

WPTP Junior Football League Inc.

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CONSTITUTION AND BY-LAWS

#  ARTICLE I: Name

The organization shall be known as “The Woodstock, Putnam, Thompson, Pomfret Junior Football League Inc.” (WPTP Junior Football League Inc. and referred to as WPTP Hawks).

# ARTICLE II: Location

The principle office of the Corporation shall be at an address within Woodstock, Putnam, Thompson, Pomfret, as the Board of Directors shall determine from time to time.

# ARTICLE III: Objective

1. To promote the best interest of the youth in our community by providing an activity for wholesome, safe, athletic competition and the development of respect for everyone involved.

2. To promote the importance of education and to pledge our cooperation to others in the field of education and sports.

3. To enhance and mold proper attitudes regarding sportsmanship, teamwork, discipline and the sense of fair play.

4. To teach football and cheerleading fundamentals while developing healthy perspectives regarding the significance of winning and losing.

5. To introduce the game of football to the youth within the community and to further compliment the athletic programs at area high schools

# ARTICLE V: Statement of Membership in the Northern Connecticut Football League, Inc. (NCFL)

WPTP Junior Football League Inc. football and cheerleading , Inc. is a member of the Northern Connecticut Football League, Inc., and as such will comply with their bylaws and standing rules. The bylaws of our Corporation will not conflict or supersede the NCFL bylaws except where they pertain to the running of our Corporation where it does not affect the rules or the NCFL as a whole.

# ARTICLE VI: Amendments

The Board of Directors may, by a two-thirds (2/3) vote at the April Board of Directors meeting, alter or amend these bylaws, provided that written notice of the meeting, or waiver of such notice shall have been signed by all the Directors. Such proposed amendments shall have been given in the call and notice of the meeting.

# ARTICLE VII: Fiscal Policy

1. ACCEPTANCE OF ASSETS. To accept, acquire, receive, take, and hold by bequest, devise, grant, gift, purchase, exchange, lease, transfer, judicial order of decree, or otherwise, for any of its objects and purposes and property, both real and personal, of whatever kind, nature, description and whatever situated.

2. SALE. To sell, exchange, convey, mortgage, lease, transfer, or otherwise dispose of any such property, both real and personal as the objects and purposes of the Corporation may require, subject to such limitations as may be prescribed by law.

3. FUNDS. To receive and maintain a fund or funds of real and/or personal property, subject to the restrictions and limitations herein after set forth, to use and apply the whole and any part of the income there from and the principle thereof exclusively for charitable/educational purposes.

4. BORROWING. To borrow money from and from time to time, to make, accept, endorse, execute, and issue bonds, debentures, promissory notes, bills of exchange, and other obligations of the Corporation for monies borrowed or in payment of property acquired or for any of the purposes of the Corporation, and to secure the payment of any such obligations by mortgage, pledge, deed, indenture, agreement, or other instrument of trust, or by other lien upon, assignment of or agreement in regard to all or any part of the property, rights or privileges of the Corporation whenever situated, whether now owned or hereafter to be acquired.

5. INVESTMENTS. To invest its funds in such stock, common or preferred, bonds, debentures, mortgages, or in such other securities and property as its Board of Directors shall deem advisable, subject to the limitations and conditions contained in and bequest, devise, grant or gift, provided such limitations and conditions are not in conflict with the provisions of Section 501 (c) (3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

6. AUDITS. The books of account of the Corporation shall be kept in accordance with sound accounting practices and shall be audited annually by an Auditing Committee appointed by the Board of Directors and /or by a certified public accountant when the Board of Directors deems it to be necessary.

7. GENERAL. In general, and subject to such limitations and conditions as are or may be prescribed by law, to exercise such other powers which now are or hereafter set forth, or necessary or incidental to the powers so conferred, or conducive to the attainment of the purposes of the Corporation, subject to the further limitation and condition that notwithstanding any other provision of this certificate, only such powers shall be exercised as are in furtherance of the tax-exempt purposes of the Corporation and as may be exercised by an organization exempt under Section 501 (c ) (3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended and by an organization contributions to which they are deductible under Section 107 (c )

(2) of such code and regulations as they now exist or as they may hereafter be amended.

