

Wilson Youth Football Parents' Association, Inc.
Constitution

ARTICLE I NAME

1.1.0 Wilson Youth Football Parent's Association, Inc., founded in 1972 and Spirit for Wilson Youth Football Parent's Association, Inc., founded in 1996 (Wilson Youth Football Parent's Association, Inc.).

ARTICLE II PURPOSE

2.1.0 To organize, support, maintain and direct all aspects of football and cheerleading for all eligible youth in the Wilson Youth Football Parent's Association, Inc.

ARTICLE III MEMBERSHIP

- 3.1.0 Membership of Wilson Youth Football Parent's Association, Inc. will consist of registering parent(s)/guardian of the child participating in the program. Each registered family will have one (1) vote in the annual elections.
- 3.2.0 All Board approved coaching staff members are also considered members regardless of child participation.

ARTICLE IV BOARD OF DIRECTORS

- 4.1.0 The officers of Wilson Youth Football Parent's Association, Inc. shall make up the Board of Directors (hereafter referred to as the Board).
- 4.2.0 The Board will consist of the Executive Board that includes President, Vice President, Secretary, Treasurer and Commissioner. Past President, Deputy Commissioner, Coaches Representative, Mothers Representative, and a minimum of one (1) but not to exceed ten (10) Trustees will make up the remainder of the Board.
- 4.3.0 The President and the Treasurer will not be one of the same name, blood or household.
- 4.4.0 Newly elected members must be present at the November Meeting following their election.
- 4.5.0 All persons with authority to sign for the financial accounts of the organization must sign a revocation of ownership and control to all organization accounts at the November meeting.

- 4.6.0 Guardianship and disposition of all records.
- 4.6.1 The organization/Board has the right to inspect at a reasonable hour, or order to be inspected, all such records, minutes, papers, official books and organization property belonging to Wilson Youth Football Parent's Association, Inc. organization, not to the officer or member charged with their keeping.
- 4.6.2 It is the duty of such member or outgoing officer to surrender the same to his/her successor promptly and peaceably.
- 4.6.3 If this is not accomplished, there will be a fine to such member/officer to be determined by the Board or civil action in court with the said member or officer at that member's expense.
- 4.7.0 Trustee positions will be six (6) voted positions and four (4) positions appointed by the Board with a 2/3rds vote.
- 4.8.0 To be considered for an Executive Board position you must serve a minimum one (1) year term as a member of the Board. If no Executive Position can be filled in this manner, the minimum requirement may be lifted with a 2/3rds board vote.
- 4.9.0 All executive board positions will be elected for a one (1) year term.

ARTICLE V STANDING COMMITTEES

- 5.1.0 The standing committees for Wilson Youth Football Parent's Association, Inc. are Apparel, Audit, Banquet, Equipment Manager, Concession Stand, Field Clean Up (game day), Fundraising, Historian, Pictures, Publicity, Trophies, Yearbook and Field Prep (game day).
- 5.2.0 The committee chairpersons will be appointed by the board at the January meeting.

ARTICLE VI MEETINGS

- 6.1.0 Meetings shall be held monthly with the date and time established by a 2/3rds vote of the Board at the first monthly meeting of the new calendar year. The Board may cancel or alter the date of the monthly meeting with good cause.
- 6.2.0 The Board shall meet monthly, January through November.
- 6.3.0 A Quorum shall be 51% of the Board.
- 6.4.0 An emergency meeting may be called by the President or his/her designee at anytime deemed necessary, with at least six (6) hours notice to all Board members who will be required to attend.

- 6.5.0 A special meeting may be called by the President or his/her designee at anytime deemed necessary, with at least twenty-four (24) hours notice to all Board members who will be required to attend.
- 6.6.0 Monthly meetings of this organization will have a public forum for a time limit to be determined by the President at the start of the monthly meeting. After such time the meeting will become a closed meeting. Any member of the membership who wishes to attend the complete monthly meeting can do so with a request to any member of the executive board.
- 6.7.0 Every monthly meeting should include any organizational conduct issues from the previous month.

