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**ARTICLE 1 ... NAME**

1. This organization is incorporated as the West Paterson Boys Club, Inc., but for all practical matters shall be referred to as the West Paterson Boys & Girls Club. The activities of the club should be carried out in the Borough of Woodland Park, Passaic County, New Jersey, except for all travel teams and leagues.

**ARTICLE 2 ... PURPOSE**

1. A non-profit organization dedicated to serve the youth of Woodland Park with organized sports programs as well as other activities, which will serve to enhance the physical and emotional well being of the youth of our community.

**ARTICLE 3 ... OFFICIAL WPBGC COLORS AND MASCOT**

1. Official WPBGC Colors: Dark Blue, Vegas Gold and White
2. Official WPBGC Mascot: Panther
3. Official WPBGC Name: West Paterson Panthers
4. All uniforms, jackets, forms of literature, etc., purchased by/through the club, must bear the name WEST PATERSON BOYS & GIRLS CLUB. All apparel bearing the WPBGC logo/name must be approved by the Executive Board.

**ARTICLE 4 ... POLITICS**

1. The West Paterson Boys & Girls Club is a non-political organization. It shall not endorse any member, individual or organization for elective office.

**ARTICLE 5 ... MEETINGS**

1. The regular meetings shall be held on the first Wednesday of each and every month at 8:00 in the evening.
2. In the event the regular meeting night falls on a legal holiday, it shall be the duty of the President to notify members at the previous meeting and the membership shall be majority vote to determine when the next meeting shall be held.
3. Special meetings may be called by the President.
4. At a regular meeting either the presence of at least five members in good standing including Board Members, of which one shall be the President, shall constitute a quorum to enact any and all business of the organization.
5. It shall be the privilege of the Executive Board to designate open meetings.

**ARTICLE 6 ... EMERGENCY MEETINGS**

1. Can be called only by the President, in writing or verbally upon forty eight (48) hours notice.
2. Emergency meetings can be called to amend the Corporate Charter or any special subject, which must be handled before the next general meeting.
3. Only members in good standing must be contacted.
4. Voting at emergency meetings does NOT have to be tabled.
5. A quorum is required (same as regular meetings, as defined in Article 5.4.) and a two-thirds majority is needed to pass any motion.
6. Emergency meetings will be a one item agenda, that being the item for which the meeting was called. No other business may be discussed.

**ARTICLE 7 ... ORDER OF BUSINESS**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Officers
4. Acceptance of Previous Month's Minutes
5. Correspondence
6. President's Report
7. Treasurer's Report
8. Financial Secretary Report
9. Fundraising
10. Building & Grounds Report
11. Sports Commissioners Reports
  1. Basketball
  2. Baseball
  3. Softball
  4. Football
  5. Cheerleading
  6. Hockey
  7. Soccer
12. Trustee's Report
13. Old Business
14. New Business
15. Adjournment



## **ARTICLE 8 ... RULES OF ORDER**

1. Only one member shall be entitled to the floor during the same period of time.
2. Every member desiring the privilege of the floor shall rise and address the chair.
3. No member shall be allowed to speak until properly recognized by the chair.
4. No question can come before the organization unless properly moved and seconded, and declared open to discussion by the chair.
5. Any member may call for the ayes and nays of any question when each member shall be required to answer his name on the roll call unless excused by the chair.
6. All questions unless otherwise decided shall the By-Laws cast settles by a majority of the votes.
7. When a point of order is raised by a member, the person having the floor shall take his seat until the point is decided by the chair, when if proper, he may resume.
8. When a motion is properly before the organization it must be disposed of before another can be entertained, nor shall a motion be made subject to more than two amendments.
9. No subject laid over shall be taken up again during the same meeting unless it was so understood when disposed of.
10. Any member may appeal to the organization from the decision of the chair be sustained which shall be decided by a majority vote of all members present.
11. No member shall leave the room during the meeting unless the chair gives permission.

## **ARTICLE 9 ... OFFICERS**

1. No Officer or Trustee of the Boys & Girls Club is to be a holder of Mayor or Council while serving his/her term as an Officer of the Boys & Girls Club.
2. The club should be administered by a Board of Trustees and an Executive Board consisting of the following officers:  
President – Vice President - Treasurer – Recording Secretary – Financial Secretary-  
Sergeant-At-Arms
3. Duties of the Executive Board:

### **President**

To preside at all meetings, to preserve order, to decide all points of order that may arise. The President shall have none but the deciding vote in case of a tie vote and it should be his/her duty to carry out and enforce the By-Laws of the organization and to appoint all necessary committees to aid in his work. It shall also be his duty to see that all dues, initiation fees, and tickets are properly paid in full. He/she shall sign all orders drawn on the treasury, and he/she shall exercise a general supervision in managing the affairs and properties of the organization.