8. FISCAL YEAR. The fiscal year of the Corporation shall be the first day of January through the last day of December.

9. PURCHASES. The Board of Directors shall direct all funds, both incoming and outgoing, to be deposited and dispersed through a bank checking account administered by at least the Treasurer and the President or Vice President.

Upon approval of the budget, purchases for budgeted line items must be approved prior to ordering; approval must be by a quorum, and may be done electronically via email

Minor purchases may be made without the prior approval of the Board. The following officers may make minor purchases without prior Board approval:

* President………..up to $1,500.00 (Authorizing Equipment Purchases)
* Vice President….up to $200.00
* Secretary……….up to $50.00
* Treasurer……….up to $200.00

The following managers must have prior approval of the President to make purchases above the amounts below:

-Equipment Manager….up to $50

-Field Manager…..up to $50

-Apparel Manager….up to $50

DISSOLUTION. Upon dissolution of the Corporation, the Board of Directors shall dispose of the remaining assets of this Corporation to such organization(s) selected by the Board of Directors which shall be organized and operated exclusively for charitable or educational purposes, as described in Section 501 (c ) (3) and 170 (c ) (2) of the Internal Revenue Code of 1954. Any of such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principle office of the Corporation is then located, exclusively for charitable or educational purposes, as described in Section 501 (c ) (3) and 170 (c) (2) of the Internal Revenue Code of 1954, shall be deemed to include references to the corresponding provisions of any future United States Internal Revenue Law. It is intended that the Corporation shall be of the character described in the provisions of Section 501 (c ) (3) of the Internal Revenue Code of 1954 as amended. The Corporation may be dissolved at any time by a vote of two- thirds (2/3) of the members eligible to vote at any meeting called to consider such dissolution, provided that the call for said meeting is in writing and sent to all members in good standing at least seven (7) days prior to said meeting

# ARTICLE VIII: Organization

1. EXECUTIVE OFFICERS OF THE CORPORATION. The executive officers of the Corporation shall be a President, a Vice President, a Secretary, a Treasurer, and a Safety Coordinator. The Officers shall have the powers of the Board of Directors between regular Board meetings. The actions of the Officers shall be submitted to the Board of Directors for ratification at the next regular meeting. Should an executive officer step down or be voted out of their position, he or she will not be able to hold that position for at least two full calendar years (one year removed from the program, one year serving as a board of directors member). A longer period may be set by the current executive officers.
2. TERM. The officers shall serve a term of two (2) years to commence on the first day of January, after the Annual Meeting. The office of President, Treasurer, and Registration Secretary shall be elected in odd years, and the office of the Vice President and Secretary in even years.
3. VACANCIES. Vacancies among the officers may be filled by election by the Board of Directors. Elections to fill such vacancies may be held at any regular meeting of the Board of Directors provided that notice of the proposed election appears in the call of said meeting.

