

# By-Laws

*for*

# Oakville Watertown Youth Athletic Association, Inc.



*As Amended in January 2026*

## **ARTICLE I: TITLE AND INCORPORATION**

### **SECTION 1. NAME.**

This organization is a member in good standing and shall be known as the Oakville Watertown Youth Athletic Association, Inc., otherwise known as Water-Oak Football & Cheer, here in after referred to as OWYAA or Water-Oak Football & Cheer, in the state of Connecticut, and shall be located in the Towns of Oakville and Watertown, County of Litchfield, while accepting children from other towns in accordance with Rules and Regulations.

## **ARTICLE II: OBJECTIVES**

### **SECTION 1. PURPOSE**

The objective of OWYAA is to familiarize young participants, regardless of race, creed, or national origin, with the fundamentals of football and cheerleading. OWYAA will provide participants with the opportunity to play in an organized and supervised environment under the rules and regulations incorporated herein. All Board of Directors, coaches, and members should bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary and that molding of future citizens is of prime importance. In accordance with section 501(c)(3) of the Federal Internal Revenue Code, OWYAA shall operate exclusively as a not-for-profit educational organization providing a supervised program of competitive athletic activities. No part of the net earnings shall benefit any private shareholder or individual.

### **SECTION 2. RULES AND REGULATIONS**

To adhere to rules and regulations as set forth in the Official Rules and Regulations or as superseded by those of a duly established League in which the OWYAA is a participating member.

#### ***MANDATORY BACKGROUND CHECKS***

Section 1- Definitions. In accordance with National rules, all coaches, Board members and any other persons or volunteer workers who have repetitive access to or contact with any participants must submit to a mandatory background check, including personal information such as social security number, identification number and date of birth.

In addition to the OWYAA By-Laws, the following will not be allowed to serve in any capacity on any team staff, Board, and/or any volunteer position, and will be denied membership:

- i. Any person whose background check reveals a conviction for any violent felony crime;

- ii. Any person whose background check reveals a conviction for any misdemeanor/felony against a minor; or
- iii. Any person registered as a sex offender or appearing and/or registered on Megan's Law

## **ARTICLE III: MEMBERSHIP**

### **SECTION 1. ELIGIBILITY**

Any person(s) sincerely interested in active participation to positively affect the objectives of the organization may become Members; subject to the by-laws and regulations of the OWYAA.

There shall be the following classes of Members:

1. **Participant:** Any child meeting the requirements of the National Organization, League, and OWYAA, Inc., but has no rights, duties or obligations in the management of the team. He or She will be placed on a team as prescribed by the rules of Nationals. The Football and Cheer Commissioners will determine the final assignment based on a vote by the Cheer and Football committees. OWYAA will accept participants from other towns in accordance with the National Rules and Regulations.
2. **Volunteer/Parent Member:** Adult Members in good standing. Volunteers, Coaches, Parents or Guardian of every child and/or other adult who actively participates in the OWYAA are considered to be Adult Members of the OWYAA and as such, agree to be bound by the rules and regulations of the OWYAA as stipulated herein.
  - a) Adult Code of Conduct – All Adult members must abide by the “adult code of Conduct” as prescribed in the current official Rule Book.
  - b) Spectator Code of Conduct - All spectators must abide by the “Spectator Code of Conduct” as prescribed in the official OWYAA Guidelines.
  - c) Board Member Code of Conduct - All Board members must abide by the “Board Member Code of Conduct” as prescribed in the official OWYAA Guidelines.
  - d) Coach Code of Conduct - - All Coaching members must abide by the “Coaching Code of Conduct” as prescribed in the official OWYAA Guidelines.

e) Trainee / Student Demonstrator Code of Conduct - All Trainee / Student members must abide by the "Coaching Code of Conduct" as prescribed in the official OWYAA Guidelines.

