the President upon the President's request and shall assume all the duties and the powers of the President.
- 3.3.0     If the President does not complete his/her term of office, the Vice-President shall continue in this role until the next general election.

## **SECITON IV    SECRETARY**

- 4.1.0    The Secretary shall keep a correct written record of all meetings of the general membership and board.
- 4.2.0    The Secretary shall conduct all correspondence as delegated.
- 4.3.0    Board minutes shall be saved to a WYF laptop and on an external storage device (flashdrive, cloud, etc). External Storage may be stored in a location determined by the current board. The external device will be stored yearly in a location determined by the board. These minutes will be typed and copied prior to the next scheduled meeting.
- 4.4.0    The Secretary, if unable to attend any meeting, shall provide typed and copied minutes from the previous meeting, along with the record keeping composition notebook, and arrange to have the Assistant Secretary, or another Board Member take minutes of the meeting.

## **SECTION V    ASSISTANT SECRETARY**

- 5.1.0    The Assistant Secretary will assist the Secretary in any way delegated.
- 5.2.0    The Assistant Secretary will assume all duties of the Secretary in the absence of the Secretary, or the inability of the Secretary to complete his/her term of office.
- 5.3.0    The Assistant Secretary will attend executive meetings in the absence of the Secretary and will have voting privileges.

## **SECTION VI    TREASURER**

- 6.1.0    The Treasurer shall receive all receipts of Wilson Youth Football Parent's Association, Inc. and shall keep an accurate record of receipts and expenditures, separated by committee, and shall pay out funds only as voted by the Board.
- 6.2.0    The Treasurer shall present a monthly financial report at the Board Meeting and an annual financial report to the Board at the November Meeting.
- 6.3.0    The Treasurer will protect the money of Wilson Youth Football Parent's Association, Inc. and is accountable to the general membership.
- 6.4.0    The Treasurer is a standing co-chairman of the concession stand committee.
- 6.5.0    The Treasurer will provide copies of the bank statement with the monthly financial reports.

- 6.6.0 The Treasurer is the custodian of all financial records of Wilson Youth Football Parent's Association, Inc., which will include the last seven (7) years of financial records to be passed on annually.

## **SECTION VII COMMISSIONER**

- 7.1.0 The Commissioner shall represent Wilson Youth Football Parent's Association, Inc. at all Niagara Erie Youth Sports Association (NEYSA) meetings. It is the Commissioners responsibility to ensure Wilson Youth Football Parent's Association, Inc. is represented at the monthly NEYSA meetings and the responsibility of any and all fines that may be imposed by the NEYSA will be the sole responsibility of the Commissioner.
- 7.2.0 The Commissioner shall schedule Referees for all unscheduled games with Board approval.
- 7.3.0 The Commissioner has the authority to remove any coach that is in violation of any rules and regulations, prior to any actions of the Board. The coach will have the right to appeal, with the Board making the final decision.

## **SECTION VIII DEPUTY COMMISSIONER**

- 8.1.0 The Deputy Commissioner will assist the Commissioner in any way delegated.
- 8.2.0 The Deputy Commissioner will assume all duties of the Commissioner in the absence of the Commissioner or the inability of the Commissioner to complete his/her term of office.
- 8.3.0 The Deputy Commissioner will attend executive meetings in the absence of the Commissioner and have voting privileges.
- 8.4.0 Deputy Commissioner will attend monthly NEYSA meetings with the Commissioner.

## **SECTION IX MOTHERS REPRESENTATIVE**

- 9.1.0 The Mother's Representative will organize and oversee all Team Moms and distribution of flyers and bulletins to Wilson Youth Football Parent's Association, Inc.
- 9.2.0 The Mother's Representative is responsible to get volunteers for the concession stand and chain crew for home games.

## **SECTION X COACHES REPRESENTATIVE**

- 10.1.0 The Coaches Representative shall act as intermediary for all the football coaches and the Board. Any complaint about the football coaching staff from any member of the organization shall be brought to the attention of the Coaches Representative for presentation to the Board. The complaint must be submitted in written form to the Board.
- 10.2.0 The Coaches Representative must not be a football coach.

## **SECTION XI TRUSTEE**

- 11.1.0 Each Trustee will be a member of the Board and have one (1) vote each in all Board Transacted business.
- 11.2.0 Each Trustee will serve on one or more standing committees.