4. OFFICERS DUTIES

* 1. **The President,** as chief executive officer of the Corporation, shall have general charge and supervision of the affairs of the Corporation and shall do and perform such other duties as may be assigned to him or her by the Board of Directors. The President shall preside at all meetings of the Board. The President is authorized to sign all checks and orders for payment of monies.
	2. **The Vice President**, except as specifically limited by action of the Board of Directors, shall perform the duties and have the power of the President during the absence or disability of the President The Vice President shall also perform such other duties as may be delegated to him or her from time to time by the Board of Directors or by the President.
	3. **The Treasurer** shall have charge of the finances of the Corporation under the direction of the Board of Directors. He or she shall have the care or custody of all deeds, certificates, securities, and money belonging to the Corporation. He or she shall keep full accounts and at each meeting of the Board of Directors shall render an account of the receipt and expenditures incurred from the previous meeting. The Treasurer shall sign all checks and orders for payment of monies, shall receive all income, donations and bequests and shall have power to receipt therefore. The treasurer will also oversee and assist the Football and Cheer equipment managers and Merchandise/Apparel manager in taking inventories necessary to complete annual tax return. All monies shall be maintained at a recognized financial institution. A complete accounting will be presented to the Corporation at the Annual Meeting. A proposed budget to be presented at the February meeting for discussion and the final budget to be presented at the April meeting.
	4. **The Secretary** shall keep the records of the meetings and all books, records, and papers of the Corporation, outside those kept by the Treasurer, and shall give notices required by law or by these bylaws and shall perform such other duties as the Board of Directors may, from time to time, determine or as are customarily appurtenant to the office of Secretary.
	5. **The Safety Coordinator** shall be responsible for the following;

Report all safety incidents to the e-board.

Report any equipment failure to equipment manager.

Once all medical forms have been completed for all players and cheerleaders. The Player Safety Coordinator should receive a copy of all forms that have medical history on them prior to day 1 of conditioning.

Player Safety Coordinator should be notified of any and all accidents where a player/ cheerleader is injured or sick where that layer misses game or practice times. All incident/ accident reports should be completed within 24 hours of any accident or injury and a copy should be given to the Player Safety Coordinator.

Once a player returns from an injury and the head coach receives a return to play note from the doctor the Player Safety Coordinator should review the note and/or the player/cheerleader if head coach or parents have any questions.

The Player Safety Coordinator should work directly with the equipment manager to ensure that all equipment given to the players is within a safe standard.

1. BOARD OF DIRECTORS. The Board of Directors shall consist of the Officers, up to seventeen (17) Members at Large. Should a member of the board of directors step down or be voted out of their position, he or she will not be able to hold that position for at least one full calendar year. A longer period may be set by the executive officers. After completion of the time served he or she would need to start the process of becoming a board member from the beginning.
2. TERM. Members at Large and Alternate Members at Large shall be elected and serve a term of one (1) year, to commence on the first day of January, after the Annual Meeting.
3. VACANCIES. Vacancies on the Board of Directors may be filled by the Board of Directors at any regular meeting or special meeting of the Board of Directors by a simple majority vote of candidates nominated at such meeting.
4. BOARD OF DIRECTORS DUTIES. The Board of Directors shall manage the activities, properties, and affairs of the Corporation and shall be part of the voting representatives of the Corporation members at all meetings as defined in these bylaws, except the Annual Meeting of the Corporation.

A quorum for the transaction of any business of the Corporation shall consist of a majority of the Directors in office. Unless otherwise specified in these Bylaws, the following voting procedures shall apply. The President shall determine what Board of Director matters shall be put to vote, provided that any voting Director can demand that a matter be put to vote. Matters shall be determined by a simple majority vote. The President may direct that matters can be decided by voting via electronic mail.

* 1. MEMBERS AT LARGE. Members at Large and Alternate (non-voting) Members at Large shall serve as general representatives of the Members of the Corporation at Board of Directors meetings. Members at Large shall do and perform such other duties as may be assigned to him or her by the Board of Directors. Each Member at Large will need to chair one committee from the following options:
* Cheerleading Coordinator
* Equipment Manager
* NCFL Rep
* Volunteer Coordinator
* Event Coordinator
* Field Maintenance Manager
* Apparel Coordinator
* Webmaster
* Fundraising Coordinator
* Game Day Concessions Manager
* Marketing & Recruiting
* Special Committees:

