

**CONSTITUTION AND BY-LAWS
WEST CARROLLTON RECREATION ASSOCIATION
Adopted December, 1986, Revised April 2009**



ARTICLE I

NAME

The name of the organization shall be the WEST CARROLLTON RECREATION ASSOCIATION.
(WCRA)

ARTICLE II

PURPOSE

The purpose of the WCRA is to promote, organize, and administer the highest quality recreational activities possible for the youth of the West Carrollton School District. Without limiting the foregoing, the purpose of the WCRA shall also be to encourage good sportsmanship and fair play in all WCRA sponsored activities. The WCRA shall be a not-for-profit organization and all funds and assets shall not be used for the personal gain of any person, or persons in this organization. The West Carrollton Recreation Association will operate with, and in accordance with, the By-laws and rules of the Western Ohio Junior Football Conference.

ARTICLE III

MEMBERSHIP

Section 1. Members

A "Member" shall be 18 years or older and a parent/legal guardian of a child (or children) enrolled in any WCRA program, or is 18 years of age and is an active participant in the WCRA. Membership will begin upon attendance of an Open Meeting, assuming a position of official capacity, or enrolling a child in a WCRA program. Yearly Membership will start on January 1 of each year.

Section 2. Termination of Membership

The WCRA may terminate a membership by providing written notice of termination from the Executive Committee. A member may have his/her membership terminated if, in the opinion of the Executive Committee, said member has failed to adhere to any section herein. The termination of any member will be approved by two-thirds of the Members present at an Open Meeting that have voting rights. The Secretary shall provide all Members of record a two (2) week notice prior to any such meeting. A vote of termination of a member must be by secret ballot. If a Member is so terminated, said member may not reapply for membership for a period of one (1) year. This is a termination of Membership Rights.

ARTICLE IV

VOTING BODY

Section 1. Voting Procedures

Voting body shall be defined as those members in attendance at an Open Meeting and having attended four Open Meetings in the current calendar year where a vote is taken. Votes for Officers and Program Directors shall be cast by ballot. All other votes shall be cast by a show of hands, passing with a two-thirds (2/3) vote. Voting for association Officers and Program Directors will take place at the Open Meeting in December. Nominations for association Officers and Program Directors shall be taken during the September Open Meeting and via email or P.O. Box through November 30. A Member must attend four (4) meetings in order to be nominated for a position on the Board. Eligibility requirements to vote at the December meeting will include a minimum attendance at four (4) Open Meetings in the calendar year, and being a Member in good standing with the WCRA. Those Members eligible to vote will have their ballots in a sealed envelope with his/her name. The envelope will be given only to that named Member at the time of election. A vote by absentee ballot shall be allowed when approved by the Executive Committee. All voting ballots will be counted and recorded in open forum.

Section 2. Voting Order

Voting for Officers and Program Directors shall take place in the following order: President, 1st Vice President, Secretary, Treasurer, 2nd Vice President of Concessions, 2nd Vice President of Equipment, 2nd Vice President of Fundraising, Director of Bantam and 3rd Grade Football, Director of 4th, 5th, 6th Grade Football, Director of Bantam and 3rd Grade Cheerleading, Director of 4th, 5th, 6th Grade Cheerleading, Director of Color Guard, Director of Special Events, Director of Field Operations, and Director of Communications.

ARTICLE V

OFFICERS

The elected officers shall be as follows: President, 1st Vice President, Secretary, Treasurer, and the 2nd Vice Presidents of Concessions, Equipment, and Fundraising. Each candidate for office must be a member at the time the office is assumed, and shall be nominated by a Member; candidates shall be elected for office by a majority of the Members present. Candidates for Officer may be nominated for more than one (1) office, but may only be elected to one (1) office.

