

WEST CHICAGO WILDCATS BY-LAWS

ARTICLE I

This organization shall be known as the West Chicago Wildcats Youth Football Organization (WCWYFO) or West Chicago Wildcats.

ARTICLE II

PURPOSE

- A. The purpose of the WCWYFO shall be to provide both a sound and responsible football program for the youth of the area and to encourage the teaching of the fundamentals of football and the ideals of good sportsmanship.
- B. The purpose will be achieved by providing supervised competitive football games. The supervisors shall bear in mind that the attainment of exceptional athletic skill or the winning of games is SECONDARY, and the molding of their future is of PRIME importance.

ARTICLE III

MEMBERSHIP

- A. Application and Acceptance:
Any duly qualified adult may have his or her name submitted for general membership.
- B. Board of Directors:
An application for membership to the above mentioned positions must be submitted to the Executive Board for preliminary approval and then be approved by two-thirds (2/3) vote of the entire board. The position is held until December 31st each year.
- C. Revocation and Withdrawal
Revocation: The Governing Board by a two thirds (2/3) vote of the members present may terminate the participation of any individual for conduct unbecoming a member of WCWYFO.
Withdrawal: Any individual may withdraw by serving written notice on any member of the Board of Directors. The board member so served must give notice to the entire board within 48 hours.

ARTICLE IV GOVERNING BOARD

- A. The Governing board shall be vested in the Executive Board members, and the Board of Directors.
 - 1. Executive Board consists of the President, Vice President, Secretary, Treasurer and League Representative, Sponsorship Director, Web/Publicity Director.
 - 2. This committee shall be the administrative body charged with carrying out the every day affairs of the WCWYFO, which does not conflict with the rules and bylaws of the WCWYFO.
 - 3. The Board of Directors shall consist of all standing Committee chairpersons.
 - 4. Collectively the Executive Board and the Board of Directors hereafter referred to as the Governing Board, shall have full power to manage the affairs, control the assets and direct the activities of this organization, and carry out all duties as set forth in the bylaws and adopted policies.
 - 5. Each member of the board shall be entitled to one vote on all issues, regardless of the number of positions held.

ARTICLE V

OFFICERS

- A. Definition: The officers of the WCWYFO shall constitute the members of the executive board.
- B. General Qualifications: After establishing the first board all future officers of the WCWYFO shall be individuals who have served in some league capacity for at least one organizational year or has attended 7 meetings in one Organizational year. The organizational year of the WCWYFO shall begin on the first day of January in each year and end on the thirty-first day of December of that year. Except for the first year of operation the President and Vice President must have served on the Governing Board the preceding year.
- C. Terms of office: the voting members at the regular December meeting shall elect the officers of the WCWYFO. Each officer shall hold office for two years or until his/her successor has been duly elected. The elections for the President, Treasurer, and League Representative, Sponsorship Director will be held in December of even numbered years. The Vice President and Secretary, Web/Publicity Director in odd numbered years.
- D. Election of officers: The President shall accept nominations at the November meeting of the regular membership. Nominations shall be made and balloting shall be done for each office separately in the order named in Article IV section (A), unless accepted by acclamation. The candidate for each office receiving the highest number of votes cast by voting members present shall be declared elected.
- E. Duties and Powers of the Executive Board:
1. President - The President shall preside at all meetings of the Governing Board and shall, in general, supervise and control all the business affairs of the WCWYFO.
 2. Vice President - In the absence of the President or in the event that he/she is unable to act, Vice President shall perform the duties of the President. The Vice President shall perform all duties delegated to him/her by the President that are directly related to the operation and function of the WCWYFO.
 3. Secretary - The Secretary shall keep the minutes of the meetings of the Governing Board. See that all notices are given in accordance with the provisions of these bylaws or as required by law. Keep a register of the postal address and telephone number of each member, in general, perform all duties incident to the office of Secretary as may from time to time, be assigned to him/her by the President or the Executive Board. The Secretary is also responsible for publication and distribution of all materials presented to the Secretary by committees.
 4. Treasurer - The Treasurer shall have charge and custody of all books, funds and securities of the WCWYFO, he/she shall deposit all funds received in the name of the WCWYFO to the West Chicago Park District in accordance with these bylaws. The Treasurer shall pay all bills from the WCWYFO funds on deposit. The Treasurer must issue, at the regular meeting of the Governing Board a financial statement reflecting receipts, expenditures, and balance at the end of the previous calendar month. He/she will also be responsible for submitting a financial statement at the December meeting reflecting total receipts and expenditures for the preceding year.
 5. League Representative - Represent the WCWYFO at all league affiliation meetings, and report all league information back to the WCWYFO at the next regularly scheduled meeting. Rules - Shall be responsible for review and revision of all proposed rules and will make recommendations of any change to the Governing Board. Weigh-In - Shall be responsible for coordinating team weigh-in with the league.
 6. Sponsorship Director – The Sponsorship Director is responsible insuring that the WCWYFO receives funds from Companies in or around the WCWYFO boundaries to help offset other expenses that occur during the WCWYFO season.
 7. Web/Publicity Director – This position is responsible for maintaining the Web site with all current calendar of events for the WCWYFO. The Web/Director will receive information from the WCWYFO board and coaches. This position is responsible for maintaining communications with local news papers.
- F. Vacancies from Office
1. In the event that the President vacates office prior to or during a term of office, the Vice President shall assume full duties, responsibilities and powers of the president until a successor is elected.
 2. In the event that the Vice President vacates office prior to or during a term of office, the Secretary shall assume full duties, responsibilities and powers of the Vice President until a successor is elected.