As determined by the President

1. CORPORATION MEMBERS
	1. All parents and/or guardians of registered youth, Officers and Board members, are automatically members of the Corporation, but this does not preclude others from becoming members. Any persons who do not have youths registered in the program, but are interested in becoming members of the Corporation should contact a Board Member.
	2. The duties of the Corporation members as volunteers shall be determined by the Board of Directors, as needed from time to time. Corporation members shall be limited to voting solely at the Corporation’s Annual Meeting for Officers and Directors of the Corporation.
2. NOMINATIONS. Nominations for Officers and Board of Directors candidates can be made by any Corporation Member at the November meeting of the Board of Directors. Nominations in addition to the slate of candidates nominated at the November meeting may be made from the floor at the Annual Meeting. Candidates for Officer and Board of Director positions shall be elected at the Annual Meeting by a simple majority vote. . An executive board member must be an active board member prior to being nominated for an executive officer position.
3. HEAD COACHES. Are fully responsible for the overall management, safety and welfare of all players and cheerleaders of their respective teams. Their actions, as well as those of their assistants, must at all times be consistent with the objectives of this organization and in compliance with these By-Laws, according to the Coaches’ Code of Conduct. Head Coaches are responsible for strict compliance with all rules and regulations of the W.P.T.P., issuing, maintaining and controlling all league-owned uniforms and equipment, and for full participation in all activities as requested by the Board of Directors. Head Coaches shall obtain a copy of each child’s registration, physical form, consent form and birth certificate before the first practice or that child will not be able to participate. Coaches shall certify that all forms are present to their Coordinator and shall inform their Coordinator of any changes in their roster.
	1. Head coaches have the right to choose their assistant coaching staff, final ruling will come from the executive officers, who have the authority to remove a coach from the staff.
	2. Head coaches shall attend all WPTP meetings, including; monthly board meetings, weekly coaches check in, any other meeting set forth by the Executive officers.

# ARTICLE IX: Standing Committees/Coordinators

1. GENERAL. Membership on any committee is unlimited unless specifically indicated or otherwise implied. The chairperson may be a volunteer, elected by a majority of the committee members, be appointed by the Board of Directors, or as specified by these bylaws.
2. BYLAW COMMITTEE. The Bylaw Committee shall meet at the request of the Board of Directors. The Chairperson of the Bylaw Committee shall be the president and/or the Vice President. The purpose of the Bylaw Committee is to review or propose changes or revisions to the Bylaws of the Corporation. Majority vote of the committee is necessary to determine the Bylaw changes or revisions to be proposed to the Board of Directors and should be submitted to the Board of Directors for final approval.
3. FUNDRAISING/SPONSOR COMMITTEE. The Fundraising Committee shall be chaired by the Fundraising Committee Chairperson. This role includes events, raffles and sponsorships. The Fundraising Committee Chairperson shall work with the Treasurer to account for expenses and income for ongoing fundraising/sponsorship activities.
4. FIELD MAINTENANCE COMMITTEE. The Chairperson of the Field Maintenance Committee shall be the Field Manager. He or she shall be responsible for preparation and setup of all home games, practices and special events, to include all field markings, proper equipment placement, and organizing pre-season field set-up and post-season tear down.
5. EQUIPMENT COMMITTEE (FOOTBALL AND CHEERLEADING). The Equipment Managers shall be responsible for organizing, accounting, inventorying and storing all equipment and uniforms. He or she will also assist the coaching staff in the issue and collection of all uniforms and equipment. It shall be the responsibility of the equipment manager to submit a listing of equipment, which requires repair or certification, to include the weigh in scale. The Equipment Managers shall also assist the Coaching Coordinators as necessary.
6. GAME DAY CONCESSIONS MANAGER. The Game Day Concession Manager, oversee the operations of the Concessions Committees and game day concessions. In addition, the managers will handle the operational, sales, shopping and management duties for their respective areas.
7. VOLUNTEER COORDINATOR. The Volunteer Coordinator shall oversee the scheduling and completion of parent/family volunteer duties..
8. APPAREL COMMITTEES. The Apparel Chairperson shall chair the Apparel Committees. This person will also be responsible for all jobs relating to the purchase, sales and distribution of apparel for the organization, and working with the apparel vendor.
9. EVENT COORDINATOR. The Event Coordinator will oversee all events before after and during the season, Banquets and any other event being put on by WPTP and will be responsible for organizing all aspects of the events. Including any food or supplies, coordinating routines with each cheerleader coach, setting up music and cleanup. This person will also oversee the Banquet and will be responsible for scheduling and organizing all aspects of the Banquet, including but not limited to food, collecting photos, and preparing gifts. The role will oversee all jobs related to team and individual photos, including distribution of order forms, coordination of teams on picture day and working with the photography vendor.
10. NCFL REPRESENTATIVE (FOOTBALL AND CHEERLEADING) NCFL Representatives are to attend NCFL meetings representing WPTP and flow down information regularly.
11. CHEER COORDINATOR Shall be responsible for representing the WPTP at all Northern CT Football Conference meetings and for full cooperation and participation in all related activities to WPTP, including coordinating volunteers as needed. Coordinators shall ensure that their actions reflect the best interest of this organization and that the Board of Directors is informed of all conference activities. Coordinators shall oversee the smooth operation of all practices, scrimmages and games. Coordinators shall ensure that records of all participating cheerleaders are maintained, and that Head Coaches shall keep on file a copy of each child’s registration form, consents form, birth certificate and physical form. The coordinators shall ensure that an up-to-date roster of each team is maintained.
12. DISIPLINARY COORDINATOR Shall head Disciplinary Committee that handles all formal complaints, investigates, interviews, and determines proper discipline. An executive officer must hold this position, however, any member of the board member is able to hold a seat in this committee.

