**Eureka Junior Wildcat Football**

**Organization By-Laws**

**PREAMBLE**

The overall objective of this non-profit organization is to promote an ongoing youth football program in Eureka, Missouri and to inspire its participants the ideals of sportsmanship, scholarship, and physical fitness regardless of race, color, gender or creed.

More specifically, this organization will provide a program oriented to quality supervision and safety mindfulness; a program directed at teaching the fundamentals of youth football and cheerleading; and a program allowing its participates to grow with confidence, pride and spirit in an atmosphere that fosters these attributes both on and off the field. Our philosophy coincides with the Eureka High School Football program of Team, Attitude, Loyalty, and Heart.

This organization will strive for unity of purpose in its endeavors to encompass the whole, rather than of its parts, and will strive to do so in a democratic fashion, free of adult ambition or personal glory. Our purpose is to service the children and the community.

The welfare and the continuity of this organization rest with those who accept the challenges and responsibilities placed upon them for services to others in the overall youth football program. The organization will strive to complete regular service to the community and individuals or families in need.

**ARTICLE I – MEMBERSHIP OF THE ORGANIZATION**

1. The body of the Eureka Junior Wildcat Football (EJWF) organization is made up of a Board of Directors (Board), whose members are the parents of active players, and other persons interested in the furtherance of the EJWF program.
2. Elected Board members and all head coaches for EJWF will have voting rights at general meetings.

**ARTICLE II – PURPOSE OF THE BOARD OF DIRECTORS**

1. Perpetuate the organization.
2. Control the organization.
3. Set organizational policies.
4. Care for all matters dealing with the organization.
5. Set, direct, controls all monetary policies.
6. Have the authority necessary to carry out all duties, whether or not specifically enumerated within the by-laws, for the organization to function.
7. Ensure the safety, security, and education of all EJWF players.
8. Ensure relations with the Eureka community and Eureka High School boosters and officials.
9. Determine the League or Leagues that EJWF participates in during the season.

**ARTICLE III – ELECTION AND TERM OF THE BOARD MEMBERS**

1. The Board of Directors (Board) shall be comprised of not more than fifteen (15) persons nominated by the current Board Members. The new board members will be elected at the annual General Meeting to be held in December of each year.
2. The Board term of office shall be for one (1) year, beginning in January following their appointment.
3. The Board is expected to serve full terms and to attend all meetings and organizational functions. If a Board member fails to comply with these conditions, the Board will remove such member through a majority vote.
4. The newly appointed Board will meet with the active Board members during the boards regular December meeting in order to promote continuity
5. A Board member must serve for one (1) year before he/she is eligible to run for President. In the event the President is unable to finish the term and no other officer in succession accepts the position, the position may be filled by any current board member regardless of tenure with the Board.
6. Individuals are elected for positions by a majority vote.

