

## **The Westminster Optimist Football and Cheerleading Association By-Laws Approved November 4, 2003**

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

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

WOFOCA shall have five (5) elected officers consisting of a President, Vice President, Treasurer, Football Area Director and Cheerleading Area Director. The President, Vice President, and Treasurer must be members of the Westminster Optimist Club. They will be elected by a simple majority vote by the general membership, serving a term of one year and taking office in January.

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

Upon their elections, the elected officers shall appoint as many as six (6) additional board members. 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, player agent, recording secretary, way and means director, or one or more additional director(s).

#### **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

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

Assists President in the performance of his/her duties

Serves as the WOFOCA representative to the Westminster Optimist Club, keeping them informed of all WOFOCA activities

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 WOFOCA

Acts as liaison with the Westminster Optimist Treasurer concerning all financial transactions of WOFOCA

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

Manages and oversees all financial transactions of WOFOCA

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

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

Serves as Area director to the CCFL for Football issues, act as liaison between WOFCA and the league

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

Present at all WOFCA scheduled events

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

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

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

Present at all WOFCA scheduled events.

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

Establishes and enforces the policies of the WOFCA in accordance with the principles of the Westminster Optimist Club.

Authorizes the raising of funds for the WOFCA.

Maintains the organization and insures its continued existence.

Arranges for filling any vacancies.

**Section 9: Individual Duties of the Board of Directors**

Recording Secretary

- Records minutes of each meeting; maintains a permanent record of such meetings, and makes these records available to WOFCA.
- Maintains historical record of WOFCA.
- 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 WOFCA football/cheerleading equipment. (There must be approval for all purchases by the officers via a purchase order number.)

Player Agent

- Responsible for acting as representative of football/cheerleading players in event of conflict.

Ways and Means Director

- Heads Ways and Means Committee which shall consist of no less than three (3) persons. Responsible for procurement and execution of pizza sales, raffle tickets, program pictures and advertising.

#### Concession Director

- Responsible for day-to-day operation of concession stand including purchasing, stocking and managing of funds directly related to the concessions stand.

#### Additional Director(s)

- Perform duties as assigned by the President including, but not limited to, managing the equipment, managing fundraising activities, and operating the refreshment stand.

## **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 WOFCA, 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 the Elected Officers.

The use of secret ballots is allowed at the discretion of the presiding officer. 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 WOFCA 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**

The WOFCA shall have 11 regularly scheduled meetings to take place the first week of every month except for January. All other meetings of the WOFCA 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.

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 at 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 the WOFCA 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 WOFCA'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 WOFCA 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:** The Board of Directors will decide all matters pertaining to the finances of WOFCA. The president may, at his discretion, approve the purchase of items whose cost is up to \$100.00.

**Section 2:** All funds will be placed in the program treasury.

**Section 3:** The WOFCA fiscal year will run concurrently with the calendar year, beginning January 1 and ending on December 31

**Section 4:** No officer or member of WOFCA will receive, directly or indirectly, any salary or compensation from WOFCA for such services rendered.

**Section 5:** 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:** Program financial information will be available to all members at the regularly scheduled meetings.

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

**Rule 1:** At the conclusion of each season's activities all WOFCA property is to be returned to the WOFCA and stored at the designated storage site established by the WOFCA. This requirement is deemed to include any and all items in which the WOFCA has an ownership claim.

**Rule 2:** Head coaches are expected to attend every WOFCA meeting. If the head coach of a given team cannot attend, he/she must designate an assistant coach to attend.

**Rule 3:** All head coaches must follow list of criteria.

100% responsible for his/her team's equipment before, during and after season (including equipment turn-in).

All must comply with coaches' Code of Conduct

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:** All officers and head coaches must participate in registration and equipment turn in.
- Rule 5:** 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:** All coaches and elected and nominated Board Members are representatives of WOFCA, and their actions reflect directly on the reputation and future of WOFCA. While furthering WOFCA business, all representatives will act in the best interests of WOFCA.