



WAYNESBORO QUARTERBACK CLUB

BY-LAWS AND REGULATIONS
FOR ADMINISTRATION & OPERATION

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1. PURPOSE

The purpose of the Waynesboro Quarterback Club (WQC) shall be to promote youth football and cheerleading in the Waynesboro city school district, to further the development of leadership, character, sportsmanship, tolerance, discipline and athletic ability, to nurture youth fitness, volunteerism, a lifelong love of sports and shall serve as the central feeder system to the Waynesboro High School Little Giants Junior Varsity and Varsity football and football cheerleading programs.

WQC is a non-profit organization exempt from taxation under Section 501(c) (3) of the Internal Revenue Code. Membership in the WQC shall be open to all individuals in the Waynesboro city school district regardless of sex, race, color, creed, or religion.

2. BOARD OF DIRECTORS DEFINITION

The Board of Directors (referred to as BoD, "The Board", or Directors) shall be the governing body of the Waynesboro Quarterback Club consisting of the President, Vice President, Treasurer, and Secretary. These representatives shall be known as the Board of Directors and will be led by the President. New officers shall be elected at the January meeting and take office as of February 1st of the same year.

- a. Directors will be subject to a background check. Anyone who has charges on their background check may not be able to hold office.
- b. Directors shall serve no more than two (2) years consecutively without a majority vote from the Board of Directors.
- c. Any Director that fails to attend three (3) consecutive meetings will be subject to removal from the Board by a majority vote.
- d. In the case of a vacancy in a position on the Board of Directors due to resignation, death, illness or removal, the Board of Directors may consider not filling the position until the next regularly scheduled election, provided the workload of the vacant position can be adequately distributed to the remaining members. The Board may also consider nomination of a member who meets election criteria to serve the remainder of the open vacancy. This nomination must be approved by a majority vote of the Board.

3. BOARD OF DIRECTORS' ROLES AND RESPONSIBILITIES

a. President

- i. Leader of the Board of Directors directing all administrative matters. It is the president's job to see that the organization operates smoothly and in accordance with the Waynesboro Quarterback Club's policies and that of the Augusta County Quarterback Club's rules and regulations. All members of the Board of Directors report directly to the President.
- ii. Waynesboro representative to the Augusta County Quarterback Club.
- iii. The President shall hold no other position within the Waynesboro Quarterback Club.
- iv. Act as liaison between WQC and the Waynesboro Parks and Recreation Department.
- v. Act as liaison between WQC and the Waynesboro High School Administration.
- vi. Performs background checks of coaches and board of director members.
- vii. Coordinates safety and first aid certifications of coaches.

b. Vice President

- i. The Vice President shall perform the duties of the President in case of his/her absence or incapacity. The Vice President shall perform duties as assigned by the President.
- ii. Alternate representative to the Augusta County Quarterback Club.

c. Treasurer

- i. The Treasurer and up to two (2) other board member signatures will be the only signatures allowed on all banking transactions.
- ii. Keeps a detailed account of all cash receipts and disbursements by the organization.
- iii. Maintains supporting documentation for all purchases and all disbursements must be accompanied by a receipt. This documentation shall be available to any member of the Waynesboro Quarterback Club.

- iv. The finance records of the Waynesboro Quarterback Club may be subject to an annual audit.
- v. The treasurer will submit a record of all purchases or purchase orders to the appointed WQC accountant each month.
- vi. Collects and deposits all income funds for the organization (i.e. including but not limited to, funds from registration, concessions and fundraising.)
- vii. The Treasurer shall perform duties as assigned by the President.

d. Secretary

- i. Keeps an accurate record of the agendas and notes of all meetings of the Board of Directors and distributes to the Board of Directors members.
- ii. Maintains a complete list of all voting members.
- vi. Distributes all WQC materials (including but not limited to flyers for schools).
- vii. The Secretary shall perform duties as assigned by the President.

e. Past President

- I. to ensure continuity during governance transitions and organizational change, to help ensure the appropriate succession of Officers and Directors, to support the President in his/her role, and to provide continuity to the organization by providing historical context for issues.
- li. Participating actively in Board meetings, and/or any special meetings called by Board members or members at large
- lii. Along with other members nominate and vote on Board Members, coaching staff and any club business where a vote is called.

4. COORDINATION COMMITTEE DEFINITION

This will be a group of individuals who will assist the Board of Directors in carrying out its tasks. This group will be called Coordination Committee and consists of Volunteer, Fundraising, Concessions, Cheer and Football Coordinators. Any vacancies on the Coordination Committee shall be filled by a majority vote of the Board of Directors. New coordinators shall be appointed no later than the March meeting and take on their duties no later than April 1st of the same year.