## **SECTION XII BOARD OF DIRECTORS**

- 12.1.0 The Board of Directors shall formulate and approve the budget, transact all Wilson Youth Football Parent's Association, Inc. business and undertake such other business on behalf of Wilson Youth Football Parent's Association, Inc., as it deems necessary.
- 12.2.0 Each Board Member shall have one (1) vote regardless of the number of positions he/she may hold.
- 12.3.0 If for some unforeseen reason, the President and Vice-President steps down, the Board will appoint, by a two-thirds vote, a Director of Operations to complete the unfinished term.
- 12.4.0 Board members must attend seven (7) of the eleven (11) meetings.
- 12.4.1 Board members may be excused for up to four (4) meetings.
- 12.4.2 Monthly meetings will include attendance reviews.
- 12.4.3 Any member in danger of losing voting rights will be notified in writing prior to missing the fifth meeting.
- 12.5.0 Two consecutive unexcused absences will result in the automatic removal from the board.
- 12.6.0 If a Board member is unable to attend a meeting, it is his or her responsibility to notify someone on the Board that is attending the meeting. If the person is an officer or committee chairperson and (s)he is responsible for having a report available, (s)he must send the report either in writing or through another Board member attending the meeting.

- 12.7.0 If circumstance or situation arises which may be detrimental to Wilson Youth Football Parent's Association, Inc. and the children, the Board may override any or all rules governing Wilson Youth Football Parent's Association, Inc. The two-thirds vote will prevail for these situations.

**ARTICLE II DUTIES OF STANDING COMMITTEE CHAIRPERSONS**

**SECTION I APPAREL**

- 1.1.0 Responsible for the ordering and sale of Wilson Youth Football Parent's Association, Inc. logo apparel and merchandise.
- 1.2.0 Responsible for preparing an annual report to be presented to the Board at the November meeting.
- 1.3.0 All receipts will be recorded daily after being counted and signed for by two (2) Board members.
- 1.4.0 All receipts will be deposited on a nightly basis.

**SECTION II AUDIT**

- 2.1.0 Will audit all the financial books of the organization.
- 2.2.0 Will review and sign all monthly financial reports on the day of the monthly meeting.
- 2.3.0 Will perform a full annual audit of the financial records for Wilson Youth Football Parent's Association, Inc. prior to the January meeting.
- 2.4.0 Responsible for preparing an annual report to be presented to the Board at the January meeting.

**SECTION III BANQUET**

- 3.1.0 Responsible for organizing and implementation of all aspects of the Annual Awards Banquet.
- 3.2.0 Responsible for preparing an annual report to be presented to the Board at the November meeting.

**SECTION IV DELETED (Retained for future use.)**

**SECTION V CONCESSION STAND**

- 5.1.0 The concession stand will be organized and administered by a committee of at least three (3) members, one of which must be the Treasurer.

- 5.2.0 Responsible for organizing and operating the concession stand at all home exhibition and league games and practices.
- 5.3.0 All receipts will be recorded daily after being counted and signed for by two (2) Board members.
- 5.3.1 A minimum of two (2) cash drops and counts per game day are required. With monies from said drops being secured by a chairperson of stand or designee.
- 5.3.2 Two (2) board members not of the same blood or household must do counts, drops, and securing of monies.
- 5.4.0 All receipts will be deposited on a nightly basis.
- 5.5.0 Responsible for preparing an annual report to be presented to the Board at the November meeting.
- 5.6.0 Concession stand must have a cash register that is programmed to account for the different items sold.
- 5.7.0 Concession chair will be appointed by the Board to run the concession stand. They are also required to attend all monthly board meetings.

## **SECTION VI FIELD CLEAN-UP (GAME DAY)**

- 6.1.0 Responsible for the clean-up of the field for all exhibition and league scheduled games.

## **SECTION VII FIELD PREPARATION (GAME DAY)**

- 7.1.0 Responsible for the set-up of the field for all exhibition and league scheduled games.

## **SECTION VIII FOOTBALL/CHEERLEADING EQUIPMENT MANAGER**

- 8.1.0 Hand out equipment to all football players and cheerleaders of Wilson Youth Football Parent's Association, Inc.
- 8.2.0 Submit new equipment needs to the Board for approval.
- 8.3.0 Collect all equipment from the players and cheerleaders and remit a list of outstanding equipment to Secretary at November meeting.

## **SECTION IX FUNDRAISING**

- 9.1.0 Handles all fundraising activities such as candy sales, raffles, etc. No funds shall be solicited to benefit individuals or individual teams, unless Board approved.

- 9.2.0 All receipts will be deposited on a nightly basis.
- 9.3.0 Responsible for preparing an annual report to be presented to the Board at the November meeting.

