

Waldwick-Midland Park Junior Football and Cheerleading Association

By Laws

BYLAWS of the Waldwick-Midland Park Junior Football and Cheerleading Association to be known as WMPJFCA

Article 1: Name, Purpose, Objectives

Section 1: The name of the organization shall be the Waldwick-Midland Park Junior Football and Cheerleading Association.

Section 2: The Waldwick-Midland Park Junior Football and Cheerleading Association is organized exclusively for charitable and educational purposes, more specifically to provide a football and cheerleading program for grades K through 8 in the Borough(s) of Midland Park and Waldwick.

Section 3: Objectives

- a.** To provide quality recreational football and cheerleading programs for pre-high school children in Waldwick and Midland Park;
- b.** To Provide necessary training and equipment for the children participating in Association activities;
- c.** To provide necessary funding for children participating in Association activities.

Article 2: Membership

Section 1: Membership shall consist of any person participating in the Association or having a child in the football or cheerleading program is eligible for membership and is considered to be a member. The active coaches, both head and assistants of the previous sports season shall have the right to vote for the Board of Directors, when terms have expired. Any other voting, as it pertains to any other aspect of the program will be the exclusive rights of the Board of Directors only.

Article 3: Annual Meeting, Monthly Meetings

Section 1: Annual Meeting. The date of the regular annual meeting shall be set by the Board of Directors who shall also set the time and the place, not to be later than 30 days of the end of the final game of the season.

Subsection 1a: It is at this meeting where any opening in the Board of Directors shall be voted on by the Membership.

Section 2: Special Meetings. A special meeting may be called in an emergent situation by the Chair or the Executive Board of Directors.

Section 3. Notice. Notice of each meeting shall be given to each member, by phone or email not less than ten (10) days before the meeting, unless it's for a Special (emergent) or otherwise noted by the Board.

Article 4: Board of Directors

Section 1: Board Role, Size, Compensation. The Board of Directors is responsible for overall policy and direction of the Members, and its delegate's responsibilities for the day to day operations to the Directors, Members and Committees. The Board of Directors shall have 9 members along with a President for a total of 10 Board of Directors. All Board Directors must maintain some type of active Coaching status. The Board of Directors shall receive no compensation in any manner.

Section 2: Meetings. The Board of Directors shall meet at least monthly, at an agreed upon time and place. These meetings will be open to the General Membership and with a time allotted for closed door Executive Committee sessions.

a. Any member of the Association can call for a special meeting by obtaining the approval of the majority of the then elected officers and advisors.

Section 3: Board Elections. Elections of new directors or election of the current directors to a second term will occur as the first item of business at the annual meeting of the corporation. Directors will be elected by a majority vote of the current directors.

Section 4: Terms. All Board members shall serve a 2 year term, but are eligible for re-election. Initially, the existing board of the WJCFA will combine with the existing board of the MPJFCA to form a newly combined board of the merged organization WMPJFCA. The new WMPJFCA board members will be assigned new roles and responsibilities

determined after merger terms are agreed. Initially, some board positions will be one year terms and some two year terms to stagger Board turnover. The board will consist of 12 members and president.

Section 5: Quorum. A quorum must be attended by at least 85 % percent of the Board of Directors members before business can be transacted or motions made or passed.

Section 6: Notice. An official Board of Directors meeting requires that each Member shall have at least 10 days' notice or a minimum of 85 % of the Board and 75 % of the members in attendance with a shorter notice.

Section 7: Officers and Duties. There shall be 9 officer members plus a President of the Board; consisting of a President, Executive Vice-President, Vice President of Football, Vice President of Cheer, Treasurer, Secretary/Registrar and 4 voting members consisting of newly elected positions: GAME DAY OPERATIONS AND SAFETY HEADS UP COORDINATOR, FUNDRAISING AND SPECIAL EVENTS, EQUIPMENT MANAGER, and DIRECTOR OF CHEERLEADING, Their duties are as follows:

President - Shall convene regularly Board Meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order. In the event of a tie vote from the Football and Cheerleading Board the President shall break the tie. General Spokesperson for the Board.

Executive Vice President - Shall, in the absence of the President, perform all the duties and have all the powers of the President. He / She shall also have such other powers and perform such other duties as shall be assigned to him/her by the Board. Scheduling, Business Manager.

Vice President of Football - Shall be first and foremost the liaison between football and the Board of Directors and the Coaching Staffs. Shall work hand and hand with the Director of Football for all the communication, needs, requests, and information needed for both parties. Shall be required to set the tone for all Football rules and regulations pertaining to coaches and players. Enforcing Rules and discipline on coaches and players

Vice President of Cheerleading - Shall work hand and hand with the Director of Cheer for all the communication, needs, requests, and information needed for both parties. Shall be required to set the tone for all Cheerleading rules and regulations pertaining to coaches players. Enforcing Rules and discipline on coaches and players

Treasurer - Shall make reports at each Board Meeting in regards to the finances of the Board. Shall Chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board Members

and the Public. Handle taxes and 501c tax burden. Assuring that all corporate records are maintained.