**3. Coaches**

- 1) Each football team shall have one Head Coach and at least one Assistant Coach based on ratios.
- 2) Coaches must meet OWYAA minimum requirements.
- 3) All Coaches must complete all required certifications and background checks, in order to be considered for a Head Coaching position. All of this must be completed prior to coaching.
- 4) All Coaches will have a background check completed.
- 5) All CERTIFIED coaches must attend a meeting prior to practice with the Football Commissioner or Cheer Coordinator.
- 6) All head coaches will conduct themselves in a civil manner at all times and shall be responsible for the behavior and conduct of his assistant coaches, players, and parents/guardians. It is the responsibility of the head coach to know and follow the rules set forth in the Rule Book and the OWYAA Bylaws.
- 7) Coaches may be suspended at any time if his/her behavior is deemed detrimental to the organization by the Board of Directors, Football Committee or Cheer Committee.
- 8) The Head Coach will maintain all required documents in the Team Book.
- 9) The Team Book must be available at every sponsored event, practice and every game. NO BOOK, NO ACTIVITY, NO EXCEPTIONS!
- 10) The Team Book must be made available for review by any member of the Board or League officials for auditing and review.
- 12) Each Coach's term expires at the end of the season.
- 13) All Coaches must reapply each season for reinstatement by Football Commissioner and Cheer Coordinator after review of applicants with the respective committees.

## **SECTION 2. DISCIPLINARY ACTION**

1) The Executive Board, by a majority vote of those present at any duly constituted Executive Board session, shall have the authority to discipline, suspend or terminate the membership of any Member, of any class, when the conduct of such person is considered detrimental to the best interests of the OWYAA, or is in violation of the applicable Code of Conduct, Official Rules and any other official rules as provided by OWYAA or the league.

Any Member whose actions are deemed to be detrimental to OWYAA shall be notified of the specific nature of the complaint and be given an opportunity to appear at a meeting of the Executive Board to answer such complaint. Rights of due process, including the ability to provide oral or written correspondence, testimony, or offer witness correspondence or testimony, is preserved in full, however, must be germane to the subject of the complaint.

Thereafter, the Executive Board will impose a sanction as they deem appropriate.

The Executive Board may hold the meeting in absentia should Members fail to appear before the Executive Board at the scheduled date and time.

2) If the Head Coach and/or Staff member violates the Mandatory Play Rule the mandated penalties apply:

**1<sup>st</sup> Violation:** SUSPENSION from practice for one week including game.

**2<sup>nd</sup> Violation:** PROBATION for (1) one year.

**3<sup>rd</sup> Violation:** PROBATION revoked and removal.

A suspension shall last seven (7) days for the first violation of a season and shall continue for the remainder of the season for a second violation in the same season.

## **ARTICLE IV: BOARD OF DIRECTORS:**

### **SECTION 1. BOARD OF DIRECTORS**

The Board of Directors is responsible for overall policy and direction of the organization. The board shall have no less than four members and no more than fifteen members, unless voted on by the board. Positions held on the Board of Directors will receive no compensation for any services provided. In order to avoid potential conflicts of interest or the appearance of conflict, no more than one member of a household may occupy an executive board position on the Board of Directors unless otherwise agreed upon by a majority vote of the Board of Directors.

Each member of the Board of Directors shall attend at least nine (9) monthly meetings of the Board per year. They are also required to attend all home games for both the OWYAA season as well as all Friday night home games for WHS football. In the event a board member is unable to attend one of these events, that board member must send electronic/written notification to all board members.

## **SECTION 2. TERMS**

To ensure an experienced presence on the board of directors at all times the election of a board member shall be a three (3) year term. The first year being a probation period. Executive board members should be on a two (2) year term. Three (3) of six (6) officers will be elected on alternating years. The rotation will be as follows:

- President, Secretary, Football Commissioner:
  - Elections occur in odd numbered years (2023, 2025, 2027 etc.)
- Vice President, Treasurer, Cheer Coordinator:
  - Elections occur in even numbered years (2022, 2024, 2026, etc.)

In the event an executive board member resigns in the middle of his/her term and is not filled by an existing board member or member at large, then the position will be included in the current year's election, and following year's election so the proper rotation can be re-established.

In the event a director (non-executive) resigns in the middle of his/her term, then that position will be opened to members at large by election for the remainder of the term.

## **SECTION 3. RESIGNATION & VACANCIES**

Resignation from the board must be in writing and received by the Secretary. Vacancies existing by reason of resignation, death or other before the expiration of the term shall be filled by a majority vote of the remaining directors. In the event of a tie vote, the President shall choose the succeeding director. A director elected to fill a vacancy shall be elected for the unexpired term of that director's predecessor in office.