## **SECTION X HISTORIAN**

- 10.1.0 Keep an accurate record of all paper clippings, annual team roster, pictures or anything pertinent to Wilson Youth Football Parent's Association, Inc.
- 10.2.0 Place in a scrapbook these memories of Wilson Youth Football Parent's Association, Inc. to be passed down and expanded on each year.
- 10.3.0 Ensure these scrapbooks are available at the annual awards banquet for everyone to view.
- 10.4.0 Try to recover any lost information from prior years.

## **SECTION XI PICTURES**

- 11.1.0 Responsible for presenting options to the Board for picture day.
- 11.2.0 Handles all organization for picture day with the photographer and the Mothers Representative to organize Team Moms.

## **SECTION XII PUBLICITY**

- 12.1.0 Arrange for all meeting notices in the local newspapers.
- 12.2.0 Arrange for all publicity for registration including flyers to go to schools, newspaper articles and Town bulletin boards.
- 12.3.0 Provide to local media, reports of game results and any other news worthy information as deemed necessary by the Board.

## **SECTION XIII TROPHIES**

- 13.1.0 Responsible for presenting prices of awards such as trophies, medals, plaques, etc. to the Board for approval.
- 13.2.0 Responsible for ordering and pickup of all trophies, medals and plaques for the Annual Awards Banquet.

## **SECTION XIV YEARBOOK**

- 14.1.0 Responsible for obtaining advertising, the format and publishing of the yearbook.

- 14.2.0 All receipts will be deposited on a weekly basis.
- 14.3.0 Responsible for preparing an annual report to be presented to the Board at the November meeting.

## **ARTICLE III ELECTION OF OFFICERS (Board of Directors)**

### **SECTION I ELIGIBILITY**

- 1.1.0 Executive Officers will have served one (1) year as a board member in good standing with Wilson Youth Football Parent's Association, Inc, except in the case where no member that has served on the board for one year desires an Executive Officer Position. In that instance, a new member may be appointed and voted into the position by the board with a 2/3rds vote.
- 1.2.0 Board of Directors will be elected from the general membership of Wilson Youth Football Parent's Association, Inc. and must be in good standing with the Association.
- 1.3.0 To be eligible for an executive position you must be a current member of the board and in good standing.

### **SECTION II TERM OF OFFICE**

- 2.1.0 Executive Officers will be a one (1) year term starting in January of the elected year and terminating in December of the elected year. The Mothers Representative and the Coaches Representative will also hold a one (1) year term. Board of Directors will be a two (2) year term.

### **SECTION III ELECTIONS**

- 3.1.0 The general membership will be notified of the election date, place and time.
- 3.2.0 All elections to be held by secret ballot.
  - 3.2.1 A majority vote will elect all officers.
- 3.3.0 Elections for the Board will be held at a special meeting in November.
  - 3.3.1 Nominations for Officers will be taken for available positions in October.
- 3.4.0 Any member seeking nomination must fulfill the following requirements:
  - 1. Must be a member in good standing with Wilson Youth Football Parent's Association, Inc.
  - 2. Must have a sincere desire to work to improve Wilson Youth Football Parent's Association, Inc.



- 3.5.0 Nominations will close at the last regular practice of the season. Any member nominated will be notified after the special elections meeting.
- 3.6.0 Nominated individuals may run for only one (1) position on the annual ballot.

#### **SECTION IV VOTE COUNTING**

- 4.1.0 The President will appoint two (2) Board members to count the votes and two (2) different Board members to verify the counts.
- 4.2.0 All counting will take place on the day of the elections.

#### **SECTION V INSTALLATION OF OFFICERS**

- 5.1.0 New officers will be introduced at the Annual Awards Banquet.
- 5.2.0 The newly elected Board will take office at the January meeting to review all annual reports.

### **ARTICLE IV COACHES/CHEERLEADING COORDINATOR**

#### **SECTION I HEAD COACHING APPOINTMENT**

- 1.1.0 All individuals interested in the position of Head Coach will submit a Coaches Application to the Board prior to the March meeting.
- 1.2.0 All Coaches must be members in good standing with Wilson Youth Football Parent's Association, Inc.
- 1.3.0 Head Coaches shall be appointed by the Board at the April meeting.
- 1.4.0 Head Coaches must have certification of first aid.
- 1.5.0 Head Coaches must submit a list of Assistant Coaches to Wilson Youth Football Parent's Association, Inc. Board for the July meeting.
- 1.6.0 All liability, legal or financial, for accusations of abuse of any kind, will be sole responsibility of each individual coach.

#### **SECTION II ASSISTANT COACH APPOINTMENT**

- 2.1.0 The Board must approve all Assistant Coaches.
- 2.2.0 Assistant Coaches are not to number more than five (5) per team. Only coaches working with the team during the week are allowed at the bench or on the field during games.