Secretary/Registrar - Shall be the administrator for the Board, shall be in charge of the by-laws and amendments', shall be responsible for keeping records of the Board actions, including overseeing the taking of the minutes at all board meetings, sending out minutes at all board meetings, sending out meeting announcements, distributing copies of the minutes and the agenda to each Board Member

Cheer/Flag Cheer Director - All cheerleading needs, shall be in charge with emailing to all cheerleading coaches and all cheerleading parents on all levels. Shall be charged with all the same duties and responsibilities as the Vice President of cheerleading and in the event that the Vice President is absent (extended period of time) shall assume and perform her duties as assigned by the Board.

Game Day Field Operations / SAFETY HEADS UP COORDINATOR - Shall be in charge of all actions that would allow the Game days to coordinate smoothly. Field Set up and Clean Up. Music Coordination.

Equipment Director - In Charge of all Football and Cheer equipment and storage needs. Coordinate with all vendors in regards to Football and Cheer needs. Shall oversee and manage the Coordination of the Concession Stands and the people whom the board set as Concession Personnel.

Fundraising and Special Events Director- Shall be in charge and oversee all efforts to establish and coordinate all board assignments that would fundraise for the Board. Shall be responsible for all fundraising activities of the Association. Duties also include managing the website and all social media accounts, publishing the associate newsletter and working to promote the programs and its services. Special Events, etc. This includes fundraising, already in place Oktoberfest, apparel sales and collecting coins cans.

Section 8: Vacancies. When a vacancy on the Board exists, nominations for new members may be received from the present Board Members by the Vice President two weeks in advance of a Board meeting. These nominations shall be sent out to Board Members with the regular Board Meeting announcement to be voted upon at the next Board Meeting. These vacancies will be filled only to the end of the particular Board member's term.

Section 9: Resignation, Termination and Absences. Resignation from the Board must be in writing and received by the Secretary. A Board member shall be dropped for excess

absences from the Board if s/he has three unexcused absences from Board Meetings in a year.

Section 10: Special Meetings. Special Meetings of the Board shall be called upon the request of the Chair or one-third of the Board (1/3). Notices of Special meetings shall be sent out by the Secretary or Administrator to each member postmarked two weeks in advance.

Article 5: Committees

Section 1: The Board may create committees as needed, such as fundraising, purchasing, award dinners, etc. The Board President appoints all committee chairs. The President and the Executive Vice President sit on all committees.

Section 2: The Board of Directors of the association shall serve as members of the committees, and shall have all of the powers and authority of the Board of Directors in intervals between meetings of the Board of Directors, subject to the direction and control of the Board of Directors.

Section 3: Finance Committee. The Treasurer is chair of the Finance Committee which includes three other Board Members. The Finance Committee is responsible for developing and reviewing fiscal procedures, a fundraising plan, and annual budget with staff and other Board Members. The Board must approve the budget, and all expenditures must be within the budget. Any Major change in the Budget must be approved by the Board. The Fiscal year shall be the calendar year. Annual reports are required to be submitted to the Board showing income, expenditures and pending income. The financial records of the organization are public information and shall be made available to the membership, Board Members and the public.

- a. FISCAL YEAR:** The fiscal year shall begin with the February meeting of each year.
- b. FIANCIAL:** All funds of the Association, from whatever source, are to be turned over to the Treasurer for deposit in the Association's account. The Treasurer's books are to be offered for audit once a year at the end of the fiscal year. The fiscal year shall run from February to the end of January. The Association shall have all such accounts at such banks as the Board of Directors shall determine from time to time.
 - i.* The Association shall keep the name WJFCA for the currently formed 501c. This current account shall be used as the primary account for the newly formed Association.

- ii. During the Transition phase of the Association; each town shall hold a Legacy account should the agreement not be renewed.*
- c. Expenditures:** No Officers or members have the right to incur debt beyond budgeted allowances unless approved by a majority of the elected officers. All expenditures must be reviewed at each regular monthly meeting of the members.
- d. Property:** All equipment purchased by or gifted to the Association is to be the property of the Association.

Article 6: Selection of Coaches:

All head coaches shall be chosen by a majority vote of the Board of Directors. All head coaches may continue in their positions until the end of the season in which they are chosen, unless the Association decides by a majority vote of its members that the interests of the Association and/or the children are best served by replacing a head coach. The head coaches shall submit their choice(s) of assistant coaches for the approval by the Board of Directors; with fair representation from both Waldwick and Midland Park; if those coaches are so qualified.

- a. Coaching Vacancies:** When a head coaching vacancy occurs during the season, nominations will be accepted, without need for a seconding, at a general meeting of the Association and the same will be referred to the Board of Directors / Executive Committee for Action.

Article 7: Amendments

Section 1: These Bylaws may be amended when necessary by a two-thirds (2/3) majority vote of all Board members. Proposed amendments must be submitted to the Secretary in writing and written notification must be sent to all members at least 20 days before the meeting at which a vote will be taken.

Article 8: Dissolution: In the event that the Association disbands, the equipment of the Association shall be sold and all funds of the association shall be deposited in the bank last

chosen by the Board of Directors. The funds are to then be distributed evenly between the legacy Waldwick Junior Cheer and Football Association and the legacy Midland Park Junior Football and Cheer Association.