## **SECTION 4. DISCIPLINE & TERMINATION**

Any Director may be subject to disciplinary action with just cause, by a vote of the majority of members of the Executive Board. Legitimate cause for disciplinary action can be, but not limited to:

1. Any violation of the Organization's Code of Conduct.
2. Missing three scheduled Board meetings without a valid reason in one year.
3. Failure to actively participate in organization functions and assignments.
4. Failure to participate in operation of organization business.
5. Failure to act upon or provide status of actions, when assigned as a committee member.
6. Misappropriation of league funds.
7. Any action that brings disgrace or ridicule to the OWYAA, including illegal transactions of any kind.
8. Misrepresentation of OWYAA.

Failure to adhere to the conditions set forth in the disciplinary guidelines will result in termination of the director by a majority vote of a quorum of the Board of Directors in good standing.

Any member of the Board of Directors may make a recommendation for dismissal to an executive board member, providing that just cause is provided. The executive board member on receipt of the complaint is required to notify the executive board of the complaint. The member's impending dismissal will be provided with the opportunity to address the board within seven business days to show cause as to why such action took place.

#### **SECTION 5. QUORUM**

A quorum shall consist of a majority of the Board attending in person or through teleconferencing. All decisions will be by majority vote of those present at a meeting at which a quorum is present. If less than a majority of the directors are present at said meeting, a majority of the directors present may adjourn the meeting on occasion without further notice.

#### **SECTION 6. MEETINGS**

The Board of Directors should hold its first meeting in January for the purpose of setting committees, budgets, assigning specific responsibilities, and for the transaction of such business as may properly come before the meeting.

## **1. REGULAR MEETINGS**

- a. Monthly meetings shall be held on the 3<sup>rd</sup> Monday of every month at a location set by the Board of Directors unless agreed upon by the members. Unexcused absences of a Board member from 3 meetings during the calendar year may be grounds for dismissal as recorded by the secretary.

## **2. SPECIAL MEETINGS**

- a. These meetings of the board shall be called upon the request of the president or at the request of any two directors. Notice of the special meeting shall be given by the Secretary to each Board member, appropriate party, the date, time, and purpose of the meeting. The Board will determine attendance at the special meeting. No matters not stated may be acted upon at the special meeting. Notification by email, telephone, or written notice to each member of the Board of Directors not less than 3 days before such meeting. A quorum must be present.

## **3. ANNUAL MEETING**

- a. An Annual Meeting shall be held during the first quarter of each calendar year. The Secretary, Treasurer, Directors will submit summary reports of activities and expenditures for the preceding year, and all other relevant Committee Chairpersons as requested by the President.
- b. At the Quarterly Meeting the Board of Directors shall receive reports, verified by the President and Secretary, from the Treasurer, Fundraising Coordinator and any other person holding assets of OWYAA. Each report shall list the whole number of monies spent or received throughout the fiscal year.
- c. Only Members in good standing of the Board of Directors, with the exception of the President shall have voting rights at the meetings. The President shall only vote in the event of a tie.
- d. At this meeting, the voting of executive board positions shall be voted upon.
- e. Voting for any vacant or temporary executive board positions will occur at this meeting.

## **4. VOTING**

- a. Only Members in good standing of the Board of Directors shall have voting rights at the meetings.

b. All voting will occur on a confidential ballot provided by the secretary.

c. Voting eligibility of Executive Board members shall consist of Board members in good standing with at least one (1) year of service. One (1) year of service shall be considered one football/cheer season.

5. **ABSENTEE VOTE**

a. An absentee vote for the annual elections will be accepted by the Board of Directors in good standing. The vote must be emailed to the Secretary prior to the meeting.

6. **RULES OF ORDER**

1. Robert's Rules of Order serve as a general guide for the proceedings of all meetings except where it conflicts with the by-laws of the Organization.

**ARTICLE V: DUTIES OF BOARD OF DIRECTORS**

**SECTION 1: EXECUTIVE BOARD (Executive committee)**

Corporate Officers otherwise known as the Executive Board of OWYAA will be composed of:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer
- (e) Football Commissioner
- (f) Cheer Coordinator

The Board may appoint such other Officers, as it may deem necessary, the officers of the organization shall be elected by the Board of Directors. In order to avoid potential conflicts of interest or appearance of conflict, no more than one member of a household may occupy an executive board position on the Board of Directors unless a majority vote approves an override of this rule.