Each Officer shall be elected for the term of one (1) year at the December monthly regular meeting, and shall assume the duties of the position the following January. Each Officer shall be responsible to the President for performing the duties of their position as stated herein and as deemed necessary by the WCRA, and has the responsibility to attend all stated meetings. The replacement of Officers, other than the President, will be conducted in the following manner: In the event an Officer resigns, moves away, is terminated, or otherwise cannot fulfill the obligation to their Office, the Executive Committee will take nominations for the vacant Office position. Upon receiving nominations, the Executive Committee will decide by a majority vote the person selected to fill said position. In the event the elected President cannot fulfill the obligation to their Office, the current elected Vice President will fulfill the duties of President for the remainder of the term.

OFFICERS (cont.)

Section 1. President

The President shall direct, control, and be responsible to the WCRA membership for all activities and programs of the WCRA. The President shall preside at all meetings of the WCRA and the Executive Committee, and shall be an "ex officio" member of all committees, providing the tie-breaking vote when necessary. The President shall have the power to nominate all committee chairmen in lieu of volunteers and to appoint any special committees deemed necessary by the WCRA. The President shall also have other duties and responsibilities as provided herein and as deemed necessary by the WCRA. The signature of the President on behalf of the WCRA on any legal instrument shall effectively bind the WCRA.

Section 2. Vice President

The 1st Vice President shall act as an aide to the President. In the absence of the President, or any other member of the executive committee, the 1st Vice President shall perform their duties as required. The 1st Vice President shall also serve as Purchasing Committee Chair by maintaining bidding guidelines, verifying receipt of purchases and approving all invoices. The 1st Vice President shall also act as the official representative of the WCRA in all conference functions. The signature of the 1st Vice President on behalf of the WCRA on any legal instrument shall bind the WCRA only if such instrument is executed by a second Officer.

Section 3. Secretary

The Secretary shall maintain all WCRA meeting minutes, which shall include the attendance list for the prior month and shall include an actual beginning and ending time, and shall record the votes and the procedure of each meeting. The Secretary shall record the meeting attendance and keep the Active Member roster and shall attend to all necessary correspondence. In absence of the President or 1st Vice President, the Secretary shall perform their duties as required. All meetings are to be recorded by the Secretary on audiotape and kept for the current and preceding year. The Secretary will also be responsible for maintaining all league documents, and making sure of their renewals, and compliance.

Section 4. Treasurer

The Treasurer shall be responsible for maintaining the Operating and Capital Budgets, and for all bookkeeping functions related to the activities of the WCRA. The Treasurer shall collect and deposit all monies belonging to the WCRA within three (3) business days after receiving funds and pay any such bills as are approved by the President and 1st Vice President. The Treasurer shall make sure the 1st Vice President has verified receipts of purchases and approved all expenditures prior to issuing payment as following Section 2 under 1st Vice President's job description. The Treasurer shall have available for distribution, at each monthly meeting, a written Treasurer's report. A financial audit shall be performed annually by a professional accountant. The Treasurer shall surrender all WCRA documents, records and materials at the end of his/her elected tenure (immediately following elections in December's Open Meeting) to the newly elected Treasurer or President.

OFFICERS (cont.)

Section 5. 2nd Vice President of Concessions

The 2nd Vice President of Concessions shall be responsible for all activities related to the operation of the concession stands, game raffles, gate operations including collections of entrance fees, after game clean-up, and the operation of the field lights. The 2nd Vice President of Concessions shall also appoint agents from each division to assist in the performance of these duties. The 2nd Vice President of Concessions will schedule workers for the concession stand with follow through notification as to the workers' scheduled time to work. The 2nd Vice President of Concessions shall submit a written sales report of all revenue from the week's business to the Treasurer before 6:00 PM on every Wednesday during the regular season of play. All monies will be deposited by 3:00 PM the following day of business to the Vice President or Treasurer. All documentation must be verified by three (3) Board signatures.

Section 6. 2nd Vice President of Equipment

The 2nd Vice President of Equipment shall be responsible for all matters related to the care and condition of the sports equipment, including equipment inventory and replacement, uniform fittings, equipment pass-out and turn-in, and the operation of the equipment shed, announcer's booth, and field equipment. The 2nd Vice President of Equipment shall conduct a year-end inventory of all football equipment and surrender said inventory report prior to the first Open Meeting of the next year to the newly elected President.