# ARTICLE X: Meetings

1. ANNUAL MEETING. The Annual Meeting of the Corporation shall be held in January of each year.
2. BOARD OF DIRECTORS. Board of Directors meetings shall be held on the fourth Monday of every month.
3. SPECIAL MEETINGS. Special meetings may be called by the President of the Board, and/or shall be called upon the request of three (3) or more Directors, by giving written or oral notice of such meeting at least 48 hours before and must clearly set forth purpose of meeting.
4. EXECUTIVE SESSIONS. Executive Session can be called by any Executive Board member, and is limited to the Board of Directors and specific invitees.
5. CHANGE-OVER MEETING. A change-over Board of Directors meeting shall be held in the month of February. Both newly elected Officers and Directors and prior year Officers and Directors shall attend. The purpose of this meeting is to instruct newly elected Officers and Directors in their duties and to pass on information and material pertinent to their position.
6. RULES OF ORDER. In all matters not covered by the rules of the League, Roberts Rules of Order shall apply.
7. ATTENDANCE. Attendance is required at all regular and special meetings. It is expected that you miss no more than two meetings in the year. Should you miss more have more than 2 unexcused absences (no shows) or three consecutive absences the board may vote on your removal.
8. OFFICERS MEETINGS. The Officers shall meet at the call of the President. A simple majority of Officers shall constitute a quorum.
9. VOTING. Unless otherwise specified in these Bylaws, the following voting procedures shall apply for the transaction of business by the Board of Directors. The President shall determine what matters shall be put to vote, provided that any voting Director may demand that a matter be put to vote. Matters shall be decided by a simple majority vote of the Directors present. In the event that matters requiring a vote arise outside of the meetings designated in subsections 1 through 4 above, the President shall have the authority to direct that voting will occur via electronic mail and any such vote shall have the same force and effect as an “in person” vote by the Board of Directors.
10. In the event a vote results in a tie, executive session will convene to evaluate and vote.

# PLAYER INJURY - A player requiring the services of a doctor (illness or injury) cannot return to practice or game play until he/she has a written release from the doctor specifically stating that the player may participate in full contact football or cheerleading which includes stunting, as applicable.

 Any participant which a coach suspects may have incurred a concussion must be seen by a physician or other qualified medical personnel, and cannot return to practice or game play until he/she has a written release from the physician or other qualified medical personnel specifically stating that the player may participate in full contact football or cheerleading which includes stunting, as applicable.