***President:***

The President shall be the principal officer of the OWYAA and control the Executive Board and its Directors. The President shall, in general, supervise and control all business and affairs thereof. The President will be one of two responsible for maintaining insurance of players/cheerleaders and the property of the OWYAA. Preside at all meetings of the board. The President as

hereinafter provided, shall have the power to make and execute for and in the name of the Executive Board such contracts, leases or other instruments as may have received prior approval of the board. Shall perform all duties incident to the office of the President and such other duties as may be incident to that office. Shall oversee all activity related to conducting the business of the OWYAA.

1. Be the Chief Executive Officer of the League and shall manage all league business and implement policies established by the Board of Directors.
2. Preside at all BOD and executive board meetings of the league, appoint all committees; conduct the affairs of OWYAA and execute the policies established by the Board of Directors.
3. Can serve as one of the signatories on association's accounts.
4. Investigate, or assign responsibility to investigate, complaints, irregularities and conditions detrimental to OWYAA and ensure results of investigation are reported to the Board of Directors
5. Verify with Treasurer that required IRS Tax forms are completed.
6. Responsible for filing the Corporation's Annual Report with the State of Connecticut.
7. Responsible for ensuring background checks are completed on all coaches, volunteers, and Board Members.
8. Responsible for having knowledge of all rosters.
9. One of 5 that maintains key access to OWYAA Headquarters.
10. The President shall be the chair of the placement committee, and shall be responsible for the organizing of all committees
11. Communicate agenda items for board meetings and approve final agenda for annual meeting, special meetings and annual board meetings.

***Vice-President:***

The Vice-President will be one of two responsible for maintaining insurance of players/cheerleaders and the property of the OWYAA. The Vice-President will assist the President in overseeing all activities related to the President's conducting of the business including but not limited to assistance in monitoring and enforcing all OWYAA and National/League rules during practice, games, meetings and other related activities. In addition, the Vice President shall assist the President and other Executive Board members with

any special projects related to the OWYAA organization. Vice President will assist the President and Executive board members with any special projects related to the continued growth and promotion of the OWYAA program.

1. Temporarily perform the duties as President in the case of absence, disability, resignation or removal of the President.
2. Can serve as one of the signatories on association's accounts.
3. Shall have such other duties as from time to time assigned by the Board of Directors or by the President.
4. One of the board members is responsible for counting currency, verifying amount, signing off on receipt, and turning over to Treasurer for deposit.
5. One of the two Board Members is responsible for retrieving and opening mail from the corporation's PO Box and delivering such mail to corresponding Board Members.
6. Communicate agenda items to the Secretary for board meetings.

***Secretary:***

Secretary shall be responsible for recording the activities of the Organization and maintaining appropriate files and necessary records in a location specified by the Board of Directors. The Secretary shall perform such duties as are herein specifically set forth, in addition to such duties as are customarily incidental to the office of the Secretary or as may be assigned to him/her by the Board of Directors. The Secretary shall gather recommended items to create and disperse agenda prior to board meetings. The Secretary will maintain responsibility for issuing minutes of the previous monthly meeting to members of the Board of Directors, within seven (7) calendar days of said meeting and make available copies of minutes at the next monthly board meeting. The Secretary will also send a copy upon request to any active adult member. In addition, the Vice President shall assist the President and other Executive Board members with any special projects related to the OWYAA organization. The Secretary assist the President and Executive board members with any special projects related to the continued growth and promotion of the OWYAA program.

1. Be responsible for recording the activities of OWYAA and maintain appropriate league files. (Including but not limited to, mailing lists, member database and copies of corporate papers).
2. Perform such other duties as from time to time assigned by the Board of Directors or by the President.

3. Maintain a list of regular, good sustaining members, Directors and Committee members and give notice of all meetings of the OWYAA Board of Directors.
4. Conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
5. One of the two Board Members is responsible for retrieving and opening mail from the corporation's PO Box and delivering such mail to corresponding Board Members. Hand out mail at the board meetings and ensure hand delivery to addressees.
6. Opening Post Office Box, as a signer, and ensuring that the Post Office Box is closed out or renewed in a timely fashion.
7. Responsible for imputing data for all rosters on league software and organization of all roster's binders
8. Generate at the beginning of each season a Board of Directors binder containing the current Bylaws, OWYAA Board member contact list, Certificates of insurance, League Board of Directors contact list, Rules and Regulations, and National Rules and Regulations.

