

## CONSTITUTION

### ARTICLE I – NAME AND PURPOSE

- SECTION 1: NAME – The name of the organization shall be WEST ALLEGHENY YOUTH FOOTBALL & CHEER, INCORPORATED.
- SECTION 2: PURPOSE – The purpose of the association shall be to promote interest in youth sports-related activities and programs, to sponsor such activities, and to raise funds to support all programs initiated by the association

### ARTICLE II – MEMBERSHIP

- SECTION 1: The membership of the association shall be those persons who have been or may hereafter be elected to the membership who are interested in the objects and purposes of the West Allegheny Youth Association, and who are willing to uphold its policies and subscribe to its adopted constitution and by-laws. The association shall remain non-political.

### ARTICLE III – OFFICERS

- SECTION 1: Officers of the association shall consist of President, Vice President, Secretary, Treasurer and Financial Concessions.
- SECTION 2: Officers shall be elected every two years at the annual banquet with nominations coming from the floor at the November General Meeting. All officers shall be elected to a two-year term of office. No husband/wife should hold an elected position at the same time.
- SECTION 3: Officers shall assume the duties of their respective offices in January and shall serve for a term of two years or until their successors are elected. Each retiring officer shall turn over to his/her successor all association records and property.
- SECTION 4: DUTIES OF OFFICERS

**President** – The President shall be the principal executive officer of the Association. It shall be his/her duty to preside at all meetings of the Association and to coordinate the work of the officers and committees in order that the purposes of the Association be advanced.  
The President shall appoint all committee chairpersons and committee members unless otherwise provided and shall be an ex-officio member of all committees. The President shall cast the deciding vote on all questions that may be of equal division, otherwise, he/she shall not vote on any questions.  
The President shall appoint a committee of three to act as tellers in all elections to inspect and count all ballots, and to report the results to the membership.

**Vice-President** – The Vice-President shall be the second principal officer of the Association and shall assume the duties of the President in his/her absence.

**Secretary** – The secretary shall perform the following duties:

- a. keep a full, complete and accurate record of all proceedings of the association;
- b. see that all notices are duly given in accordance with the by-laws;
- c. be the guardian of all association records;
- d. handle all correspondence and reports, with copies being held on file for the Association;
- e. perform all other duties incidental to the office of secretary and such other duties as from time to time may be assigned to him/her by the President;

**Treasurer** – The Treasurer shall perform the following duties:

- a. have charge and custody of and be responsible for all funds and securities of the Association;
- b. present a full and complete financial report at every meeting;
- c. receive and give receipts for all monies due and payable to the Association from any source whatsoever, and deposit all such monies in the name of the Association in a reputable bank chosen by the Executive Board;
- d. give a bond for the faithful discharge of his/her in such sum and with such surety as the membership may determine;

**Financial Concessions** – The Financial Secretary shall oversee all financial transactions in the concession stand during home games. The main duties include the operation of the concession stand (staffing, collecting/returning of deposit checks, stocking & operating the stand for all home games). The Financial Secretary shall also be able to perform other financial duties as from time to time are assigned him/her by the Treasurer or President.

#### **ARTICLE IV – MEETINGS**

SECTION 1: General Meetings shall be held quarterly, the last one being held in November with the membership being duly notified as to specific date, time and place. Executive Board Meetings shall be held monthly. Any person may witness an Executive Board Meeting.

#### **ARTICLE V – AMENDMENTS**

SECTION 1: All amendments and revisions to the constitution or by-laws shall be proposed in writing, read at a General Meeting, and laid over for a vote thereon at the next General Meeting. Notice in writing shall be sent by the secretary to all members setting forth in full any proposed amendments or revisions at least ten (10) days prior to the General Meeting at which the proposed amendment or revision is to be voted upon. A two-thirds majority of all members present and voting shall be required for adoption of the proposed amendment or revision.

## **BY-LAWS**

### **ARTICLE I – PARLIMENTARY AUTHORITY**

SECTION 1: Robert’s Rules of Order shall govern the Association in all cases to which they are applicable, and in which they are not, inconsistent with these By-Laws.

### **ARTICLE II – ACCEPTANCE**

SECTION 1: These By-Laws may be accepted after being read at a regular meeting and by a two-thirds majority of the voting members present and voting.