3. The Governing Board may fill a vacancy in the elected office of Secretary, Treasurer or League Rep for the un-expired portion of the term.

ARTICLE VI

BOARD of DIRECTORS

- A. The Board of Directors will consist of Committee Chairpersons approved by the Executive Board and the Board of Directors.
- B. Duties of Standing Committee Chairpersons

Coaches Committee

Coach evaluation - Shall be responsible to implement and secure coaching evaluations from; all head coaches as to their assistants and other head coaches, parents of participating players, and players (when age and maturity allow). The evaluations should adequately measure the coaching criteria set out in Article VIII, or other criteria set out by the governing board pursuant to Article VIII. The chairperson shall present recommendations for head coaching positions to the Executive Board. The Coaches Committee shall be responsible to provide educational materials and opportunities that improve the overall quality of the West Chicago franchise and shall also develop consistent offensive and defensive terminology to the extent deemed appropriate by the Governing Board.

Equipment

Shall be responsible for recommending the purchase of helmets, pads, jerseys, footballs, etc. and to maintain an updated inventory of all equipment. Coordinate the distribution of equipment and its proper return. This position will work with the President and Treasurer.

Pre Season Bowl

Shall be responsible for soliciting teams, scheduling games and referees. This position will work with the league rep.

Concessions

Shall be responsible for the ordering of supplies, scheduling and training of head coaches to manage the concession stand, and for maintaining a record of expenditures and receipts from the concession stand.

Head Team Parent

Organize and control a unified homecoming celebration, and provide support for the concession stand workers. Shall be responsible for organizing the team banquet to be held at the end of the year.

Awards/Pictures

Shall be responsible for interviewing and recommending photographers for picture day and action photos, negotiate contracts, and follow up on delivery of pictures and plaques.

Pep Rally/Homecoming

This position is responsible for the coordination of pep rally/Homcoming with the WCWYFO Board.

Spirit Wear

Responsible for desining, purchasing and distributing all spirit wear.

- C. The executive Board has the authority to appoint additional committees or delete unnecessary or obsolete Committees.

ARTICLE VII

Participation

- A. A registration fee will be charged annually to each participant
- B. Each applicant must submit a valid proof of birth and an application signed by a parent or legal guardian.
- C. Players are accepted on a first come first serve basis. After the team maximum has been reached a waiting list will be established. Players from the waiting list will be called if an opening becomes available.

Additional teams may be formed as deemed necessary by the Governing Board and as Head Coaches become available.

ARTICLE VIII

COACHES AND ASSISTANT COACHES

- A. Applications for the head coaching positions will be accepted beginning with the regular January meeting. The Executive Board will meet and review applicants and recommendations from the Coaches Committee. The Governing Board will vote on applicants and report coach selections as soon as possible. Criteria used in coach selection process includes but is not restricted to, fitness for the job, training, certification, experience, and seniority. It is expected that all coaches will act in an exemplary manner. However, any action contrary this will be reviewed first by the Coaches Committee, then the Executive Board and finally the Governing Board if necessary. A coach will also follow this same chain if a conflict arises.
- B. Assistant Coaches - Assistant Coaches will be appointed by the head coach and can be released by same, except where the head coach requests the Executive Board to decide by review what action is to be taken by written notice.
- C. Term of coaches - Head coaches and assistant coaches will be appointed for one calendar year, starting on March 1 and continuing until a replacement is named or the governing board eliminates the particular team the person is listed as head coach of.
- D. Vacancies - A vacancy of any head coach will be filled by the Coaches Committee, per Article VI Section B. A vacancy of any assistant coach will be filled by the head coach for the un-expired portion of the season.

