

# The Westminster Football and Cheerleading Association By-Laws

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## ***Article 1: Officers and Board of Directors***

### **Section 1: Elected Officers**

WFCA shall have five (5) elected officers consisting of President, Vice President, Treasurer, Football Area Director and Cheerleading Area Director. They are to be elected by a simple majority vote by the general membership, serving a term of one year and taking office in January. **No member of the board shall be of the same household or family.**

### **Section 2: Appointed Board Members**

Upon their elections, the elected officers shall appoint as many as six (6) additional sub-board members, who are of the non-voting body. These six board members shall serve a term of one year to run concurrently with the elected officers. The six board members may consist of: **concession director, equipment director, registration director, recording secretary, way and means director, or one or more additional director(s).**

## **Individual Board Position Duties:**

### **Section 3: Duties of the President**

Calls and conducts all meetings

Manages the general operation of the program on a day-to-day basis

Supervises and directs the appointed directors in the performance of their duties

Sits and takes part in all committees and activities

**Attends Westminster Parks and Recreational meetings (minimum of 3 a year)**

### **Section 4: Duties of Vice President**

Assists President in the performance of his/her duties

Along with President, sits and takes part in all committees and activities

## **Section 5: Duties of the Treasurer**

Keeps accurate and up-to-date records of all financial activities of WFCA

Insures prompt deposit of all monies in WFCA's checking account and the prompt payment of all WFCA's financial obligations

Managers and oversees all financial transactions of WFCA

Provides WFCA accurate financial reports including documented list of all incoming and outgoing transactions. These reports are to be issued to WFCA at each regularly scheduled meeting with a copy for each board member.

**Prepares budget in January with assistance of each elected board member**

## **Section 6: Duties of the Football Area Director**

Serves as Area Director to the CCFL for Football issues, act as liaison between WFCA and league

Represents WFCA at all scheduled CCFL Football meetings, reports to the WFCA board minutes of each CCFL meeting

Presents at all WFCA scheduled football events

**Collect all applications for coaching staff and running all background checks on applicants**

## **Section 7: Duties of the Cheerleading Area Director**

Serves as Area Director to the CCFL for Cheerleading issues, acts as liaison between WFCA and the league

Represents WFCA at all scheduled league Cheerleading meetings, reports to the WFCA board minutes of each CCFL meeting

Present at all WFCA Cheerleading scheduled events

**Collect all applications for coaching staff and running all background checks on applicants**

## **Section 8: General Duties of the Board of Directors**

Authorizes the raising of funds for WFCB

Maintains the organization and insures its continues existence

Arranges for filling vacancies

Update bylaws of WFCB and presents approved amendments to majority vote and changes to the bylaws as necessary

## **Section 9: Individual Duties of the Sub Board**

### **Recording Secretary**

..Records minutes of each meeting; maintains a permanent record of such meetings and makes these records available to WFCB

..Handles any correspondence as may be necessary

..Notifies Board Members of all meetings and notifies the general membership of all elections

### **Equipment Manager**

..Responsible for the purchasing of inventory and upkeep of all WFCB football/cheerleading equipment (The must be approval for all purchases by the officers)

..Responsible for reporting to the board any equipment shortages

..Responsible for inventory to be reported to the Board of Directors at the end of the regular season

### **Concession Director**

..Responsible for day-to-day operation of concession stand(s) including purchasing, stocking supplies, and dealing with any vendors

..Responsible for working with Treasurer on all expenses and control thereof

..Responsible for coordinating volunteers to work the stand(s) at any and all locations

..Responsible for coordinating that the handling of funds will be done in the said stands by someone over the age of 18

## ***Article 2: Voting Power***

### **Section 1: Election of Officers**

Nominations for the positions of President, Vice President, Treasurer, Football Area Director, and Cheerleading Area Director will be opened at the November meeting. The election will take place at the December meeting. Nominations may be re-opened immediately preceding the election.

Any person in good standing with the community who is actively involved in furthering the objective(s) of and participating with WFCA, and who has attended no fewer than fifty percent (50%) of the meetings for the preceding year, is considered a general member and is eligible to participate in the election of Elected Officers.

The use of secret ballots is allowed at the discretion of the presiding officers. In the event secret ballots are used, the currently serving President, Vice President and Treasurer will count the ballots and tally the results. The presiding officer will announce the results.

**No absentee ballots are allowed.**

### **Section 2: Voting Powers**

Voting on other matters pertaining to the activities and conduct of the WFCA is limited to the elected and nominated Board of Directors, each of whom has one vote. All votes on general issues require a majority. All directors must be present to vote (no absentee ballots will be accepted).

## ***Article 3: Meetings***

### **Section 1: Regular Meetings**

WFCA shall have 11 regularly scheduled meetings to take place the first week of every month except for January. All other meetings of the WFCA shall be considered special meetings. The elected officers will hold a planning meeting in January to work on the budget and other matters as they deem necessary.

The board can reschedule a meeting outside of said time frame based on religious or federal/state holiday or as necessary.

Notices of Meetings will be provided at Regular Meetings, including the time and location, in such form as may be authorized by the Board of Directors at a Regular Meeting.

## **Section 2: Special Meetings**

Special meetings may be called to consider a specific subject:

By the President

By the concurrence of a majority of the Board of Directors

Every Director will be notified before the special meeting is held.

No business other than that specified in the notice of the meeting will be transacted at any special meeting.

## **Section 3: Quorum**

A quorum for any meeting shall require a least a one-half majority of the Board of Directors to be present for any vote or motion to act to be taken.