### **ARTICLE III – MEMBERSHIP**

SECTION 1: Whenever any member by his/her conduct shall be in contravention of the purpose of the Association as stated in the Constitution, the President shall appoint an impartial panel of three (3) members to investigate such conduct and hold an open hearing of the matter. The panel shall then report their findings of fact to the next Executive Board meeting and make recommendations as to disciplinary action. The Board may then suspend the offending member for as long a term as they deem appropriate by vote of the majority of the Board Members in attendance and voting at the meeting. The offending member may then appeal his/her case to the general membership.

SECTION 2: Voting privileges within the Association will be extended to only those persons who have a child registered and participating. Other active members, as per board approval, will be extended voting privileges.

### **ARTICLE IV – OFFICERS**

SECTION 1: No member shall at any time hold more than one elected office.

SECTION 2: Should for any reason, a vacancy occur in any office, the membership will in a regular manner at a General Meeting or special meeting nominate and elect a member to fulfill the remaining term of office.

SECTION 3: The President shall declare an office vacant due to resignation of an officer or suspension of an officer.

SECTION 4: Resignation from any office shall be presented at a general meeting or Executive Board meeting and must be in writing and signed by the resigning officer.

SECTION 5: **SUSPENSION OF OFFICERS** – Any officer may be removed from his/her office for just cause upon vote of three-fourths of those members present and voting at the general meeting where vote removal is taken. The Secretary must give at least five (5) days written notice of the members of vote of removal. If any officer shall fail to attend three (3) consecutive regularly scheduled meetings without reason,

this shall constitute grounds for removal.

#### **ARTICLE V – EXECUTIVE BOARD**

SECTION 1: The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Financial Concessions and all committee Chairpersons appointed by the President. The Board shall meet monthly to handle all business transactions and correspondence necessary to continue the objectives and purposes of the Association.

#### **ARTICLE VI – MEETINGS**

SECTION 1: Special meetings may be called by any member of the Executive Board at such times and places as he/she shall deem necessary. The Secretary shall give the General membership not less than five (5) days notice of all special meetings and shall state the purpose of the meeting in the notices. No matters shall be discussed at the special meeting except those stated in the notice. A special meeting called for unsportsmanlike behavior or behavior detrimental to the welfare of a child by a member may be private only if that member requests it in writing to the Secretary.

SECTION 2: QUORUM – A quorum of six (6) shall be required to conduct an Executive Board meeting. A quorum of fifteen (15) shall be required to conduct a general meeting.

SECTION 3: Any board member failing to attend three (3) consecutive regularly scheduled board meetings without reason, will be subject to removal. Removal from his/her office will be voted on at the next board meeting.

#### **ARTICLE VII – COMMITTEES**

SECTION 1: Such standing committees (as from time to time may be found necessary to carry on the work of the Association) may be created or discontinued by the President with a two-thirds voting consent of the Executive Board.

SECTION 2: The President shall appoint a chairperson for each committee and such chairmanship shall automatically cease with the election of a new President.

SECTION 3: The President shall be an ex-officio member of all committees.

#### **ARTICLE VIII – FINANCIAL**

SECTION 1: APPROVAL – All financial transactions must be approved by the Executive Board.

**SECTION 2:**            **DISSOLUTION** - Upon the dissolution or winding up of the corporation, or in the event it shall cease to engage in carrying out the purposes set forth in these Articles, all of the business, properties assets and income of the corporation remaining after payment, or provision for payment, of all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for tax-exempt purposes which are reasonably related to the purposes of this corporation, as may be determined by the Board of Directors of this corporation in its sole discretion, and which has established its tax-exempt status under §501(c)(3) of the Internal Revenue Code of 1986, as amended. In no event shall any of the business, properties, assets or income of this corporation, in the event of dissolution thereof, be distributed to the directors, members or officers, either for the reimbursement of any sums subscribed, donated or contributed by the same, or for any other purpose.

**ARTICLE IX – TEAMS**

**SECTION 1:**            **AUTONOMY** – Each team shall be responsible for its own organization and regulations by subject to the rulings of the Association and the President.

**SECTION 2:**            **STAFF** – Each team shall have a head coach who shall apply to the Director of Coaching.