

**WALKER INDEPENDENT FOOTBALL LEAGUE  
BY-LAWS**

ARTICLE I PURPOSE

- 1.1 The purpose of the by-laws is to act as a supplement to the Articles of Incorporation, but subordinate to those Articles in the event of a conflict between the two provisions. The by-laws shall act as a guide for the day operation of the corporation.

ARTICLE II MEMBERS

- 2.1 The regular members of the organization shall be the parents or legal guardians of the members of the various football teams and/or cheerleaders that are sponsored by the organization.
- 2.2 Special members of this organization shall be persons who are committed to the principles of this organization and who desire to become a part of the organization to assist in fulfilling the goals of the organization through coaching or other services. An individual who desires to be a special member may be recommended by a regular member and his/her name submitted to the Board of Directors for approval. Such members shall remain members until they are no longer actively involved in activities of the organization.

ARTICLE III GOVERNMENT

Section 1 Directors

- 3.1 Number. This organization shall be run by a board of directors elected by the membership annually and shall hold office until successors are duly elected and installed. The number of directors shall be twelve (13). In the event of a vacancy, the board of directors of the corporation may appoint a person to fill said vacancy until the next board of directors is elected by the membership. (Revised 04/16/2023)
- 3.2 Qualification. The directors shall be members of the organization duly elected by the members at a general meeting.
- 3.3 3.3 The board of directors shall be the principle officers of the organization duly elected by the membership, namely President, Vice-President, Secretary, Treasurer, Field Maintenance & Equipment Manager, the Head Coach of each of the football teams, the Head Cheerleader Coach, Fundraiser Chairperson/ Event Coordinator, Concession Chairperson, and Public Relations Manager. (Revised 05/16/2023)
- 3.4 Removal. The Board of Directors may remove any member of the organization by a two-thirds (2/3) majority vote of the board.

Section 2 Officers

- 3.5 Number and Qualifications. The officers of the organization shall be the members of the board duly elected by the general membership. The president and board of directors may from time to time elect or appoint other officers and committees to serve during the term of the board.

### 3.6 Duties. The duties of the officers shall be as follows:

#### General

- Shall be expected to attend board meetings throughout year
- Shall be expected to assist with game day activities
- Shall be expected to participate in fundraising activities
- Shall be expected to attend normal practice dates
- Shall be expected to conduct themselves in a professional and courteous manner at all times

#### President

- Shall preside at all meetings of the directors and general membership
- The Executive Chief Officer, with general management of the organization's business
- Has power to make contracts in the ordinary course of business
- Shall see that all orders and resolutions of the board are carried into effect
- Direct other officers in the performance of their duties
- Has power to execute all authorized instruments
- Shall generally perform all acts incident to the office of President or which are authorized or required by law, or which are encumbered upon him/her under the provisions of the Articles of these by-laws

#### Vice President

- Shall in absence or disability of the President, perform his/her duties and exercise his/her powers
- Shall have such powers, and shall perform such duties as shall be assigned to him/her by the board of directors or by the president
- Shall assist other directors with scheduling volunteer help during game day and fundraising activities
- Shall have responsibility for activities related to end of year player banquet subject to approval of directors (i.e. location, food, jackets, trophies and etc.)

#### Secretary

- Shall give, or cause to be given, notice of all meetings of the general membership and directors
- Shall give, or cause to be given, all other notices required by law or these by-laws
- Shall record all proceedings of the meetings of the general membership and directors in a book to be kept for that purpose
- Shall perform other duties as may be assigned to him/her by the directors or the president from time to time
- Shall provide information for maintenance of website
- Shall provide weekly newsletter
- Shall provide and maintain game day rosters and programs
- Shall provide and maintain registration information, including SLYFA required team book

#### Treasurer

- Shall have custody of all funds, securities, evidences or indebtedness, and other valuable documents of the corporation
- Shall give, or cause to be given, receipts and debts of the corporation of whatever nature when due
- Shall enter, or cause to be entered, in books of the corporation to be kept for that purpose, full and accurate accounts of all monies received and paid out on account of the corporation
- Shall whenever required by the president or directors, he/she shall render a statement of accounts
- Shall keep, or cause to be kept, such books as will show a true record of the expenses, gains, losses, assets and liabilities of the corporation
- Shall perform all other duties incident to the office of the treasurer
- Shall return to the corporation upon termination of his/her tenure all property of the organization under his/her control
- Shall maintain all Local, State and Federal status or updates
- Shall maintain and deposit all game day and fundraiser monies

#### Field Maintenance & Equipment Manager-(Formerly League Representative)

- Shall attend any Southern Louisiana Youth Football Association league meetings or any other league that the organization may become a member, when president and vice president are unavailable
- Shall be responsible for all football equipment, distributed and collected to football players and the equipment room
- May draft from the general membership to help with the equipment responsibility
- Shall be responsible for all field maintenance and repairs for game day or other activities