**ARTICLE IV – ORGANIZATIONAL AUTHORITY OF BOARD**

1. The Executive Office of the Board shall consist of the President, Vice President, Secretary and Treasurer.
2. Head Coaches will be members of the Board and may also hold a role as an officer.
3. The following Board positions shall be appointed by the current Board in the furtherance of the EJWF program at the general election held in December of each year.
4. President
5. Vice President
6. Secretary
7. Treasurer
8. Compliance Coordinator
9. Game Day and Field Coordinator
10. Equipment Coordinator
11. Website Coordinator
12. 8th Grade Head Coach
13. 8th Grade Associate Head Coach
14. 7th Grade Head Coach
15. 6th Grade Head Coach
16. 5th Grade Head Coach
17. 4th/3rd Grade Head Coach
18. Board Member At Large
19. The President shall chair all Board meetings. The President shall set the agenda for all business to be discussed. The President will maintain orderly procedure through the use of parliamentary rules as outlined in Roberts Rules of Order.
20. The President shall have no vote on a motion unless such a vote is required to break a tie.
21. The President may not give his/her opinion on an issue or enter into discussion of a motion on the floor without first relinquishing the chair.
22. The President shall serve as the League Representative if Conference Rules so mandate. If necessary, and without objection, the President may appoint a representative to the league – but this must be voted on by the entire Board.
23. If professional assistance or expertise is required, the President may appoint such advisors to serve without fee. If for a fee, the Board must pass a resolution authorizing such payment. Such appointees shall have no voting authority, by virtue of their appointment.
24. The Board may terminate elected or appointed members for just cause and make new appointments as required to complete vacated positions. The Board may terminate elected members, Head Coaches, or Assistant Coaches for a breach in the EJWF Code of Conduct. This individual may no longer be allowed to participate in the program and/or as a member of the Board.
25. The Board shall meet a minimum of six (6) times per year beginning in January following its election. Meeting time and place is to be specified in the minutes of the previously scheduled meeting. Time and location of such meeting may be changed on a 24-hour notice given by the Secretary or President.
26. Special meetings maybe called by a majority vote of the Board members. The Secretary or President will give a verbal notice 24-hours prior to such a meeting to all Board members.
27. The order of succession to the office of the President shall be:
28. Vice President
29. Secretary
30. Treasurer
31. A majority vote of those members present at a duly constituted meeting is required to adopt any measure unless specified herein. A minimum of a quorum of Board members must be present to adopt any measure. A quorum is defined by 2/3 of the voting members plus one member of the Board (10 TOTAL MEMBERS IF A COMPLETE 15 MEMBER BOARD IS ELECTED).
32. All Board members, other than the President, are eligible to vote on any issue brought before the Board unless the issue directly affects an individual’s role within the organization. Members of the Board may abstain from any vote. Parents of EJWF families and non-Board members are welcome to attend any Board meeting unless designated closed by the President – but these individuals do not have voting rights. They may speak at Board meetings, but have to be recognized by the President before doing so, as noted by Roberts Rules of Order.
33. No measure may be adopted which conflicts with any affiliated League ruling or policy.
34. The Board shall have the authority necessary to carry its stated purpose and responsibilities.
35. Amendments to these By-Laws may be made by 2/3-majority vote of the Board and put into effect immediately.
36. A special vote (due to time requirements or other matters) maybe held via email ballot. The same voting requirements as meetings held in person apply to email votes.
37. The Board is to receive half-off the cost (50% reduction) in their first son’s registration fee for EJWF with additional sons being free, in exchange for their service to EJWF.