- a. Coordination Committee coordinators will be subject to a background check. Anyone charged with a felony will not be able to hold office or hold a coaching position.
- b. In the case of a vacancy in a position on the Coordination Committee due to resignation, death, illness or removal, the Board of Directors may consider not filling the position until the next regularly scheduled election, provided the workload of the vacant position can be adequately distributed to the remaining members. The Board may also consider nomination of a member who meets election criteria to serve the remainder of the open vacancy. This nomination must be approved by a majority vote of the Board.
- c. Coordination Committee members shall serve no more than two (2) years consecutively without a majority vote from the Steering Committee Board of Directors.

5. COORDINATION COMMITTEE ROLES AND RESPONSIBILITIES

- a. Volunteer Coordinator
 - i. Schedules volunteers for Concessions, Chain Gang and Field Maintenance Crew for each home game.
 - ii. Maintains an accurate and complete listing of volunteers and alerts the board of directors of any no-show volunteers.
 - iii. Notifies all volunteers of the time and date of their duty as well as its expectations.
- b. Fundraising Coordinator

- i. Coordinates and manages all fundraising initiatives and events.
- ii. Assists the board of directors in the distribution and collection of all fundraisers.
- iii. Notifies the board of any participant that has not completed his/her fundraising duties.

c. Concessions Coordinator

- i. Arranges all aspects of concessions; menu, inventory, preparation, service, accounting and closing.
- ii. The concessions coordinator will provide a balance sheet to the Treasurer after each event and will perform an inventory count after each event.
- iii. Verify the receipt of monies and distribute funds to the Treasurer.

d. Cheer Coordinator

- i. Leads the effort to establish standards of excellence for the program in conditioning, education of the rules, skill development and equal participation.
- ii. They are the first representatives of the WQC leadership charged with monitoring and enforcing Cheer rules and policies for participation by the Board.
- iii. Assist the Secretary in the maintenance of all cheerleading participant records.
- iv. Distributes and collects all cheer uniforms and other equipment.
- v. Reports to the board any needs or concerns regarding the cheer program.
- vi. Conducts meetings and training sessions with the coaching staff; individually or collectively.
- vii. Annually reviews equipment needs, prices equipment, and proposes purchases to board.

e. Football Coordinator

- i. Leads the efforts to establish standards of excellence for the football program in conditioning, education of the rules, skill development and equal participation.
- ii. They are the first representatives of the WQC leadership charged with monitoring and enforcing football rules and policies for participation by the Board.
- iii. Assists the Secretary in the maintenance of all football

participant records.

iv. Distributes and collects all football uniforms and other equipment. v. Reports to the board any needs or concerns regarding the football program.

vi. Conducts meetings and training sessions with the coaching staff; individually or collectively.

vii. Annually reviews equipment needs, prices equipment, and proposes purchases to board.

viii. The football coordinator is a representative to the Augusta County Quarterback Club

6. VOTING

- a. The Board of Directors cannot conduct business without a quorum, which is defined as a majority of its duly elected members.
- b. The President shall have the option of taking a vote by the show of hands or secret ballots.
- c. Each member of the Board of Directors will have one vote on all issues presented to the board. Except as specifically noted in these Bylaws, general resolutions placed before the Board of Directors require a simple majority vote in order to pass. The Football and Cheer Coordinators will have one vote each. The voting record of individual Board members on any resolution or decision will not be recorded in the minutes unless called for by a sitting member of the Board.

7. FOOTBALL AND CHEER RULES AND REGULATIONS

- a. The WQC participates in the ACQC youth football league and operates within the league rules and bylaws of the ACQC. The WQC Bylaws do not supersede ACQC bylaws. Any additional rules and regulations will be set by the Board of Directors before the beginning of the season and will be outlined in a mandatory parent meeting before the start of practice.
- b. Age divisions shall follow the Augusta County Quarterback Club's division for football participants.
- c. All participants are taken on a first come first serve basis and it is up to the Board of Directors to decide the cut-off amounts for each division.

8. CONCESSION STAND, PRESS BOX, CHAIN GANG, AND FIELD MAINTENANCE CREW REQUIREMENTS

- a. Each family participating in the football and cheer programs shall provide one (1) person (over the age of 16 years) to work in the concession stand, Chain Gang or Field Maintenance Crew as required by WQC at scheduled home football games.

9. COACHING STAFF

- a. Anyone interested in coaching football or cheer must fill out an application and complete a background check to be considered for a coaching position. Coaches are required to complete an application each season. Coaching a season is not automatic qualification for a coaching position the following season. Coaches are voted in by the Board of Directors each season.
- b. Coaches must be over the age of 18 years (under 18 with recommendation letter), unless approved by majority vote from the Board of Directors.
- c. Coaches must follow all rules and regulations as set forth by the Waynesboro Quarterback Club and the Augusta County Quarterback Club.
- d. TEAM MOM/DAD – Team Mom/Dad are typically participant parents who assist the coaches in tasks such as tracking plays, recording attendance at practices and games, acting as liaison between coaches and parent/guardians, assists the league Secretary with participant records and communications, and other duties as requested by the Coaches, Coordinators, or the BoD.