Section 7. 2nd Vice President of Fundraising

The 2nd Vice President of Fundraising shall be responsible for all fundraising activities of the WCRA, including sub sales, and sponsor donations. The 2nd Vice President of Fundraising shall submit a sales and profit report within seven (7) days of the finalization of each fundraiser event to the Treasurer.

ARTICLE VI

PROGRAM DIRECTORS

The Program Directors shall be responsible to the Executive Committee to coordinate the activities of the programs of the WCRA. Each candidate for Program Director must be a Member in good standing with the WCRA at the time he/she is nominated, and shall be nominated by a Member in good standing with the WCRA. Candidates shall be elected for office by a majority of the Voting Body present with voting rights, having attended four (4) Open Meetings in the calendar year. December will be considered the 4th meeting of attendance for a Member, if necessary, provided said Member signs into the December meeting according to these By-laws. Except as mentioned above, the Program Directors shall be elected for the same term and under the same conditions as the Officers as stated in Article V. Any Program Director position not filled by a nominee shall be filled by an Officer of the Executive Committee or appointed by the Executive Committee.

PROGRAM DIRECTORS (cont.)

Section 1. Director of Bantam and 3rd Grade Football

The Director of Bantam and 3rd Grade Football shall conduct the football drafts, evaluations, mini camps, coach's clinic, and coaches certification meetings for their respective grade levels. The Director of Bantam and 3rd Grade Football shall present all applicants for Head Coaching positions to the Executive Committee. The Director of Bantam and 3rd Grade Football shall be present at the voting of the Head Coaches, and have a vote on selecting coaches for the coming year in their respective grade levels. The Director of Bantam and 3rd Grade Football shall act as mediator between coaches, parents, and the players. The Director of Bantam and 3rd Grade Football shall hold a meeting prior to the start of the first practice in which all coaches are given their job duties for that season. The Director of Bantam and 3rd Grade Football shall insure that all sideline personnel maintain their NYSCA certification. The Director of Bantam and 3rd Grade Football shall be responsible for maintaining and submitting all records as required by the WOJFC or WCRA to the 1st Vice President or whoever designated by the WOJFC, i.e., fully completed rosters, hardship paperwork, physical forms, residency forms, birth certificates, game reports, minimum play reports, etc., by 6:00 PM on Sunday following games or on or before the time designated by the WOJFC or WCRA.

Section 2. Director of 4th, 5th, 6th Grade Football

The Director of 4th, 5th, 6th Grade Football shall conduct the football drafts, evaluations, mini camps, coaches' clinic, and coach's certification meetings for their respective grade levels. The Director of 4th, 5th, 6th Grade Football shall present all applicants for Head Coaching positions to the Executive Committee. The Director of 4th, 5th, 6th Grade Football shall be present at the voting of the Head Coaches, and have a vote on selecting coaches for the coming year in their respective grade levels. The Director of 4th, 5th, 6th Grade Football shall act as mediator between coaches, parents, and the players. The Director of 4th, 5th, 6th Grade Football shall hold a meeting prior to the start of the first practice in which all coaches are given their job duties for that season. The Director of 4th, 5th, 6th Grade Football shall insure that all sideline personnel maintain their NYSCA certification. The Director of 4th, 5th, 6th Grade Football shall be responsible for maintaining and submitting all records as required by the WOJFC or WCRA to the 1st Vice President or whoever designated by the WOJFC, i.e., fully completed rosters, hardship paperwork, physical forms, residency forms, birth certificates, game reports, minimum play reports, etc., by 6:00 PM on Sunday following games or on or before the time designated by the WOJFC or WCRA.