- 2.3.0 Any individual under the age of eighteen (18) approved by the Board will be known as a Coach in Training. These individuals may not be left in the position to implement any type of discipline, verbal or otherwise. These individuals must be monitored by the Head Coach or another designated adult person.
- 2.4.0 All liability, legal or financial for accusations of abuse of any kind, will be the sole responsibility of each individual assistant coach.

### **SECTION III CHEERLEADING COORDINATOR APPOINTMENT**

- 3.1.0 Must have coached or cheered previously, but may not be a current Wilson Youth Football Parent's Association, Inc. cheerleading coach.
- 3.2.0 Register the cheerleading squads for competitions.
- 3.3.0 If a Head Coach will be absent from coaching, the cheerleading coordinator will ensure practice will continue in an orderly fashion to benefit the children. In the absence of the Head Coach, the cheerleading coordinator may take over practice to ensure a beneficial practice.
- 3.4.0 If a cheer or cheer move is questioned by a member of Wilson Youth Football Parent's Association, Inc., the Cheerleading Coordinator will review the appropriateness and rule accordingly.
- 3.5.0 Will enforce the Cheerleading Code of Conduct.
- 3.6.0 Review all practice schedules.
- 3.7.0 Will be Wilson Youth Football Parent's Association, Inc.'s representative in judging or score keeping in any league activity.
- 3.8.0 Divide all squads evenly by age as per the Wilson Youth Football Parent's Association, Inc.'s Bylaws, Article VI, Section II.
- 3.9.0 Cheerleading Coordinator is a voting position on the Board.

### **ARTICLE V PROCEDURE**

- 1.1.0 Robert's Rules of Order (revised) will govern the meetings of Wilson Youth Football Parent's Association, Inc. in all cases that the Board deems them appropriate and desired.

## **ARTICLE VI    REGISTRATION**

### **SECTION I     PROCEDURE**

- 1.1.0    Annual registration to be conducted by the Board and the Coaches and/or representatives.
- 1.2.0    The registration fee will be determined by the Board of Wilson Youth Football Parent's Association, Inc. prior to registration.
- 1.3.0    All registration fees are to be paid at time of registration. A ten dollar late registration fee will be assessed per registrant when registering after the last date of scheduled registration.
- 1.4.0    At least one parent or guardian of each registrant will automatically become a member of Wilson Youth Football Parents' Association, Inc. and must accompany registrant at registration.
- 1.5.0    A copy of registrant's birth certificate is required at time of registration. The birth certificate is used in determining registrant's age and placement on respective team.
- 1.6.0    All players and cheerleaders must submit a medical slip from their physician stating that they are physically fit and able to participate in Wilson Youth Football Parent's Association, Inc. activities. This medical clearance must be received by the registrant's coach prior to beginning any team contact for the season.
- 1.7.0    Refunds of registration fees will not be allowed unless registrant is medically excused for the entire season prior to the first game of the season.
- 1.8.0    Proof of Health Insurance coverage must be provided at time of registration.
- 1.9.0    Jersey Number 24 (Mark Hadsel's Jersey Number) is retired for life, with the exception of any member of the Hadsel family.

### **SECTION II    WEIGHT**

- 1.1.0    Weight limits will be determined by the NEYSA for all football players.
- 1.2.0    There are no weight limits for cheerleaders.

### **SECTION III   AGE**

- 2.1.0    A registrant, boy or girl, must meet age requirements of NEYSA.

- 2.2.0 Cheerleader ages will mirror the ages of the football players. Depending on need, the Board may consider changing the age groups for cheerleading squads to fill out the squads.

## **ARTICLE VII PRACTICE AND TIMES**

- 1.1.0 All players and cheerleaders will be notified by their coach as to the first day of practice.
- 1.2.0 Practice times are 6:00 pm to 8:00 pm on Monday, Tuesday, Wednesday and Thursday during the month of August.
- 1.3.0 Practice times are 6:00 pm to 8:00 pm on Tuesday, Wednesday and Thursday during the months of September and October and/or the remainder of the season, with a game on the weekends.
- 1.4.0 Friday practice will be an optional practice; the Board must approve any mandatory Friday practice.
- 1.5.0 Players/Cheerleaders must participate in two (2) practices per week prior to scheduled games to be eligible to participate on game day.
- 1.5.1 The Head Coach, due to medical or other circumstances beyond the Players/Cheerleaders control, may excuse Player/Cheerleader from the two (2) practice rule.

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