***Treasurer:***

The Treasurer shall perform such duties as are herein specifically set forth and such duties as are customarily incidental to the Office of the Treasurer or may be assigned to him or her by the Board of Directors.

1. Have custody of and be responsible for all funds and securities of the corporation; and give receipts for monies due and payable to the corporation from all sources and deposit them into a depository approved by the Board of Directors in a timely manner.
2. Keep records for the receipt and disbursement of all monies and securities, approve all payments from allotted funds and draw checks therefore in agreement with the policies established in advance of such actions by the Board of Directors.
3. All disbursements by checks must be accompanied by a check request form and have dual signatures; those signatures will be those of the President, Vice President, or the Secretary.
4. Prepare an annual financial report for submission to the Membership and the Board of Directors at the Annual Meeting.

5. Prepare and submit a written report of account activity and balance at each regularly scheduled Board Meeting from accounting software.
6. The treasurer shall work closely with the Board of Directors to ascertain that appropriate procedures are followed in the financial affairs of the Corporation and shall perform such other duties as occasionally may be assigned by the Board of Directors.
7. Arrange for an annual review of the accounting documents by a person or company not associated with the organization. Report findings, result, etc. to the Board of Directors.
8. Arrange for any required tax documents to be filed.
9. Arrange for payment of referees at home games.
10. Shall have other duties as from time to time assigned by the Board of Directors or by the President.

***Football Commissioner:***

The Football Commissioner shall oversee all aspects of the football operations. The Football Commissioner shall be responsible for recruiting and assigning Head Coaches and additional coaching staff with input from the football committee. The Football Commissioner shall perform the following specific duties including approving practice fields, approve all practice schedules, notify football Head Coaches of game cancellations and changes, secure referees for home games not scheduled by the League, schedule preseason scrimmages. This person organizes and ensures that all association paperwork in regard to the football program is complete and turned in on time. He/she will coordinate the placement of participants on teams with recommendations from the football committee. He/she will represent OWYAA at the League meetings, and act as a chairperson for the grievance. Shall assist the President and Executive board members with any special projects related to the continued growth and promotion of the OWYAA program.

1. Conduct and attend; all meetings and clinics relating to football;
2. Perform all duties of Field Commissioner at all games and practices during season;
3. Submit a budget for all football operations prior to annual meeting;
4. Serve as an escalation point for all issues concerning coaches, football participants and parents;

5. Maintain a file of team rosters, mandatory play sheets, verify coach's validation books with required paperwork;
6. Investigate any violation of playing rules and report to the League;
7. Investigate and file complaints from coaches.
8. Representative of OWYAA and holding the vote for the Board of Directors at all monthly League conference meetings and relaying topics of discussion back to the Board of Directors or an appointed representative in their absence.
9. Implements all rule changes and requirements by the league, conference and Nationals.
10. Must be present at all league football games and league special events.
11. Manages football coaches and teams.
12. Final authority on any dispute during any league play, meeting, or action not including those Board matters that require a vote.
13. Will conduct all verification and certify books for every home game.
14. Shall have other duties as from time to time assigned by the Board of Directors.
15. One of 5 that maintains key access to OWYAA Headquarters.
16. Responsible for meeting with head coaches and making recommendations on placements for assistant coaches.

***Cheer Coordinator:***

The Cheer Coordinator shall be responsible for recruiting and assigning Head Coaches and additional coaching staff. This person is also responsible for securing practice sites, scheduling of practices, and distribution of game schedules, communication with cheerleaders, parents /guardians and the community, participating in recruitment of cheerleaders from local schools and the community. This person organizes and ensures that all association paperwork in regard to the cheerleading program is complete and turned in on time. He/she makes recommendations and secures association funding for necessary cheerleading expenses. He/she provides guidance on appropriate cheer music and should be knowledgeable and up to date on National/League cheer level guidelines in order to ensure competition routines are appropriate for each level. He/she will coordinate the placement of participants on teams and make recommendations on the cheer

level at which each team should compete. He/she shall also handle any cheerleader, parent /guardian or team issue brought to their attention. He/she will represent OWYAA at the League meetings, and act as a chairperson for the grievance. A substitute representative will be assigned in the event the cheer coordinator cannot attend. Finally assist the President and Executive board members with any special projects related to the continued growth and promotion of the OWYAA program.