Section 3. Director of Bantam and 3rd Grade Cheerleading

The Director of Bantam and 3rd Grade Cheerleading shall be responsible for uniform fittings, attending sign-ups, setting camp dates, and approving trainers. The Director of Bantam and 3rd Grade Cheerleading shall be present at the voting of the advisors, and have a vote on selecting advisors for the coming year for their respective grade levels. The Director of Bantam and 3rd Grade Cheerleading shall present all applicants for Head Advisor positions to the Executive Committee. The Director of Bantam and 3rd Grade Cheerleading shall also be responsible for holding a meeting prior to cheer camp detailing all advisor duties for that season. The Director of Bantam and 3rd Grade Cheerleading is responsible for distributing and collecting said cheerleading equipment and returning it to the equipment shed unless otherwise approved. The Director of Bantam and 3rd Grade Cheerleading shall conduct a year-end inventory and compile a report of all Bantam and 3rd Grade cheer equipment and apparel and surrender said inventory report prior to the first Open Meeting of the next year to the newly elected President.

PROGRAM DIRECTORS (cont.)

Section 4. Director of 4th, 5th, 6th Grade Cheerleading

The Director of 4th, 5th, 6th Grade Cheerleading shall be responsible for uniform fittings, attending sign-ups, setting camp dates, and approving trainers. The Director of 4th, 5th, 6th Grade Cheerleading shall be present at the voting of the advisors, and have a vote on selecting advisors for the coming year for their respective grade levels. The Director of 4th, 5th, 6th Grade Cheerleading shall present all applicants for Head Advisor positions to the Executive Committee. The Director of 4th, 5th, 6th Grade Cheerleading shall also be responsible for holding a meeting prior to cheer camp detailing all advisor duties for that season. The Director of 4th, 5th, 6th Grade Cheerleading is responsible for distributing and collecting said cheerleading equipment and returning it to the equipment shed unless otherwise approved. The Director of 4th, 5th, 6th Grade Cheerleading shall conduct a year-end inventory and compile a report of all 4th, 5th, 6th Grade cheer equipment and apparel and surrender said inventory report prior to the first Open Meeting of the next year to the newly elected President.

Section 5. Director of Colorguard

The Director of Colorguard shall be responsible for uniform fittings, attending sign-ups, setting camp dates, and appointing trainers. The Director of Colorguard shall also present all applicants for advisors to the Executive Committee. The Director of Colorguard is responsible for distributing and collecting said drill team equipment and returning it to the equipment shed unless otherwise approved. The Director of Colorguard shall conduct a year-end inventory and compile a report of all Colorguard equipment and apparel and surrender said inventory report prior to the first Open Meeting of the next year to the newly elected President.

Section 6. Director of Special Events

The Director of Special Events shall be responsible for organizing parades, 6th grade recognition, Parent's Night Out, WCRA participation at the Community Pep Rally, organizing the Annual Golf Outing and any additional events the WCRA may hold.

Section 7. Director of Field Operations

The Director of Field Operations shall be responsible for the set-up of the field before each game, tearing down the field after each game, delivery and removal of port-a-johns, scheduling a crew for the announcer's booth to include clock, announcer, and two (2) spotters.

Section 8. Director of Communications

The Director of Communications shall be responsible for gathering information for the newspapers from football teams, and preparing a program to sell at our home games as well as assist the 2nd Vice President of Concessions. The Director of Communications shall be responsible for soliciting monies and maintaining records for sponsors of the WCRA including but not limited to selling signage space at the field, requesting donations, and selling advertising space on our website.

ARTICLE VII

HEAD COACHES, COLORGUARD, AND CHEERLEADING ADVISORS

Head Coaches and Advisors positions are to be filled by nomination of their respective program directors and determined by the executive committee and their respective program director by secret ballot. Head Coaches and their respective assistants, over the age of 16, must be certified by the National Youth Sports Coaching Association (NYSCA) and shall maintain current certification for each season. All costs associated with required certifications, coach clinics and shirts shall be borne by the coach/advisor. Background checks will be performed on coaches, advisors and their assistants. The cost of the background checks will be borne by WCRA. Head Coaches and advisors shall adhere to the following: Attend all regular monthly meetings after their appointment; ensure their teams have staffed their scheduled duties at concessions, front gate, announcer's booth, chains, or any other team-scheduled duties; encourage and participate in all WCRA activities requiring team involvement, including but not limited to pep rallies, parades, opening day, fundraising, etc.; promote WCRA and its activities in a positive manner, to encourage growth and the mission/purpose of WCRA. Failure to meet these requirements may result in disciplinary action, which could include suspension, position review or other disciplinary action deemed necessary.

