

**Bensenville Wood Dale Football and Cheerleading Association
Constitution and Bylaws**

As amended 1-30-2015

ARTICLE I

This organization shall be known as the Bensenville Wood Dale Football and Cheerleading Association or the BWFCA.

ARTICLE II

- A. The BWFCA is a non-profit, volunteer driven, youth sports facilitator.
- B. The Objective of the BWFCA is to foster the ideals of sportsmanship, loyalty, honesty, and team play by providing supervised, competitive athletic events. All participants of the BWFCA shall recognize that these goals are paramount while the attainment of individual goals or the winning of games is secondary. Participating league rules not covered elsewhere in this Constitution shall be binding.
- C. BWFCA contact information.
 - Telephone: BWFCA hotline at 630-474-5450
 - Website: www.bwfca.com
 - Postal Address: PO Box 437 Wood Dale, IL 60191

ARTICLE III - Membership

- A. The membership of the BWFCA shall consist of a Board of Directors and General Members. All members must sign a code of conduct & pass a background check
- B. The Board of Directors shall consist of an Executive Committee and a Governance Committee.
 - 1. Executive Committee (4 members)
 - (a) President -(2 yr term) whose duties shall be: to chair the monthly meetings; to formulate and carry out policy as approved by the Board of Directors; to appoint, with Board of Director approval, qualified people to Board of Director positions which may become vacant during the year; to represent the organization as necessary.
 - (b) Vice President -(2 yr term) whose duties shall be; to chair the monthly meetings in the President's absence and carry out the policy as the President assigns. This position if he/she so chooses, is automatically nominated for the President's position when the President term ends.
 - (c) Secretary -(2 yr term) whose duties shall be: to chair the meetings in the Vice President's absence; to take the minutes of all the meetings, to execute the correspondence of the Board of Directors; to keep permanent records of the Association.
 - (d) Treasurer -(2 yr term) whose duties shall be: to chair the monthly meetings in the secretary's absence; to collect the bills and submit the same for payment; to properly account for and control the Association's treasury; to provide monthly financial statements of all accounts in writing which will be entered with the meeting minutes.

2. Governance Committee (7 members) (4 Members 2 yrs 3 members 1 yr terms)

(a) The Governance Committee shall consist of the remaining Board of Directors who are not part of the Executive Committee.

(b) The Governance Committee's duties shall be to attend monthly meetings, serve as an advisory board, actively participate in all functions, and vote on all issues pertaining to the governance of the organization.

C. General Membership

1. General Membership shall be granted to those that have attended 4 consecutive monthly board meetings and meet the eligibility requirements. They must stay for the entire meeting
2. General Membership shall also be granted to all those who were members of the board prior to the Board of Directors elections.
3. General Members shall only have voting rights concerning any and all modifications to the BWFCA Bylaws and shall have voting rights concerning the addition or removal of the Board of Directors.

ARTICLE IV – Membership Eligibility, Terms, and Elections

A. Board of Directors and General Members eligibility.

1. Any active member 21 years of age or older with or without a child in the program with at least two years' experience with the Association and in good standing can be elected to hold office on the Board of Directors or be part of the General Membership.
2. All applicants to the Board of Directors should be in good standing with the Association in order to be placed on the ballot. All outstanding payments must be made to the Association.
3. Any member missing three consecutive regularly scheduled monthly board meetings shall be deemed to have resigned from the board effective at the conclusion of the third meeting.
4. Any member who is terminated for reasons of misconduct is not eligible to run for the Board of Directors the next calendar year.

B. Board of Director Elections.

1. Vacancies which may arise during a current term shall be filled by majority vote of the Board of Directors and general membership. All appointed Board of Director positions shall terminate at the end of the existing calendar year.
2. The Board of Directors elections shall be held during the first meeting of the calendar year for each director's terms that have expired.

3. All current members of the Board of Directors and all General Members shall be eligible to cast a vote for the Board of Directors election.