1. Conduct and attend all meetings and clinics relating to cheerleading
2. Submit a budget for all cheerleading operations prior to the annual meeting
3. Serve as an escalation point for all issues concerning coaches, football participants and parents
4. Investigate and file complaints from coaches
5. Liaison for the cheer coaches to the Board of Directors
6. Maintain a file of all Cheer squad rosters
7. Ensure all cheer equipment/uniforms are ordered and maintained
8. Manages cheer coaches, teams and equipment
9. Oversee preparations and routines for competition
10. Must be present at all league games and special events
11. Must attend all competitions
12. Representative of OWYAA and holding the vote for the Board of Directors at all monthly League conference meetings and relaying topics of discussion back to the Board of Directors or an appointed representative in their absence.
11. Implements all rule changes and requirements by the league, conference and Nationals.
12. Shall have other duties as from time to time assigned by the Board of Directors.
13. One of 5 that maintains key access to OWYAA Headquarters.
14. Responsible for meeting with head coaches and making recommendations on placements for assistant coaches.

## **SECTION 2: BOARD OF DIRECTORS**

***Scholastic Coordinator:*** The Scholastic Coordinator will be responsible for verifying that each participant is academically eligible to participate by reviewing every participant's report card. They should immediately submit the information on any player who does not meet the scholastic fitness standards to the Executive Board. At which time the Executive Board will discuss any possible steps that must be taken to help the player in achieving the requirements of scholastic fitness. Responsible for collecting progress reports from participants who are deemed not to have met the scholastic requirements and verifying they are still able to participate in the program based on the participant's grades. Review and calculate All-American Scholar eligibility. They will then distribute All-American Scholar applications to any participant who is eligible and follow-up with these participants. Collect and review completed All-American Scholar applications. They will submit a finished scholastic report along with all applications to the League Scholastic Coordinator. Finally assist the President and Executive board members with any special projects related to the continued growth and promotion of the OWYAA program.

***Football Registrar:*** The Football Registrar will be responsible for the registration of all football players. He/She will be responsible for the collection of contracts and waivers. Please note: The Football Registrar is viewing private information and as such must maintain player/parent & league confidentiality. One must operate under ethical decision-making. The Football Registrar must ensure that all paperwork has been completed properly. Some data entry may be required. Accurate bookkeeping must be maintained. If paperwork is not complete, players/parents must be instructed that they will not be able to practice until all paperwork has been submitted. It is recommended that all paperwork be in order by the third week in July. The Football Registrar must inform the Football Commissioner concerning monthly registration reports from the time that registration opens until validation. The Football Registrar must participate in the validation process when requested. The Football Registrar must assist with handouts of football equipment (helmets, pads, uniforms, etc.). They must also update equipment handout forms & contract-parents must sign and be aware that if equipment is not returned, they will be charged for each item that is missing. Lastly, the Football Registrar must assist the President, Vice President with any related special projects to continue to the growth & promotion of the OWYAA program.

***Cheer Registrar:*** The Cheer Registrar will be responsible for the registration of all cheerleaders. He/She will be responsible for the collection of contracts and waivers. Please note: The Cheer Registrar is viewing private information

and as such must maintain player/parent & league confidentiality. One must operate under ethical decision-making. The Cheer Registrar must ensure that all paperwork has been completed properly. Some data entry may be required. Accurate bookkeeping must be maintained. If paperwork is not complete, cheer/parents must be instructed that they will not be able to practice until all paperwork has been submitted. It is recommended that all paperwork be in order by the third week in July. The Cheer Registrar must inform the Cheer Coordinator concerning monthly registration reports from the time that registration opens until validation. The Cheer Registrar must participate in the validation process when requested. They must also update equipment handout forms & contract-parents must sign and be aware that if equipment is not returned, they will be charged for each item that is missing. Lastly, the Cheer Registrar must assist the President, Vice President with any related special projects to continue to the growth & promotion of the OWYAA program.

**Webmaster:** Maintains website as directed by the Board of Directors. Ensure league emails submitted through website are directed to president and member to which it belongs. Administer and maintain OWYAA league website. Maintenance shall include posting current status of league, updating league calendar, adding sponsor information, and posting information requested by board. Coordinate online league registrations. Supply board members with necessary access to support their duties. Generate and revise web pages. Website administrator.