#### Head Coaches

- Shall have authority to appoint assistant coaches to assist him/her in the coaching of the team
- Shall be 18 years of age, including assistant coaches
- Shall have the responsibility to call practices and prepare teams to play in the league games
- Shall be responsible for supervising all practices, games, and all equipment issued to their teams
- Shall assist with game day set-up and break down of field equipment
- Shall be present at weigh in and other league required activities
- Shall not coach more than one team without approval of Board of Directors

#### Fundraiser Chairperson/ Event Coordinator (Revised 05/16/2023)

- Shall be responsible for all activities regarding raising funds outside of concession stand and registration
- Plan and Coordinate events within budget on Venue, food, decorations, etc.

#### Concession Chairperson

- Shall be responsible for all activities regarding concession stand (i.e. stocking, cleaning, ordering, supplies, food and etc.)

#### Public Relations Manager (Revised 05/16/2023)

- Prepare/ update information for Media such as Website, Social Media pages and Apps for communication
- In charge of social media sites and delegating a committee for assisting with managing posts- including but limited to info, pictures, and videos.

- Plan publicity strategies to help with advertising and recruiting.
- Create sponsorship packages to publicize after approval given from the board
- Make announcements to the media

## ARTICLE IV MEETINGS

### Section 1 Meetings/Voting

- 4.1 The general membership shall meet at least twice a year. Once meeting shall be near the beginning of the football season with purpose of the directors reporting on its activities, and such other business as may be needed to ensure the smooth operation of the organization; and one meeting near the end of the football season for the purpose of the electing officers and other business as needed.
- 4.2 Special Meetings: Special Meeting of the membership may be called by the President or by a majority of the Board of Directors at any time business exists that should come before the full membership.
- 4.3 Notice: Notice of meetings shall be both written notice and by telephone if possible. Notices may be sent home by team members and cheerleaders to their parents or legal guardians. At least one day's notice is required before a meeting can be called.
- 4.4 Voting. Voting shall be on a one person one vote basis by the members of the organization. Both parents or legal guardians of a child are eligible for one vote each and only those members present at the time of a vote may participate in voting.
- 4.5 Quorum. A quorum shall consist of 25 members of the organization providing that a reasonable attempt has been made to contact all members of the organization.

### Section 2 Directors

- 4.6 Annual Meeting: The directors shall meet at least once near the beginning of the term of the board, for the purpose of appointment committees and other individuals who will perform duties assisting in a smooth flow of operations.
- 4.7 Special Meetings: Special Meetings of the Board of Directors may be called by the President or by a majority of the Board members. The purpose of the call for a special meeting shall be stated at the request for said meeting by those parties requesting it.
- 4.8 Notice: Reasonable effort shall be made to notify all board members of any and all board meetings
- 4.9 Quorum: A quorum shall consist of a majority of the directors, who are present in person at any meeting of the board. If after the meeting is called to order, the number of persons constituting a quorum should withdraw or refuse to vote on any particular issue, it shall not affect the validity of any action taken after such withdraw or refusal.
- 4.10 Conference Call: It is specifically provided that any meeting of the directors may be held by conference telephone call or other communication medium as may be approved by the Board of Directors.

### Section 3 Committees

- 4.11 Regular and Special Meetings: Committees shall hold regular or special meetings as directed by the president or chairperson of such committee.
- 4.12 Notice: Reasonable effort must be made to notify all members of a committee of a meeting.
- 4.13 Quorum: A quorum of each committee shall consist of a majority of the members of said committee or those committee members actually present at such meeting.
- 4.14 Conference Call: It is expressly authorized that any meeting, either regular or special, of any committee of the organization may be made by conference telephone call or other communication medium as available and authorized by law.

### ARTICLE V AMENDMENTS

- 5.1 These By-Laws may be amended by 2/3 vote of the members at any duly called meeting of the Board of Directors.

### ARTICLE VI MISCELLANEOUS

- 6.1 Jackets: Any Child or coach who has participated on a team for four complete seasons or cheered for four complete seasons is eligible to receive a "letter" Jacket paid for by the organization. Also, any four year board member is eligible to receive a windbreaker or sweater at the expense of the organization.
- 6.2 Checks, Drafts, and Notes: All Checks, drafts, and Notes shall require at least two signatures to execute. The individuals eligible to sign such checks, drafts, or notes shall be the president, vice-president and treasurer.
- 6.3 The fiscal year for this organization shall be a calendar year January 1<sup>st</sup> -December 31<sup>st</sup> each year.
- 6.4 Awards Banquet. The organization will have an Awards Banquet after the completion of each season prior to December 25 of that season.

Dated: November 3,2015