ARTICLE VIII

COMMITTEES

Section 1. Executive Committee

The Executive Committee shall serve as the governing body of the WCRA and shall consist of the President, 1st Vice President, Secretary, Treasurer, and all 2nd Vice Presidents. The Executive Committee shall function on call of the President for the transaction of any necessary business of the WCRA between regular meetings, including Position Reviews and determination of head coaches and advisors. The Executive Committee shall also review any committee recommendations prior to submittal to the WCRA Voting Body. The Executive Committee, by majority vote, shall have the following power: to suspend, reprimand, remove or take any actions against any Member, participant, parent, family member, or spectator in that the Executive Committee has concluded said actions were detrimental to the core values as stated in the WCRA and WOJFC Constitutions.

Section 2. Purchasing Committee

The Purchasing Committee shall consist of the 1st Vice President, Treasurer, and 2nd Vice President and all Program Directors, and shall make recommendations through the Executive Committee to the WCRA for purchases of all related items. The Purchasing Committee will meet in conjunction with the Executive Committee unless more time is needed.

Section 3. Special Committees

Special Committees shall be appointed from time to time at the direction of the President so long as said committee serves a useful and functional purpose as outlined in the spirit of the Constitution.

ARTICLE IX

MEETINGS

Section 1. Open Meeting

The Voting Body shall meet six times each calendar year. . The Open Meeting shall be held the first Wednesday of March, June, August, September, October and December at 7:30 P.M., at the West Carrollton Civic Center. The Open Meeting sign-in attendance sheet shall be removed at 7:45 PM from further sign-ins. Any changes in day, time, or location shall be approved by the Executive Committee.

Section 2. Board Meeting

The Board Meeting shall be held after each Open Meeting. All Officers and Program Directors shall remain in attendance to discuss any WCRA matters.

Section 3. Executive Meeting

The Executive Committee and Board of Directors shall meet the third Wednesday of each calendar month to discuss the agenda for that Open Meeting, and any other matters deemed relevant by the President. The Director of Parks and Recreation for the City of West Carrollton shall be an "ex officio", non-voting participant in this meeting, if deemed necessary by the President. At the direction of the President, the Executive Committee shall remain after the closing of the Executive Meeting for an Executive session, to discuss matters of confidentiality that the Board of Directors are not constitutionally privy to. The Executive Committee shall also meet at the direction of the President, and as directed herein.

Section 4. Meeting Absences

Any elected or appointed official absent from any meeting provided for herein shall notify an Officer of the Executive Committee, in written or verbal form, of such absence 2 hours in advance of the meeting, except in the case of an emergency. Any such notification shall not be construed to an acceptable form of meeting attendance. Any Officer absent from two (2) consecutive Open Meetings or two (2) consecutive Executive Meetings shall be subject to Position Review as defined in Article X. Any member absent from any Open Meeting shall not be able to use that meeting to fulfill their requirements for Active Member status. The Secretary shall provide a written report of any required attendees absences from any Open Meetings to the Executive Committee and Board of Directors at the following Executive Session.

ARTICLE X

POSITION REVIEW

Any Officer, Program Director, Head Coach, Colorguard or Cheerleading Advisor who knowingly violates any section herein, or who is the cause of two (2) or more substantiated written complaints from any WCRA member or league official shall be subject to review for determination of position status (Position Review) by the Executive Committee. In the event the Executive Committee is of a majority opinion that any such member should be removed from their position, a recommendation stating same shall be passed to the applicable individual who will be afforded an opportunity to present his/her rebuttal case before the Executive Committee who shall deliberate and make a final non-appealable decision of said removal action. The Executive Committee may also recommend that member for termination of membership. Any such review shall be recorded by the Secretary and a copy of the proceedings, including the findings, shall be given to the officer, director, coach, or advisor in question.

ARTICLE XI

PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rule of Order (The Rules), as revised from time to time, shall govern the activities of the WCRA to the extent applicable, and to the extent The Rules are not inconsistent with the by-laws contained herein. All issues not contained herein shall be referred to Robert's Rules of Order.