**Safety Coordinator:** Attend a Player Safety Coach training clinic offered through in-person or web-based instruction and participate in ongoing training.

The Safety Coordinator's specific responsibilities shall include the following:

- 1) Serve as the local origination expert and point of contact for player health and safety recommendations, particularly from the Centers for Disease Control and Prevention.
- 2) Supply all coaches with medical and safety bags.
- 3) Provide a safety budget for the Board of Directors at the annual meeting.
- 4) Ensure EMTs are scheduled for all home games.
- 5) Track, record and maintain documentation of all injury reports incurred during the season.

### SECTION 3: COMMITTEES

Committee Formation. The President or Executive Board shall appoint such committees as necessary to run Corporation business. To prevent any personal benefit, it is necessary for the President to assign Board members to specific committees prior to the beginning of the season for the purpose of planning and/or organization.

a. Each committee shall keep regular minutes of their proceedings and report the same to the Board when required.

b. The President, Vice President, Secretary, Treasurer, Football Commissioner and Cheer Coordinator will serve as the Executive Committee and will meet as needed to manage the affairs of the Corporation. A committee will consist of a minimum of 2 board members.

1)**Football** - Shall be under the direction of the Football Commissioner. Committee members must be board members in good standing. Must attend all committee meetings set by the Commissioner. Assist the Football Commissioner with equipment handout and hand in. Assist with player and coach team placement. Perform any duties designated by their Football Commissioner.

2)**Cheer** - Shall be under the direction of the Cheer Coordinator. Committee members must be board members in good standing. Must attend all committee meetings set by the coordinator. Assist with uniform sizing and handout. Assist with player and coach placement. Perform any duties designated by their Cheer Coordinator.

3) **Concession** - Shall be run by a committee under the direction of the concession coordinator. At the end of each event, the book/logs and monies must be turned over to the Treasurer. One of 5 that maintains key access to OWYAA Headquarters.

1. The Concession Coordinator shall purchase and maintain supplies for the concession stand. He/she must handle any emergencies arising with such items.

2. Coordinate volunteer schedules.

3. With the help of the Board, oversee snack bar and cash flow on home game days for both WHS Friday night football home games and OWYAA home games.

4. Keep and maintain a logbook of cash flow at the start of every event and again at the end. Every entry must be accompanied by a total amount and dual signatures of two Board of Director Members.

5. All monies collected at these events must be turned into the Treasurer within 5 days.

6. He/She will coordinate with the Merchandise Coordinator to ensure the separation of monies between concession and merchandise.

7. Clean and store equipment during the season. Store all supplies at a secure storage location for the offseason.

4) **Fundraising** - manage and coordinate fundraising efforts. Coordinate with the webmaster to advertise events and with the Finance Committee to complete a summary of fundraising income and expenses.

5) **Merchandise** - work with merchandise vendors to select merchandise for sale by organization. Coordinate with webmaster for advertising and Finance Committee to record associated income and expenses.

6) **Auditing Committee** - The Board of Directors shall appoint an Auditing Committee, to be chaired by the Secretary, consisting of up to Three (3) additional Directors. The President, Treasurer or signatory of checks are not eligible. The Committee will review the books and records of OWYAA at minimum annually, prior to the Annual Meeting, and attach a statement of their findings to the annual financial statement of the President and Treasurer. Additional audits may be requested by the Board of Directors and the statement of findings will be presented at the next regular meeting.

#### 7) **Equipment Manager**

- Volunteer position
- Conduct an annual inventory of all Association equipment and present the results to the Football Commissioner and the Board.
- Advise the Football Commissioner of any equipment that needs to be purchased based off of the inventory
- The Equipment Manager shall be responsible for storage and organization of equipment and uniforms in the shed
- Attend a Football committee meeting before season for planning prior to season start date
- Assist distribution and tracking of equipment to the coaches (First Aid Kits, Footballs etc.)

- Assist in distribution and tracking of equipment and uniforms to the players.
- Assist during equipment and uniform returns at the end of the season.
- Check tracking to verify all equipment and uniforms have been returned and present results to the Football Commissioner.
- Attend a Football Committee meeting at the conclusion of the season to prepare for equipment and uniform returns.
- Attending a board meeting at the end of the year.