10. CHAIN OF COMMAND

As stated above, the football and cheer coordinator are the first contact in the Chain of Command between participants, coaches, parents/guardians and the Board of Directors. Coordinators are also the first representatives charged with monitoring and enforcing the rules and policies for participation by the Board.

11. VIOLATION OF POLICY

Any violation of policy as established in these Bylaws or the ACQC By-laws will first be reported to the Football or Cheer Coordinator. It shall be the initial responsibility of the appropriate Coordinator to (1) collect all of the facts regarding the situation at hand from the coach, participant, and/or parent/guardian involved, (2) determine if the violation is minor or serious in nature and (3) report it to the Board of Directors.

In the case of participants as the policy violator, the parent/guardian must be the first to be advised of the participant's policy violation. When a course of action is issued, the participant may or may not be included depending on the situation and parent/guardian preference.

a. MINOR policy violations –

- i.** The respective Coordinator will determine the appropriate course of action and, with at least one Board of Directors member present, will deliver the course of action of the policy violation to the coach, participant, parent/guardian and/or spectator involved.
- ii.** An informal (verbal) reprimand can be issued.

b. SERIOUS policy violations –

i. The respective Coordinator must immediately contact the Board of Directors President or Vice President. Investigation of the situation will become the responsibility of the BoD.

1. The President or Vice President will schedule a special board meeting to advise the Board of Directors of the situation and discuss possible course of action/charges.

2. The Board will determine the appropriate course of action and will deliver the decision to the coach, participant, and/or parent/guardian involved.

3. Course of action chosen is subjective based on the nature and type of the policy violation and solely at the discretion of the Board of Directors.

ii. A written warning can be issued. This shall be viewed as form of Probation for a pre-determined length of time.

iii. A written warning may be issued accompanied by a Suspension from an event for a pre-determined length of time.

c. Repeat policy violations

i. In the event of another occurrence during the season, the subsequent infraction will be viewed as a deliberate and knowledgeable act. A subsequent occurrence will be subject to course of action as determined.

d. In both MINOR and SERIOUS violations and in addition to the above reprimands, the individual may be removed immediately from participation for the balance of the game, session or competition in progress. In the case of a participant, the Coordinator must inform the parents or guardian personally.

E. WQC has a zero tolerance policy for social media violations.

Violations include inappropriate, disrespectful, slanderous, degrading, negative, belittling, vulgar, profane and/or threatening comments about WQC, athletes, ACQC, other leagues and opponents. Anyone making comments like described above will be immediately removed from the program. This includes coaches, participants and families of participants.

F. Anyone that is banned and/or trespassed from WQC activities shall be banned for their lifetime. This does not include those that are ejected from a game. Those ejected from a game may return the next season.

12. CODE OF CONDUCT

The goal of the WQC organization is to provide supervised instruction in the rules of football and cheerleading and the development of good conduct and sportsmanship. It is the expectation that all participants, parents/guardians, coaches, and board members maintain proper conduct while engaged in activities as a member of WQC. All adult members will be required to sign a Code of Conduct at registration.

- a. **BOARD ACTION:** If the conduct of any member(s) is deemed by the Board of Directors to be detrimental to the best interests of WQC, the Board of Directors has the authority by virtue of a majority vote to discipline or suspend from participation any member. The Board may also move to suspend or terminate the membership of any member for rules infractions or for failing/refusing to actively participate in the functions and programs of the organization.
- b. **RULES AND RULES VIOLATION:** Prior to the start of each season, the Board of Directors will act as a Rules and Rules Violation Committee that is charged with review and resolution of minor rules infractions or problems. In the case of an offense in which suspension or termination may be considered this committee may be charged with the initial investigation of the incident, interviews and discussions with the parties involved.
- c. **HEARING:** A minimum of three (3) calendar days in advance of the meeting where a dispute is to be considered, the member involved shall be notified of the meeting date, time, and location. The member shall also be informed of the general nature of the charges and given the opportunity to appear at the hearing to answer the charges. Failure to provide such a notice by the Board will result in an extension of time to allow such a notice to occur prior to any hearing or adjudication of the matter. Failure to appear at the hearing by the member in question shall not be a consideration by the Board when issuing a decision on the charges.
- d. **ADVISORS:** In the case of a participant, the head coach for the team of the participant charged with an offense shall also be informed of the nature of the charges. The coach may, but is not obligated to, appear in the capacity of an advisor with the participant, the parents or guardians.
- e. **PROTESTS:** To be considered, a written protest of a Board of Directors'

disciplinary decision must be received by a member of the Board of Directors within 14 days of the original decision date in the dispute. The protest must clearly state the nature of the protest, refer to the specific rule(s) or Bylaw that the protesting member feels was misinterpreted or ignored in rendering a decision as well as ask for reconsideration of its decision. The Board of Directors will then review the request and will issue a final written decision within 7 days of receipt of the protest. While a protest of this final decision of the Board of Directors can be submitted for the record, the decision of the Board of Directors is final.