## ***Article 4: Amendments to the By-laws***

The By-laws of WFCA can be amended by an affirmation vote of two-thirds of the Board of Directors present and voting at any meeting provided a copy of said amendment is made available to each Board member ten (10) days prior to the meeting at which said amendment is submitted to a vote.

## ***Article 5: Coaches***

### **Section 1: Head Coaches**

Head Coaches will be selected by the elected officers as follows:



Football Head Coaches will be selected by the President, Vice President, Treasurer, and Football Area Director.

**In the event of a tie, the Cheerleading Area Director will cast the deciding vote.**

Cheerleading Head Coaches will be selected by the President, Vice President, Treasurer and Cheerleading Area Director.

**In the event of a tie, the Football Area Director will cast the deciding vote.**

## **Section 2: Assistant Coaches**

Assistant Coaches are crucial to the successful performance and accomplishment of WFCA's goals. Head Coaches must carefully evaluate a potential assistant coach before accepting him/her as an assistant.

Assistant Coaches will be selected by the respective Head Coach with the concurrence of the Elected Board of Directors in conformance with Article 5 Section 1.

Head Coaches are responsible for the behavior of their Assistants as well as the discipline and continued service of their Assistants. Head Coaches can take unilateral action regarding Assistant Coaches, however, such actions can be appealed to the Board of Directors in accordance with Article 5, Section 1 for Cheerleading and Football coaches.

## **Section 3: Discipline**

All football and cheerleading coaches (both head coaches and assistants) may be dismissed or otherwise disciplined by the elected officers as follows:

..Football coaching decisions will be made by the President, Vice President, Treasurer, and Football Area Director.

In the event of a tie, the Cheerleading Area Director will cast the deciding vote.

..Cheerleading coaching decisions will be made by the President, Vice President, Treasurer, and Cheerleading Area Director.

In the event of a tie, the Football Area Director will cast the deciding vote.

In the unfortunate event that a WFCA coach is ejected from a game or other competition, that coach will appear before the Elected Board of Directors. The Board is subject to and may impose discipline above and beyond any imposed by the league.

## ***Article 6: Financial and Accounting***

### **Section 1: Finances of WFCAs**

The Board of Directors will decide all matters pertaining to the finances of WFCAs.

The President may, at his discretion, approve the purchase of items whose cost is up to \$100.00.

Any purchase over \$100.00, which is not in the current year's budget, must have a majority vote by all elected board members.

### **Section 2: Funds**

All funds will be placed in the program treasury

### **Section 3: Fiscal Year**

The WFCAs fiscal year will run concurrently with the calendar year

Beginning January 1 and ending December 31

### **Section 4: Compensation**

No officer or member of WFCAs will receive, directly or indirectly, any salary or compensation from WFCAs for such services rendered.

### **Section 5: Concession Money**

Concession money must be turned in each week at the conclusion of the day's activities. The Treasurer will issue a pre-determined amount for the next planned activity.

### **Section 6: Financial Information**

Program financial information will be available to all members at regularly scheduled meetings.

## ***Article 7: General Rules and Policies of the WFCB***

### **Rule 1: Conclusion of Each Season**

At the conclusion of each season's activities all WFCB property is to be returned to the WFCB and stored at the designated storage site established by the WFCB. This requirement is deemed to include any and all items in which the WFCB has an ownership claim.

### **Rule 2: Head Coach WFCB Meeting Attendance**

Head coaches are expected to attend every WFCB meeting. If a head coach of a given team cannot attend, he/she must designate an assistant coach to attend.

### **Rule 3: Head Coach's List of Criteria**

All head coaches must follow list of criteria.

1. 100% responsible for his/her team's equipment before, during and after season (including equipment turn in).
2. All must comply with coaches' Code of Conduct
3. All teams and coaches are expected to help with field preparation, maintenance, and cleanup during the season and offseason as well as throughout the day for home games.

### **Rule 4: Participants for Registration/Equipment Turn In**

All officers and head coaches must participate in registration and equipment turn in.

### **Rule 5: Coach's Communication with Game Officials**

During a game, only the Head Coach will communicate with the game officials. The Head Coach, however, may designate an Assistant Coach to attend the Coin Toss along with the Team Captains. At the levels that allow coach(es) on the field with the players, those coaches may also communicate with the game officials.

## **Rule 6: Reputation of WFCFA**

All coaches and elected and nominated Board Members are representatives of WFCFA, and their actions reflect directly on the reputation and future of WFCFA. While furthering WFCFA business, all representatives will act in the best interests of WFCFA.

## **Rule 7: Complaint/Grievance Filing for Parents/Guardians**

All parents or guardians who wish to file a complaint/grievance with the organization is to communicate said complaint/grievance in the below order;

1. Their Head Coach
2. Appropriate Area Director (Football to Football, Cheerleading to Cheerleading)
3. WFCFA Vice President/President

## **Rule 8: Registration Pricing Adjustments**

Registration pricing can be adjusted by the majority role of the voting board at any time. The board can implement registration increases prior to the first official registration date of the year. There are to be no financial refunds of registration or any other fees/costs to any persons after June 1.

## **Rule 9: Volunteering**

All WFCFA volunteers that deal with the youth of the WFCFA program shall pass the Carroll County Recreational Council background check before the beginning of the season.

These volunteers include the following:

1. All Elected Officers
2. All Appointed Board Members
3. All head Coaches and Assistant Coaches
4. All Team Parents (Team Mom/Dad)

The volunteering positions that **do not** have to submit for the back ground check:

1. Chain gang
2. Spotter(s)
3. Individuals that help with field preparation, maintenance and cleanup
4. Concession Volunteers