## **ARTICLE VI: FINANCIALS**

1) The Board of Directors shall decide all matters pertaining to the finances of OWYAA and it shall place all income in a common treasury, directing the expenditure of same in such manner as will give no individual or team an advantage over those in completion with such individual or team.

2) The Board shall not permit the contribution of funds or property to individual teams but shall solicit some for the common treasury of OWYAA thereby discouraging favoritism among teams and to endeavor to equalize the benefits of OWYAA.

3) No director, Officer or Member of OWYAA shall receive, directly or indirectly, any salary, compensation or emolument from OWYAA for services rendered as Director, Officer, member or coach.

4) All monies received shall be deposited to the credit of OWYAA in the local financial institution selected by the Board of Directors and all disbursement shall be made by check, debit or credit whenever possible. All outgoing checks shall have a dual signature and all debit/credit will need submittal of invoice/receipt for each transaction on an associate check request form. Checks cannot be signed by the individual requesting reimbursement.

5) The fiscal year of OWYAA shall begin on the first day of February and end on the last day of January. An annual report is to be submitted for review at the first Board of Directors meeting for that fiscal year.

6) Upon completion of the finance committee's review, the records shall be sent to the treasurer for tax filing purposes. The finance committee will oversee the completion of the tax return.

7) Distribution of Property upon Dissolution. Upon dissolution of OWYAA and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property to another youth organization which maintains the same objectives as set forth herein, which are or may be entitled to exemption under

Section 501(c) (3) of the Internal Revenue Code or any future corresponding provision.

8)Registration fees shall be set by the Board of Directors annually. There shall be a designated board of directors meeting to consider waiver of registration fees for any child whose guardian has submitted, in writing, a request for a waiver, due to financial hardship. No participant shall be issued a uniform unless their registration fee has been fully paid, or the Board of Directors has waived all or part of the registration fee. In addition, no registration shall be accepted if prior obligations to the league are outstanding.

9)No major expenditure (greater than \$25.00) shall be made without prior approval of the Board of Directors. All funds received from any source by anyone representing OWYAA shall be turned over to the Treasurer with a dual signature receipt and immediately deposited in the Corporation's appropriate bank account within 7 business days. Such person representing OWYAA and receiving such funds must provide in writing to the Treasurer with the necessary details of the funds to ensure proper accounting of the funds.

## **ARTICLE VII: ADDITIONAL ITEMS**

### **Release Form Signature.**

The Board of Directors must approve all Player Release Waiver requests by the August monthly board meeting. The President should sign all "Player Release" forms submitted to OWYAA in accordance with League by-laws. Any player that wishes to participate in another sanctioned association besides OWYAA, but resides in the OWYAA boundaries, may be granted their waiver with the following exceptions:

- A. If the parties requesting the waiver owes OWYAA money or property, including but not limited to registration fees, helmet, shoulder pads or uniforms.
- B. If the waiver which is being signed is deemed as being a liability to OWYAA.
- C. If said player requesting the waiver is found out to have been actively and illegally "recruited" by the accepting association.
- D. If the waiver is found to result in the detriment of the OWYAA program.

***All waivers are good for one season. NO EXCEPTIONS.***

### **Summary Authority**

Summary Authority is to be applied in all cases where quick action is needed to stop, alter, change, or otherwise modify a condition that cannot be allowed to continue until a hearing is held. This may involve the threat to the safety and well-being of Participant Members, an obvious violation of League or National rules, or anything

that adversely affects the image and good name of OWYAA or the League in the community.

Summary Authority may be exercised by members of the Executive Board or members of the Board of Directors. When the President is present he/she shall execute summary authority. In his/her absence, summary authority shall be exercised in the following order: Vice President, Football Coordinator, Cheer Coordinator, Treasurer or member of the Board of Directors.

The Powers of Summary Authority include, but are not limited to, ordering a game or practice stopped, or the immediate suspension of any adult or participant deemed to be the cause of a problem. Summary Authority is to be used with the utmost caution and in no case does it substitute for final action. The Executive Board must schedule an Executive Board session as soon as practical to arrive at a final disposition in the case.

### **Amendment**

Section 1. These bylaws may be amended at any regular meeting of the OWYAA board by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Section 2. Any amendments to these by-laws are effective upon approval and are subsequently reported to the membership in writing.