ARTICLE IX

TEAMS

- A. All applicants must meet age and weight requirements as specified by the league. All registration fees, waivers and other obligations must be completed per West Chicago Park District procedures to participate.
- B. Each player on the team has an obligation to him/her self and to his teammates, during the length of the season, to attend all practices, games and to do his share in fund raising activities. It will be the head coaches responsibility to see that his players meet these obligations. No player will be allowed to move up more than two levels do to thier weight or any other reason.
- C. All players must meet the requirements of the coaching staff without interference from parents. If a player or parent refuses to comply, they will be released from the program with a refund of any fees paid upon return of all equipment issued.
- D. All head coaches are encouraged to hold a meeting at least one week prior to the beginning of the season where potential players and their parents will be advised to attend. At this time, the head coach will explain philosophies and coaching techniques that will involve all players. At this time, potential players will have the opportunity to ask any questions in organized fashion and, at the head coaches discretion, fill out a questionnaire stating their past performance in football, i.e. team, weight, position, offensive or defensive specialties, this will enable the head coach to organize personnel for each season.
- E. Each team is required to have a team parent. Their individual responsibilities will be left to the discretion of the head coach and or Head Team Parent. The head coach must submit the team parent's name and phone number to the Head Team Parent at the beginning of the season.
- F. The Governing Board will determine when additional teams will be formed in any weight class before the BGYFL team commitment deadline.

ARTICLE X

MEETINGS

- A. Regular Meeting - A regular meeting of the Governing Board shall be held on a regular specified day of each month, unless otherwise directed by the Executive Board.
- B. Special Meetings - Special meetings may be called either by the President, 2 (two) other officers, or upon written request of 4 (four) representatives of the Governing Board. Written notice of any special meetings, stating the place, day and hour, shall be sent to each representative at least seventy two hours prior to the time of such meeting, the purpose for which such a meeting is called shall be stated in the notice.

- C. Roberts Rules of Order shall govern the proceedings of all meetings, except where the same conflicts with these by-laws of the WCWYFO.
- D. A quorum will be considered as 51% of the voting Governing Board.
- E. All voting shall be done by the members of the Governing Board.
- F. The method of voting shall be oral unless any board member requests a secret ballot.
- G. All proxy ballots must be in writing.
- H. Governing Board members must attend a minimum of 7 regular monthly meetings to remain on active status with the organization. Representatives may attend for any member.
- I. Head Coaches must attend West Chicago Franchise coaches' meetings and seminars. Assistant coaches are strongly encouraged to attend.

ARTICLE XI

FINANCIAL POLICY

- A. The Governing Board shall decide all matters pertaining to the finances of the WCWYFO and it shall be a permanent policy to place all income in the league treasury, directing the expenditure of same in such a manner as will give no individual or team advantage over the others.
- B. The Executive Board may authorize any member or members of the Governing Board to enter into any contract or execute and deliver any instrument in the name of and on behalf of the WCWYFO.
- C. All funds of the WCWYFO shall be deposited to the credit of the WCWYFO with the West Chicago Park District at appropriate intervals.
- D. The Governing Board reserves the right to maintain a petty cash fund with the treasurer.
- E. For financial purposes the fiscal year shall be coincidental with the fiscal year of the West Chicago Park District. _____.

ARTICLE XII

INTERNAL POLICY

Standing policies shall be adopted by a majority vote. Such policies may be rescinded by two-thirds (2/3) vote of board members present.

ARTICLE XIII

DISSOLUTION

In the event of dissolution of the WCWYFO, all monetary funds and physical equipment will be turned over to the West Chicago Park District.

ARTICLE XIV

AMENDMENTS

Any by-laws, rules, or policies of the WCWYFO may be amended or repealed by a 2/3 vote of the members of the Governing Board, provided that written notice of such a proposed change will be submitted to every member of the Governing Board at least one week prior to the regular meeting at which the vote will take place.

ARTICLE XV

INTERPRETATION

Interpretation of these by-laws or any rules or amendments passed thereunder, shall rest with the Governing Board.

Created January 6, 2001

ARTICLE XVI (Amendment 09152009)

SELECTION OF PLAYERS

- A. Upon registration, each player will be assigned to their age level regardless of the player's initial weight.
- B. In divisions with Gold / Silver designations, at the conclusion of a one week evaluation period, the Gold team head coach will first select players from all eligible participants in that division. Remaining players will be assigned to the Silver team. If there is more than one Silver team, the remaining players will be divided by an equal draft process between the Silver head coaches.
- C. In divisions with no Gold / Silver designations, the participants will be placed on teams through an equal draft process between the head coaches.
- D. Player movement for weight purposes must first be approved by the Head Coach of the initial team the player is assigned. A final decision is not required until final rosters must be determined in accordance to BGYFL policy. Final team assignment for those players ineligible for weight reasons will be made by the Executive Board of the WCWYFO.
- E. After week one evaluations are completed and player team assignment has concluded, there will be no movement of players between teams unless approved by the Head Coach of the team the player is assigned.
- F. Any issues or problems regarding the Player Selection Policy should be brought to the attention of the WCWYFO Executive Board for resolution. This policy may be modified at the discretion of the Executive Board of the WCWYFO