**ARTICLE V – OPERATION AND MANAGEMENT BY THE BOARD**

1. The Board collectively oversees the operational areas necessary to year-round functioning of the organization. The Board members in charge of an operational area, either elective or appointive, retain primary accountability for the management and detailed implementation of their assigned responsibilities.
2. Duties and responsibilities of Board members are as follows:
3. President: as defined in Article IV
4. Vice President:
5. Discharge the duties of the President in the event of the President’s absence or inability to complete his/her term of office.
6. Assist the President in the discharging of their office.
7. Serve as an alternate League representative.
8. Monitor and communicate any conference rule changes to those positions that are impacted by those changes.
9. Coordinate any and all revisions in the EJWF By-Laws.
10. Apprise the Board of any conflict between rulings, legal or otherwise.
11. Oversee all Special Committees as formed or created by the President or Board.
12. Secretary:
13. Maintain meeting minutes and coordinate with Vice President on the amendment of all By-Laws.
14. File all documents with any Missouri State entity as required by law.
15. Notify Board members of meetings and supply Board members with past meeting minutes.
16. Monitor all communication made to EJWF.
17. Conduct league business correspondence.
18. File field permits and maintain all contracts.
19. Maintain insurance program master file.
20. Maintain all organizational history and records.
21. Coordinate the dissemination of information to membership (parents).
22. Monitor website for all communication and work with Website Coordinator to make sure all information is current and accurate.
23. Treasurer:
24. Prepare annual financial statement.
25. Prepare monthly financial statements.
26. Prepare annual budget.
27. Establish accounts receivable and accounts payable procedures and inform the Board of the accounting methods used.
28. Maintain bank signatures and bank account information, including Paypal or any website payment forms.
29. Process accounts payable.
30. Process accounts receivable.
31. Prepare and file all necessary financial reports.
32. Secure CPA and assist in preparing annual tax returns.
33. Compliance Coordinator:
34. Assure all Head Coaches and Assistant Coaches have completed the Heads Up Certification.
35. Assure every participant in EJWF turns in a physical form, signed by a certified medical professional.
36. Inform all coaches about the EJWF Code of Conduct policy and make sure all coaches and participants (parents) have signed the required compliance documentation.
37. Work with the President and other Board members to make sure that throughout the season all coaching staffs were following EJWF policies and conducting themselves in a professional manner.
38. Game Day Coordinator:
39. Reserve fields for practices and home games.
40. Schedule medical assistance for home games.
41. Schedule referees for home games.
42. Coordinate set up of all equipment and clean up of all home games.
43. Coordinate with custodian and any security as necessary.
44. Coordinate with medical assistance at all home games in accordance with any League requirements.
45. Coordinate with officials to ensure all games have the proper number of referees participating.
46. Coordinate with Cheerleader organization to ensure they have our game schedules and are aware of all policies of EJWF.
47. Coordinate with the President and Secretary with game day issues when using Eureka High School facilities.
48. Equipment Coordinator:
49. Handles equipment handout and pickup for all players and coaches.
50. Submits equipment purchase recommendations to the Board for approval.
51. Prepares annual inventory with shortage information.
52. Arrange annual repair and replacement of player, coach, and field equipment.
53. Establishes method of issuance and returned of issued equipment.
54. Obtains signatures of parent or guardian for issued equipment.
55. Prepares equipment bags for coaching staff.
56. Website Coordinator:
57. Work with website company to maintain design and annual contract.
58. Edit and maintain all information on the website, working with the Secretary and Head Coaches.
59. Work with the Treasurer to insure online registration links with EJWF bank account.
60. Oversee all official EJWF social media accounts.
61. Coordinate with Head Coaches to ensure team email accounts work and communicate properly with entire organization.
62. Work with Head Coaches to make sure all team members have access to Hudl online video system.
63. Head Coaches:
64. Head Coaches are selected by the President, or recommended by a Board member, and they are appointed by a majority vote of the entire Board.
65. Candidates past performance and coaching objectives must be consistent with those of EJWF.
66. Ideal Head Coaches should have experience as a Head Coach or an Assistant Coach.
67. Act as a liaison between the Board and the coaches regarding rules, philosophy, and policies of the organization and dissemination of information.
68. Responsible for Assistant Coaches being held in compliance of EJWF and League rules.
69. Ensure all coaches sign and honor the EJWF Coaching Code of Conduct and work with the Compliance Coordinator on securing all paperwork required by EJWF.
70. Responsible for choosing Assistant Coaches and if necessary for removing any Assistant Coaches from their duties if EJWF policies are not followed.
71. Responsible for securing game day operational support for their team – including time-keeper, announcer, side line crew, equipment/hydration managers – and making sure these individuals are properly trained.
72. 8th Grade Associate Head Coach:
73. 8th Grade Associate Head Coach will be the prior year’s 7th Grade Head Coach, moving into a support role for the team’s final year in EJWF.
74. This coach will split coaching duties as agreed upon with the 8th Grade Head Coach.
75. Will mentor 3rd/4th Grade Head Coach, helping the coaching staff come up to speed.
76. EJWF representive with EHS booster organization.
77. Board Member At Large (1 Individual):
78. Specific duties assigned by the President and the Board as needed by EJWF.
79. Possible roles included, but are not limited to: Assistant Equipment Coordinator, Senior Advisor (possibly a former long time Board member), Coach Liaison, League Liaison, etc.

**ARTICLE VI – TERMINATION OF ORGANIZATION**

In the event of dissolution of the organization, all assets under control of the Eureka Junior Wildcat Football program will be transferred to the Eureka High School Football program.

**ARTICLE VII – TEAM AND COACH OBJECTIVES AND POLICIES**

*(NOTE – THESE ARE MISC. ITEMS NOT CONTAINED IN ARTICLES I-VI)*

1. League Policies:

1. EJWF will participate in the Park/Rock and Four-Rivers Leagues.

2. All EJWF teams, coaches and participants will follow all League rules as it pertains to player participation, roster makeup, game day participation, and scheduling issues.