ARTICLE XII

MISCELLANEOUS

Section 1. Illness/Injury

The Secretary shall arrange for the delivery of a floral arrangement, gift certificate, or as deemed appropriate by the Executive Committee to any member who is hospitalized.

Section 2. Plaques

Plaques of recognition shall be awarded, at the end of the season, to 6th grade program participants who have maintained active enrollment in the WCRA for four (4) or more years. Plaques of recognition shall also be awarded to all sponsors of the WCRA programs. Other plaques of recognition shall be awarded from time to time at the direction of the Executive Committee.

Section 3. Trophies

Trophies shall be awarded at the end of the season to every child participating in a WCRA sponsored program. The trophies for each grade level shall be selected by the Executive Committee, and the trophies shall be consistent in design for each grade. In order to receive a trophy, a participant must complete the entire season, including tournament with their team. The only exception shall be for injury or if the family moves out of the area.

MISCELLANEOUS (cont.)

Section 4. Amendments

Any change to this Constitution or these By-laws shall be presented at the March Open Meeting, reviewed and discussed, and adopted or rejected by approval of a two-thirds (2/3) majority of the voting body present. The Secretary shall distribute copies of any proposed change(s) to the Voting Body in attendance at the March Open Meeting. Additional copies shall be made available for any WCRA member. Any additional proposed amendment or amendments to this Constitution and these By-laws must first be submitted at an Open Meeting for review. The actual vote on a proposed amendment or amendments will not be taken until the next scheduled Open Meeting following its introduction. The amendment or amendments must be passed by a two-thirds (2/3) vote of the Voting Body to be entered into this document.

Section 5. Expenditures

The Executive Committee shall have the authority to approve all expenditures, which are less than one thousand dollars (\$1,000.00) if not included in the previous approved budget. Expenditures greater than one thousand dollars (\$1,000.00) shall be approved by a majority of the Voting Body present when recommended by the President and time so requires the approval thereof is of the essence. The Secretary shall have the authority to spend up to one hundred dollars (\$100.00) for ordinary operating expenses, such as: postage, copy paper, toner, stationary, phone bills, refunds, gift certificates, and flowers.

Section 6. Address

All correspondence to be delivered to the WCRA shall be addressed to the organization's post office box or to the organization's website.

**WCRA
P.O. Box 49013
West Carrollton, OH 45449
www.weepirates.com**

Section 7. Special Elections

Special Elections may be held at any time new positions are added by taking the vote to the Open Body without any eligibility requirements as stated in Article IV, Voting Body, Paragraph 2.

MISCELLANEOUS (cont.)

Section 8. Team Selection

- A. Each coach is allowed the discretion to retain each and every player from said coach's previous year's roster. Each coach is not required to retain each player from previous year's roster.
- B. It is up to the Executive Board to make the determination as to the number of teams per grade level. The decision shall be consistent with the spirit of this Constitution and WOJFC conference rules. If two or more teams are unbalanced, the Executive Committee, under the direction of the President, shall take any and all actions to insure an equitable makeup of each designated team is in the spirit of the WCRA and WOJFC Constitutions.
- C. The order of draft selection shall be in the order of which coach has the lesser number of players. Coach with the lesser number of players shall begin the draft process and continue to select until the number of players are equal per each team. Thereafter, the order of the draft after flipping a coin to determine who starts the draft process again shall continue and said draft selection shall alternate between coaches.
- D. All players who were not on a team roster during the prior year shall automatically become a member of the draft pool.
- E. Each coach's family member is to be allocated to that respective team as long as said coach is certified by NYSCA and passes the background check.

ARTICLE XIII

DISSOLUTION

Upon dissolution of the WCRA, all debts shall be paid and all assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding Section of any future Federal Tax Code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction in which the principal office of the WCRA is then located, exclusively for such purposes. Disposition of assets shall be voted on at the last Open Meeting of the WCRA and shall be decided by a simple majority of all Officers and Directors.