**Vice President**

It shall be the duty of the Vice President to act in place instead of the President in their absence, and at such time the Vice President shall have all of the rights and duties of the President. He/she shall also aid the President in the exercise of his duties.

**Treasurer**

To pay all bills when approved by the organization, by check, and keep on hand all funds in the name of the organization in the bank depository designated by the Board of Trustees. He/she shall at each meeting report as to money received and disbursed and on hand. At each regular meeting he/she shall submit the books and accounts to the Board of Trustees when called upon to do so by them, and report in writing the state of finances of the organization and shall deliver all books and money held in trust for the organization to his/her successor in office.

**Recording Secretary**

To keep the minutes of all general meetings of the club and the Executive Board, and he/she shall perform the usual duties of such an office. To keep a correct record in the minute book of all proceedings of the organization. The Recording Secretary shall notify by order of the President, each member of all special meetings by correspondence. The Recording Secretary shall maintain all incoming and outgoing correspondence of the club. He/she shall send condolences and convalescent card to members as needed.

**Financial Secretary**

To collect all dues, initiation fees, tickets, and all money's to the organization, to keep a record of the same and to correspond with delinquent members. He/she shall deposit moneys into the adult account taking their receipt therefore and make a detailed report to be recorded on the minutes of each meeting. He/she shall issue dues cards, and application blanks for new members. Take attendance at regular meetings.

**Sergeant-At-Arms**

To maintain law and order.

4. Duties of the Board of Trustees
  1. It is the fiduciary responsibility of the Board of Trustees to establish policies and provide full protection on all issues that affect the WPBGC. The Board of Trustees shall formulate the policies of the organization, subject to change by a majority vote of the members in good standing present at a regular meeting. The Board of Trustees may audit the account books of the organization during each quarter. The Trustees will determine the annual dues, subject to revision by the membership at large. All decisions by the Board of Trustees shall require a majority vote of the members for reversal.
  2. The Board of Trustees shall be limited to four members, not including lifetime trustees (Ray Barker).



## ARTICLE 10 ... NOMINATIONS AND ELECTIONS

1. The President will open nominations at the April General Club Meeting. Nominations will continue again at the May General Club Meeting.
2. Nominations from the floor may be made with the consent of the nominee given in person at either the April Meeting or at the May Meeting.
3. All potential nominees must either accept or decline the nomination at the May Meeting. No nominations will be accepted after the conclusion of the May Meeting. Upon closing nominations, the Executive Board shall prepare a ticket to be presented to the club at the June Club Meeting.
4. Once the candidate accepts a nomination, that nominee is not eligible for any other nomination.
5. Elections will be held at the General Club Meeting in June. This ticket shall contain nominees for each position to be filled; the candidate's consent having been previously secured.
  1. When there is but one nominee for an office, a motion may be made to direct the Recording Secretary to cast a single vote.
  2. If there is more than one nominee, voting shall be held by secret ballot of members present at the June Meeting. No write-in votes will be accepted.
6. Only members in good standing are eligible to vote in Annual Elections.
7. Eligibility to run for Executive Board or Trustee is determined according to those members in Good Standing. Candidate must be a member in Good Standing and belong to the club for no less than one year, up to the time of nominations. Members in Good Standing refer to the provisions of Article 26.
  1. A candidate for Trustee shall have served at least one full year on the Executive Board.
  2. No officer shall serve on the Board of Trustees while serving in any office of the Boys & Girls Club.
  3. No Trustee may hold the elected or political appointed office of Mayor or Council Member.
8. Election count will be done by non-candidate Trustees, along with an unopposed Executive Board member(s), no person up for election has the privilege to count votes.
9. The newly elected Board and Trustees will take office July 1<sup>st</sup>.
10. All Executive Board Officers are elected for a one-year term.
11. Trustees shall be elected for a two-year term, with the term of at least one Trustee expiring each year.
12. The President shall make appointments for unexpired terms of office.
13. The Board of Trustees along with the President shall preside over all annual and special elections.