ARTICLE VII FINANCES

- 7.1.0 All expenses not included in the budget must be approved by the Board by majority vote, except in the case of an emergency. If a board member feels an emergency situation exists, he/she may spend Wilson Youth Football Parent's Association, Inc. money, or his/her own money to be later reimbursed by the Board. If the Board later determines by majority vote that the money was wrongly spent, the Board member may be subject to a fine by the Board, not to exceed the amount of the expenditure.
- 7.2.0 Two (2) signatures are required on all Wilson Youth Football Parent's Association, Inc. checks.
- 7.3.0 The Treasurer and Designees (Board approved at the January meeting) are authorized to sign Wilson Youth Football Parent's Association, Inc. checks. The above mentions persons will not be one of the same name, blood or household.
- 7.4.0 All financial documents and receipts shall be retained by Wilson Youth Football Parent's Association, Inc. for seven (7) years.
- 7.5.0 The Treasurer will submit an annual report to the Board in November.
- 7.6.0 The annual financial statements and books will be audited by the audit committee prior to the January meeting.
- 7.6.1 The Treasurer and persons authorized to sign checks will be present during the audit.
- 7.7.0 At the January meeting, the books will be opened and/or turned over to the elected individual for the office of treasurer.
- 7.8.0 Any donations or sponsorships requested from Wilson Youth Football Parent's Association, Inc. must be applied for or requested in writing.

ARTICLE VIII MEMBERSHIP DISQUALIFICATION

- 8.1.0 A member may be disqualified from membership for committing any offense that is deemed harmful to Wilson Youth Football Parent's Association, Inc. Verbal abuse of any member or non-member of the organization is considered an offense.
- 8.1.1 Offenses deemed harmful shall include but not limited to: slander of the board/organization, and its members verbally, through social networks, social media, or publicly.
- 8.2.0 Charges of offenses will be brought before the Board at a regular meeting, or a special meeting called by the President or his/her designee. (See ARTICLE VI Meetings)
- 8.3.0 If it is proven to the Board by a two-thirds vote of the Board, that member/non-member has conducted him/herself in a way that is harmful to Wilson Youth Football Parent's Association, Inc., offenses will be punishable as follows:

MEMBER OFFENSES:

1st Offense: Verbal warning subject to offense committed followed by a certified letter. If the 1st Offense is deemed egregious by a 2/3rds board vote, the offender may be penalized as if it's his or her 2nd offense.

2nd Offense: Member is suspended until an Executive Board meeting is held to determine guilt or innocence of the member. Member will be notified of date and time of meeting by certified/return receipt requested letter sent two (2) weeks prior to the meeting. The member charged in this way is entitled to answer all charges and bring supportive proof. If the member is found to have committed a second offense, the member will then be suspended from Wilson Youth Football Parent's Association, Inc. for a minimum of one (1) calendar year. After serving the one (1) calendar year suspension, the former member may petition the Board for reinstatement.

- 8.3.1 If reinstatement is granted by the Board, any future offenses will be punishable by permanent ejection from Wilson Youth Football Parent's Association, Inc.

- 8.4.0 No individual suspended from Wilson Youth Football Parent's Association, Inc. may seek an elected position.
- 8.5.0 Any act of disorderly conduct will not be tolerated and will be turned over to local authorities.
- 8.6.0 All offenses are ongoing and will be carried for the life of membership.

ARTICLE IX AMENDMENTS

- 9.1.0 All members must be notified prior to amending the Constitution/Bylaws.
- 9.2.0 Amendments to the Constitution/Bylaws must be submitted in writing to the Board at a regular monthly meeting and tabled until the next regularly scheduled monthly meeting.
- 9.3.0 A two-thirds vote of the membership at a meeting is needed to adopt an amendment.
- 9.4.0 The Board may not cancel or postpone a meeting for the purpose of avoiding a vote to amend the Constitution/Bylaws.

ARTICLE X MANNER OF OPERATION

- 10.1.0 It is in the intent of Wilson Youth Football Parent's Association, Inc. and Spirit for Wilson Youth Football Parent's Association, Inc. to operate as described in section 501 (c) (3) of the Internal Revenue Code of 1954 or provisions mandated there to and in the event of dissolution to distribute any assets in accordance with this purpose.

PREVIOUS REVISIONS TO CONSTITUTION AND BYLAWS ON:

AUGUST 2000

APRIL 2007

February 2015