- f. REINSTATEMENT: If the Board of Directors votes to reverse the previous decision, the party involved will immediately be reinstated as a member of the WQC. The Board of Directors may attach conditions or provisions to the reinstatement that must be met and/or maintained. If these conditions or provisions are not met or maintained, the previous decision rendered in the matter will be reestablished automatically and the prior decision will be final. In the case of a member being terminated from WQC membership, reapplication for membership cannot occur until the next season. The Board of Directors must approve any reinstatement request submitted after a termination has occurred by a majority of those present and voting.
- G. Any parent, guardian, participant and/or fan/spectator that has been removed or ejected will not be able to attend any ACQC events for the remainder of the season.

13. FINANCIAL, ACCOUNTING AND REGISTRATION FISCAL YEAR

- a. WQC's fiscal year shall be from December 1st through November 30th of the following year.
- b. DEPOSITS: All monies received on behalf of WQC shall be deposited in the name of WQC in the bank or financial institution the Board of Directors has approved. All payments shall be drawn from accounts only by check or other instrument of currency as may be signed by persons authorized by resolution of the Board of Directors to do so. The Treasurer of WQC shall oversee the deposit of all funds of WQC in banks and other depositories.
- c. BOOKS AND RECORDS: The Treasurer of WQC shall keep correct and complete books and records of account. Additionally the Secretary shall

keep minutes of the proceedings of its Board of Directors and shall keep them at a location of storage and archive approved by the Board. Included in these items shall be a record of its Directors, giving the names and addresses of all Directors.

- d. LOANS: WQC shall not allow anyone to contract on behalf of it for indebtedness for borrowed money unless the Board of Directors authorizes such a contract by resolution. WQC shall not allow anyone to issue evidence of WQC's indebtedness unless the Board of Directors authorizes the issuance by resolution. The authorization may be general or specific.
- e. CHECKS, DRAFTS AND FINANCIAL INSTRUMENTS: The Board of Directors shall authorize by resolution which Officer(s) or member(s) may sign and issue WQC checks, drafts or other orders for payment of money. The Treasurer or President only may issue any other notes or other evidence of indebtedness and then only after approval by the Board of Directors. The Board of Directors shall also determine by resolution the manner in which these documents will be signed and issued. Signing privileges are restricted to the President, Vice President and Treasurer. The Board of Directors shall authorize by resolution the exact location of the banks and depositories.
- f. BUDGET: Working with each Coordinator in determining the expenses to be anticipated for the respective responsibilities, the President with the assistance of the Treasurer shall draft and present a preliminary budget for the upcoming year to the Board of Directors prior to the beginning of registration for the upcoming season. Approval of the final budget for the upcoming season must be made by the regularly scheduled July Board of Directors meeting of the current season.

14. AMENDMENTS & REVISIONS

- a. The Board of Directors shall have the power to make, alter, amend or repeal the Bylaws of WQC provided that such alteration, amendment, or repeal would not adversely impact the rights of sitting members of the Board of Directors. Communication of the intent to consider such amendments or alterations to the Bylaws must be part of the notice given to all Board members prior to the meeting. A majority of the voting members present at the meeting shall pass or fail amendments. Maintenance of the bylaws and attachment of any approved amendments is the responsibility of the Secretary.
- b. The interpretation of these Bylaws or any rules or Amendments passed shall rest with the Board of Directors.
- c. The Board of Directors shall defer to the ACQC By-Laws for anything not covered in these by-laws. The ACQC by-laws will be enforced in the absence of rules and regulations not mentioned in these WQC By-Laws.

REVISION HISTORY

Month/Year	Approved By
September 2025	E. Smith, W. Atkins, J. West
November 2023	C.Stringer, E. Smith
July 2021	C. Stringer, B. Harlow, K. Moore, M. Stewart
April 2018	J. Aleshire, T. McCarthy, S. Mayo, J. Harris, J. Miller, M. Stewart
May 2012	unknown
January 2008	unknown
July 2006	unknown
December 2005	unknown
February 2003	unknown
October 1991	unknown
August 14, 1989	Unknown