#### **ARTICLE 11 ... DISCIPLINARY ACTIONS**

1. Any member who engages in conduct unbecoming for a Boys & Girls Club member, will be subject to disciplinary action by the Board and Trustees. Conduct unbecoming shall mean fighting, abusive behavior on the fields, or any conduct deemed inappropriate by the Board and Trustees. Disciplinary action can range from a reprimand to probation to impeachment, or other forms of punishment the Board and Trustees deem appropriate. Immediate dismissal action shall require a three-fourths majority vote of the Board and Trustees.
2. A commissioner of any program has the authority to dismiss a coach or player at his discretion. If a commissioner feels a coach or player is incompetent or unable to abide by Boys & Girls Club rules, he/she shall remove said person. That coach or player has the right to appeal to the Executive Board but will not coach or play while the decision is being appealed. If the Commissioner is an Executive Board Member he/she shall remove himself from the vote. The decision shall be made within five days.
3. A Board Member or Trustee missing three or more meetings per year without proper excuse may be recommended for dismissal by the Board of Trustees.
4. All incidences shall be documented by the Commissioner/Head Coach and reviewed by the Executive Board.

#### **ARTICLE 12 ... IMPEACHMENT**

1. Any member for abuse for his authority or misconduct, may be impeached and removed from office or membership by a vote of two thirds of members present at a regular meeting, provided that the charge be made in writing and filed with the Secretary at least one month before any vote shall be taken upon it and a copy of said charges shall be served upon the member charged by the Secretary at least two weeks before the meeting. The charge shall be read at the regular meeting and the accused member shall be given the right to examine all witnesses offered against him and to present such evidence as he may desire on his behalf. Voting on the question of the accused guilt shall be by secret ballot and the accused member shall not have the right to vote on the question.
2. No charge may be brought before members unless the Board of Trustees shall first have approved of said charges, provided however that this paragraph shall not be effective when a charge is brought against any member of the Board of Trustees.

#### **ARTICLE 13 ... RESIGNATIONS**

1. Officers of the board may resign at any time, by written communication, delivered to the recording secretary, except in the case of the recording secretary, who must deliver such resignation to the President.
2. No resignation shall be accepted until all property of the organization is returned.



3. The Executive Board shall present resignation of membership in writing to the corresponding secretary for action. The Recording Secretary at the first regular meeting following action by the Board shall read resignations.

#### **ARTICLE 14 ... AMENDMENTS**

1. No suspensions of, or amendments to the By Laws shall be made except at regular meetings and emergency meetings (see emergency meetings).
2. The motion to suspend or amend these By Laws must have been lying on the table at least one month, and must be passed by a vote of two thirds of the members present and in good standing.

#### **ARTICLE 15 ... CONDITION OF PROPOSALS FOR MEMBERSHIP**

1. Each candidate for membership shall be at least eighteen years of age and of good character.

#### **ARTICLE 16 ... MEMBERSHIP**

1. The club shall consist of General Members, Members in Good Standing and Lifetime Members; any person 18 years of age or older shall be eligible for active membership.
2. Members in Good Standing shall be entitled to all the rights and privileges of the club, and shall assist with the business of the club.
3. General Members will be able to attend meeting but will not be able to vote on club business of any kind.
4. One Parent/Guardian of every participant in the WPBGC MUST register to become a member of the WPBGC.
5. All members, commissioners, and coaches will be subject to a background check.

#### **ARTICLE 17 ... DUES**

1. Active members in good standing, who through unemployment or sickness have been forced into reduced circumstances, can by resolution of the Board of Trustees be exempt from dues.
2. All dues will be paid in full during the first quarter of the year, and new members will pay in full at time of acceptance. The Financial Secretary will solicit all active members to confirm their continued membership at this time.
3. A member failing to pay annual dues by March 1<sup>st</sup> will cease to be a Member in Good Standing. They will still be able to attend meetings but will not be able to vote on club business of any kind.
4. Any member not abiding to Article 17.2 Is not entitled to vote at any regular or special meetings.



## **ARTICLE 18 ... POLICY PROCEDURES**

1. First Meeting - All policies and/or changes to present policies will be introduced to the Executive Board and membership and tabled until next month meeting.
2. Second Meeting – A presentation of the new policy or changes to the existing policy to the membership and accepted by majority vote.

NOTE: Only members in good standing are permitted to vote on proposed policy changes/new policies.