ARTICLE V – Board Responsibilities and Powers

- A. The Board of Directors shall elect the members of the Executive Committee at the first meeting of the calendar year.
 1. The nominations must be current members of the Board of Directors.
 2. The nominations must also have at least one year of membership on the Board of Directors.
- B. The Board of Directors shall appoint the following positions within the organization. These positions shall be considered General Members (when not held by an Executive Committee Member) and have the same voting rights without having to meet the 4 meeting attendance requirements.
 1. Football Coordinator – whose duties shall be to oversee all football related operations. Duties include but are not limited to the following.
 - Create a fiscally sound budget for the current year
 - Inventory and purchase all equipment and essential supplies for the current year
 - Recommend Head coaches and Assistant coaches for board approval
 - Place players on correct rosters according to league rules
 - Monitor coaches to assure the practices are robust and within reasonable expectations/goals
 - Work with the communities to secure practice and game field locations
 2. Cheerleading Coordinator – whose duties shall be to oversee all cheerleading related operations. Duties include but are not limited to the following.
 - Create a fiscally sound budget for the current year
 - Inventory and purchase if needed new uniforms or other essential supplies for the current year
 - Recommend Head coaches and Assistant coaches for board approval
 - Place participants on correct rosters according to league rules
 - Work with the football coordinator to secure practice locations and get game locations and times
 - Secure entries into cheer competitions
 3. Business Coordinator – (2 year term) whose duties shall be to head the Business Committee which is responsible for all actions concerning revenue generation and event planning.
 - Events include, but are not limited to, the home coming parade, the home coming picnic, picture day, and the end of year banquet.
 - Revenue generation includes, but is not limited to, raffle tickets, concessions, business sponsorships, and other means of fundraising for the organization.

4. Little Scholars Coordinator - whose duties shall be to oversee all functions with Pop Warner Little Scholars for both cheer and football. Duties include but are not limited to the following.
 - Coordination with team moms in respect to gather all needed forms, reports cards and or documents pertaining to the Little Scholar Program.
 - Work with Pop Warner League, Conference and or National Administrators with regards to the Pop Warner Little Scholars Program.
 - Attend when needed as a representative of the BWFCA Bandits at the Pop Warner Little Scholars awards banquet.
5. Team Mom Coordinator – whose duties shall be to oversee all team moms for both cheer and football. Duties include but are not limited to the following.
 - To help organize each team’s Pop Warner certification book
 - Work directly with the cheer & football coordinators to get information distributed.
 - Help get each team paperwork, schedules, volunteer requirements, etc.
- C. The Board of Directors shall decide all matters pertaining to the finance of the Association and it shall be permanent policy to place all income in a common treasury. All expenditures will be by check, ACH, debit or credit card from the treasury with two pre-designated signatures or written approvals from the Executive Board.
- D. All expenditures above \$500 must be approved by the entire Board of Directors.
- E. All expenditures under \$500 may be approved by any two members of the Executive Committee.
- F. The Board of Directors shall approve all fund-raising and solicitation. All funding must be accounted for in writing and reported to the Treasurer within 14 days of receipt.
- G. The Board of Directors shall have the authority to suspend or expel any fellow board member, parent, player, or coach when conduct is considered detrimental to the best interests of the BWFCA. A two-thirds vote is required for all disciplinary related actions.
- H. The Board of Directors, in consultation with the Football Coordinator and the Cheerleading Coordinator, shall approve all coaches. Persons that have coached in the past will get first consideration in the selection of coaches but there is no hard rule concerning seniority.
- I. Except as expressly limited herein, the Board of Directors shall have all other powers, duties, and authority available under state and federal law.
- J. A quorum shall exist at any meeting if 7 members of the Board of Directors are present.
- K. A simple majority is required to resolve any issue unless specifically written otherwise (i.e. Disciplinary Actions and Amendments)

ARTICLE VI - Meetings

- A. A Board meeting will be held on the first Tuesday in January, unless rescheduled by the current President. Thereafter, meetings shall be conducted on dates to be set at the first meeting in each calendar year, or as modified thereafter by majority vote of the Board of Directors. Additional meetings may be called by the President or upon request of at least three Board of Directors’ members. All Board meetings are open to the public and the

meeting dates will be posted at each registration. Seven members of the Board of Directors shall constitute a quorum at any meeting, and a majority vote of those present shall govern all.

- B. Robert's Rules of Order shall govern the proceedings of all meetings if not covered by the BWFCA Constitution.

ARTICLE VII – Amendments

These Bylaws may be amended or replaced by a two-thirds vote of all members of record and the vote must be held during a regularly scheduled meeting. Written notice of the proposed changes shall be mailed to each member at least 14 days prior to the meeting.

ARTICLE VIII – Attachments

(By-Laws Do Not have to be amended as more policies are added)

- Document Retention and Destruction Policy
- Mission Statement
- Refund Policy
- Emergency Action Plan
- Volunteer Deposit Policy
- Parents Handbook
- Payment Plan Policy

ARTICLE X – Approved Documents

(By-Laws Do Not have to be amended as more documents are added)

- Parents Code of Conduct
- Players Code of Conduct
- Board Member Code of Conduct
- Coaches Code of Conduct
- Football Equipment Deposit Form
- Cheer Uniform Deposit Form
- Participant Information Form
- Participant Check Out Form
- Volunteer Deposit Form
- Volunteer Record Form
- Camp Waiver Form
- Hardship Form