# ARTICLE XIV: Code of Ethics

All players and parents must abide by the NCFL ”Players’ Code of Ethics” and ”Parents’ or Guardians’ Code of Ethics,” respectively, the NCFL by-laws and the WPTP League by-laws. If a parent or player is found to have violated any of the parent/player code of ethics, the NCFL by-laws and/or the WPTP League by-laws , then they will be subject to any and all disciplinary actions deemed appropriate by the WPTP Board of Directors.

In addition, the NCFL By-laws require that each playing field be roped off or fenced in by a safety buffer zone of at least fifteen feet. The only personnel allowed to enter this buffer zone without expressed or written consent by the WPTP Board of Directors are the coaches, players, cheerleaders, officials and emergency technicians. This safety buffer zone is in effect for ALL fields, either home or away.

# ARTICLE XV: Participation Requirements

Parent(s) are required to fulfill their participation requirements if they have a child(ren) registered in the program. If parents cannot fulfill their volunteer requirements, they are obligated to work with the parent volunteer coordinator to reschedule or make-up the obligation before the end of the season. Parents will have the option of buy out for some duties.

# ARTICLE XVI: Discipline, Suspension or Termination

1. Participants may be disciplined, suspended or terminated by action of the NCFL President and/or Board (in accordance with NCFL by-laws), the WPTP Board of Directors as permitted by these by-laws or either League’s designee, with or without a hearing.
2. The WPTP Board of Directors, and/or its designee(s), shall at its own discretion, have the full and final authority to discipline, suspend or terminate the participation of any participant of any squad when, in the sole discretion of the Board of Directors and/or its designee(s), the intentions and/or conduct of such person is considered in violation of the rules, regulations, or code of conduct set forth by the WPTP League and/or the NCFL, or is simply considered detrimental to the best interests of the WPTP Youth Football and Cheerleading League and/or its participants. The participant may be given the opportunity, after a complaint is made or as an appeal, to a hearing in front of the Board of Directors, to be informed of the general nature of the charges and given an opportunity to answer such charges. The opportunity to answer said neither implies nor suggests that any action already taken can or will be overturned. Neither the participant nor the WPTP League may be represented by an attorney or anyone else at these proceedings unless both WPTP and the individual otherwise agree. The Board of Directors, in its sole discretion, will determine the appropriate nature of the hearing, including, but not limited to, whether witnesses will be called and questioned, whether to review tapes or other evidence, etc. All such hearings will be closed to the public.

 A. Board of Directors shall classify the violation as one of two violations; A Minor Violation can result in a warning or be as severe as a two (2) game suspension. No single minor violation shall exceed two games. Should a second Minor violation occur the Board of Directors can then view the most recent violation as a Major violation . A Major Violation will result in a minimum 2 game suspension and be as severe as permanent removal of the player and/or family from the organization. These decisions will be made as voted on by a majority of the executive board subject to the findings and recommendations of the disciplinary committee.

# ARTICLE XVII: Complaint Procedure

1. GENERAL PROCEDURE Coaches and parents of players are encouraged to discuss and work cooperatively to resolve any issues or concerns directly. Coaches shall allot time after each practice and game to speak with parents about any issues or concerns. Should the Coach and player’s parent fail to resolve any emergent disputes, the Coach or player parent may then contact the appropriate board of director member to attempt to resolve the matter. If the board of director member and the parties involved in the dispute are unable to resolve the matter, please follow the Formal Complaint procedures identified starting in Section 2 of this Article.
2. REGISTERING A FORMAL COMPLAINT. Persons wishing to register a complaint concerning any activity involving WPTP shall file said complaint with the President, in writing on the Complaint Form approved by the Board of Directors which may be found on the WPTP website ( wptphawks.com) or obtained from any member of The Board of Directors. The Board of Directors, in its sole discretion, may refuse to consider any complaint not filed on the appropriate form. If the complaint involves the President, the complaint shall be filed, in writing, to the Secretary. Failure to follow the WPTP procedures may result in player and/or family suspension from all WPTP activities.