## **ARTICLE 19 ... COMMISSIONERS**

1. Prepare and present their respective sports budget during the first week in July. Commissioner shall also present the Executive Board with a year's plan for their respective sport. Must meet pre-season and post-season with a Board Member to prepare inventory supply lists.
2. Maintain and monitor their budgets.
  - a) All Tournaments must be budgeted and approved by the Executive Board.
  - b) Any invoices submitted without being budgeted or proper approval by the Executive Board will be obligation of the individual who ordered the merchandise and not that of the WPBGC.
3. MUST be a member in Good Standing and Rutgers Certified.
4. Adhere to Voucher Policy and Procedure.
5. Sign and adhere to the WPBGC Code of Ethics.
6. Make sure all coaches:
  - a) are members of the WPBGC
    - i) have certification from an approved certification program as prescribed by the Executive Board and Trustees.
    - ii) are submitted to Executive Board for approval one month prior to the start of season activities.
  - b) sign the WPBGC Coaches Code of Ethics
7. Work with the Executive Board to assure registrations are properly distributed, i.e., school, web site, bulletin, etc.
8. Commissioners shall not be Head Coaches in their respective sport without approval of the Executive Board.
9. If tryouts are needed for a particular team you must assure that tryouts are conducted fairly and unbiased.
10. Must assure that a fair draft is held for all in town programs. An Executive Board member must be present at ALL drafts to assure fairness.
11. Assure all equipment meet safety standards.
12. Maintain an accurate inventory of equipment and uniforms. Accountability for equipment, etc., issues to coaches and players.

13. Monitor the adherence of Coaches to all coach's policies and procedures as well as their conduct at practices and games.
14. Must ensure that all coaches meet club requirements and if not will not be permitted to coach in their respective sport.
15. Attend any and all applicable league meetings when necessitated. Responsible to have someone attend in your absence if unable to attend.
16. Attend applicable grievance meetings.
17. Inform the Executive Board immediately regarding issues that may have arisen within the respective sport, coaches and or any incidence of concern.
18. Schedule and coordinate their sports activities.
19. Any member wishing to become a Commissioner or in any way have involvement with a team or program must receive a certification card from an approved certification program as prescribed by the Executive Board and Trustees.

**ARTICLE 20 ... COACHES**

1. Are appointed by the Commissioner.
2. All Head Coaches & Assistant Coaches or any person wishing to in any way have involvement with a team or program:
  - a) must be members of the WPBGC (a parent or guardian of any coach under the age of 18 must be a member of the WPBGC)
    - i) have certification cards from an approved certification program as prescribed by the Executive Board and Trustees.
    - ii) are approved by the Executive Board prior to the start of season activities.
    - iii) sign the WPBGC Coaches Code of Ethics.
3. It is mandatory for all coaches and assistant coaches to attend a minimum of one meeting during their respective sport in a club year.
4. Commissioners shall not be Head Coaches in their respective sport without approval of the Executive Board.

**ARTICLE 21 ... YOUTH PARTICIPATION**

1. A youth of Woodland Park is a child that is eligible to attend school within the Woodland Park School District.
2. WPBGC programs and activities are for the youth entering Kindergarten thru eighth grade (ages 5 through 13), who meet the resident requirements. Older children are encouraged to return and assist with coaching, time keeping and officiating.
3. In-town programs are for the youth who meet the resident requirements only.



# West Paterson Sports

## The West Paterson Boys and Girls Club



### BY - LAWS

ADOPTED 4/05/1995

REVISED 7/06/2005

REVISED 10/15/2012

<b>2012 WPBGC EXECUTIVE BOARD</b>	
PRESIDENT	THOMAS BOLEN
VICE PRESIDENT	TIM BARGIEL
TREASURER	BARBARA JAEGER
RECORDING SECRETARY	GIOVANNA SALVEMINI
SERGEANT AT ARMS	DREW CELENTANO
FINANCIAL SECRETARY	LORI BRIGATI

<b>TRUSTEES</b>	
RAY BARKER	JIM PACELLI
DAN DUGAN, SR.	LISA NASH
Joyce Koch	LOU TAYLOR, SR.



These By Laws are effective as of date below and all previous By Laws are null and void.

Date Adopted and Signed: 8/7/13

President: Thomas Bolen

~~Thomas Bolen~~

Vice President: Tim Bargiel

Timothy S. Bargiel

Treasurer: Barbara Jaeger

Barbara Jaeger

Recording Secretary: Giovanna Salvemini

Giovanna Salvemini

Sergeant-At-Arms: Drew Celentano

Drew Celentano

Financial Secretary: Lori Brigati

Lori Brigati