1. Team Policies:
2. In alignment with our goals to teach the fundamentals of youth football in a developmental, safety-minded, yet competitive environment and acknowledging that players within grades can vary widely in terms of experience, physical development, and mental readiness to perform different roles on the team, the Head Coach for each grade (or squad if multiple teams) will strive to start as many players as possible (whether on offense, defense, or special teams), while supporting overall team competiveness and focusing on player safety. While there are no definites regarding the minimum amount of time or number of plays each player will be guaranteed each game, the expectation is that coaches will ensure all players receive the same amount of training in practices and that every player should play in every game, baring a disciplinary situation in which case the player and parents/guardians should be made aware of the situation by the Head Coach.
3. EJWF teams will run Eureka High School plays and terminology offensively and defensively. The purpose of this is to prepare EJWF players for High School football.
4. All Coaches will attend Eureka High School clinics and camps.
5. If there are two (or more) squads at a grade level, these squads will be divided evenly based on numbers as well as skill level, except for 8th grade where the division will be at the discretion of the 8th Grade Head Coach.
6. If a grade level has less than 40 players the team will not be split unless the Head Coach requests and receives an exception from the Board – e.g., in cases it appears two full teams, with adequate backups, can be fielded. Where there are 40-49 players registered it splitting or not will be at the Head Coach’s discretion. Teams with 50+ players registered will be divided into two squads.
7. All Head Coaches and Assistant Coaches must follow all league policies. Coaches must follow the Code of Conduct policies. The Compliance Coordinator will work with all Head Coaches on the enforcement of the policy.
8. EJWF will begin practices the first Monday after MSHA dead week and have no organized team activities prior to that date. Three padded practices per week maybe held in August and two padded practices per week in September and October.
9. Player Policies:
10. A player must have the proper equipment and must have passed a physical in order to practice/play in a game.
11. A player must sign and adhere to the Code of Conduct
12. Player Conduct:
13. If a player receives an In School Suspension (ISS)/Out of School Suspension (OSS) – that player will not play in the game following the ISS/OSS
14. If a player receives a second ISS or OSS, that player will miss two games and may be dismissed from the team
15. If a player receives a third ISS or OSS, that player will be dismissed from the team without a registration refund.

The Compliance Coordinator will work with all Head Coaches on the enforcement of the policy.

1. Unexcused missed practice – a player will not start in the game following an unexcused missed practice. If a player has two unexcused practices in a week, that player will not dress for the game following the missed practices. The Compliance Coordinator will work with all Head Coaches on the enforcement of the policy.
2. Missed practice for illness/injury – if a player misses practice for an illness or injury, the Head Coach may have team policies that will require the player to sit out during the game following the absence. The Compliance Coordinator will work with all Head Coaches on the enforcement of the policy.
3. Players, who voluntarily leave the program during the season and practice in at least six (6) practices before deciding to leave, will receive a 50% refund on their registration. If a player practices less than six (6) practices and decides to leave the program, they will receive a full refund. The Compliance Coordinator will work with all Head Coaches on the enforcement of the policy.
4. Any player’s family who receives a Board approved scholarship to play EJWF will have to work an official organization event – equipment pick up, organization fundraiser, game day set up – or as assigned by the Board. If a parent does not fulfill the work duty requirement, the player will sit out the next game that they are eligible to play.
5. EJWF will allow limited waiver (aka out of area) players to participate in the organization. The requesting player’s legal guardian must send a letter of appeal and application via email to the Board. The Board will decide if these players will be allowed into EJWF via a majority vote of the Board. Any player who is not living in the boundaries of Eureka High School must follow this procedure before they are allowed to play.

**CHANGE LOG**

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| # | Date | Section | Description |
| 1 | 11/30/16 | Change Log | Added table to track history of updates to EJWF bylaws |
| 2 | 11/30/16 | Article IV, B | Per vote in 11/17 board meeting, changed statement of “Head Coaches will be members of the Board but may not hold a role as an officer” to “Head Coaches will be members of the Board and may also hold a role as an officer.” |
| 3 | 1/10/17 | Articles IIIa, IVc, IVm, & Vb | Updates to Board Roles & Responsibilities. Board voted to adopt in 1/10 board meeting |
| 4 | 3/14/17 | ARTICLE VII, section b, point 4 | Updated to allow 8th grade to split team unevenly. Adopted 3/14. |
| 5 | 3/14/17 | ARTICLE VII, section b, point 5 | Updated to eliminate rule that forced teams to split at 35 players, allowing for coach discretion (board approval required for teams of <40). Teams of 50+ must split. Adopted 3/14. |
| 6 | 4/19/17 | ARTICLE VII, section b, point 1 | In acknowledgement that coaches are in the best position to make informed decisions in the best interest of their team in regards to player’s safety and development needs, eliminated the ‘start 22’ rule. Adopted 4/19. |
| 7 | 6/13/17 | ARTICLE IV, M | Corrected guidance based on updated number of board members – changed “2/3…plus one” to “”2/3…rounded up to the next whole person”. |
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