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The Organization

Name
The name of this Organization shall be Webster Jr. Warriors, Inc., herein referred to as the “Organization”.

The Organization By-Laws were established in March of 1994 and the Organization was Incorporated as a Not for Profit organization under Section 502(c) of the Not for Profit Corporation Law. Participation is on a voluntary basis, for all of its officers and staff. All programs will be undertaken with the approval of the Board. The Board consists of the Executive Committee and Directors. The Organization is prohibited from distributing its net earnings in whole or part to the benefit of private shareholder and/or individuals. Upon dissolution the Organization assets must be dedicated to another tax-exempt youth football and cheerleading organization. The said organization shall be named by a two-thirds vote of the Webster Jr. Warriors, Inc. Board.

Location
The principal office of the Organization shall be located in the school district of Webster, County of Monroe, State of New York.

The official mailing address will be:

PO Box 302
Webster, NY 14580

Fiscal Period
The Fiscal year of the Organization shall start on January 1 of each year.

Philosophy/Purpose
The philosophy and purpose of the Organization is to provide an atmosphere for both boys and girls to be involved in a program for either football or cheerleading. In these programs they will be given an opportunity to learn all the fundamentals of the sport through proper instruction and adult supervision. The Organization will also promote and foster the community ideas of good sportsmanship, honesty, loyalty, courage, and integrity of the supervised competitive sports. It shall be the basic policy of the Organization that the attainment of the exceptional athletic skills or the winning of games is secondary. Of primary importance are the development of character and true sportsmanship in youth and the promotion of friendship and civic responsibility among children, youth and adults.

Members/Membership

Members
Members should be of good character that evidences a willingness and intention to participate in the activities of the Organization for the betterment of the youth of the community.

• No member of this corporation shall individually be liable for the debts or be in any way responsible for the functions, activities or policies of the Webster Jr. Warriors, Inc.

• Duration of the membership will be from Organization registration of participants to January 1st of the following year.
Membership

- Residents of the Webster school district and/or the Town and Village of Webster will have priority over nonresidents in regards to membership and registration.
- Individuals can volunteer within the Organization, whether they have a participating youth in the Organization or not.
- Members from the previous year will have priority in regards to membership and registration over potential new members. This can only be guaranteed if registration is completed by the returning family registration deadline.
- Siblings of children of a current member will have priority in regards to membership and registration over potential new members. The Organization will make every attempt to keep siblings on the same color; however, may not be able to do so.
- Membership will be available to anyone who meets the above criteria.
- Team assignments are governed by the Rostering Documentation and Rostering Committee
  - The FOOTBALL Rostering Committee consists of the President, VP of Football, and Directors of Football
  - The CHEER Rostering Committee consists of the President, VP of Cheer, and Director of Cheer
  - The Rostering Committee will oversee the standard process of team selection administered and conjunction with Head Coaches

Registration

- Returning Family Registration Period: For returning members only, will begin and end on a date to be determined by the Board each year.
- Open Registration: Will start on a later than above, to be determined by the Board.

Football/ Cheer Roster Cap

- All Levels will be targeted at 30 registered participants per team.

- A registered participant is defined as having:
  - A completed league form
  - Medical Examination: A signed statement from an examining physician that the candidate is physically fit and there are no observable conditions which would contra-indicate a participant from. Note: if regular school medical examination was performed within the specified time governed by the current League affiliation, and the results are releasable to parents, a copy of such a report may be used in lieu of a new examination.
  - Proof of Age: A copy of the birth certificate on file bearing the seal of the issuing office of the state of birth is the best guarantee of reliability of claimed birth date.
  - Current Picture: A current, WALLET sized, picture of the participant is to be provided.
  - Proof of Grade: A copy of most current year report card is required (other items may be used as proof of grade with approval of the secretary/registration coordinator such as copy of school ID, class picture, as long as all requirements are fulfilled.) **All proof of grade paperwork must show year, grade level, school name, and child’s full name.**
Rostering

Waiting List

• Football and Cheerleading waiting lists will be enabled whenever any roster reaches a cap limit.

• After the specified registration period

  1. Waiting list participants will be made aware of their status

  2. Members are placed on the wait list based on the receipt of registration. The wait list is overseen by the Rostering Committee

  3. Whenever possible we will attempt to accommodate returning families when overflows on a team exist.

Membership Suspension or Dismissal

• Any member of the Organization, be it a player, parent, coach, volunteer, or board member, is subject to suspension or dismissal by the Board if, in its opinion, a failure to comply with the Articles of Incorporation, Bylaws, Ethics commitments, or any other rules of the current Youth Football Cheerleading League which the Organization belongs to is detrimental to the program.

• Evidence of misconduct, or failure to comply with the Articles of Incorporation, By-laws, Ethics commitments, or any other rules of the current Youth Football Cheerleading League, shall be presented in writing to the Executive Committee and to the member being charged, outlining in detail the charge. At the next regular, special or emergency meeting if deemed necessary, the complaint will be heard by the Board and a decision will be rendered.

• Suspension or dismissal will require a majority vote of the Board.

Membership Reinstatement

A removed member of the Organization may be reinstated upon majority vote of the Board.

Government & Management

Board

The management of the affairs of the Organization shall be vested in the Board. The Board shall consist of the Executive Officers and the Directors. The Executive Officers shall collectively comprise the Executive Committee. The Board shall have full power and authority to promote the objectives for which the Organization was founded.

All Board members and coordinators shall adhere to the organizational chart of the Organization and shall be responsible for communication and reporting structure laid out within said chart. Changes to the organizational chart shall be reviewed and approved by the Executive Committee.

Executive Officers

The Executive Officers shall number five (5) and be comprised by the following positions with voting privileges:

• President, non-voting, but casts any tie breaking vote

• Vice President of Football
• Vice President of Cheer
• Treasurer
• Secretary

Directors
The Directors will have voting privileges.

*VOTING MEMBERS SHALL RECUSE THEMSELVES IF THERE IS A PERCEIVED CONFLICT OF INTEREST*

Election of Executive Officers & Directors
The Board shall elect Executive Officers and Directors for the upcoming calendar year beginning at the November meeting or as vacancies arise. Election of an Executive Officer or Director shall require a majority vote of the quorum present at the meeting.

Eligibility
To qualify for a seat on the Board as an Executive Officer or Director, a candidate must:

1. Be a member of the Organization
2. Have been a member of the Organization at some point during the calendar year preceding the year in which he/she seeks to serve or with majority vote of the Board,
3. To be elected President, have held a position on the Board at some point during the calendar year proceeding the year in which he/she seeks to serve.

A member of the Board, be it Executive Officers or Director, cannot also serve as a Head Coach to any of the football and cheer teams unless approved by the board. No Coaches (Head Coaches or Assistant Coaches) shall be permitted to fill the following roles: Medical Director, Director of Football or Cheer, and Vice President of Football and Cheer unless approved by the board.

To obtain a seat on the Board, a candidate must apply in writing to the President for a specific position prior to meeting with the Board.

Terms
Terms of office shall be one year. Executive Officers and Directors elected at the November meeting of the Board shall assume their duties on January 1 and conclude following the January meeting of the following year. During the last meeting, they will act as a non-voting mentor to assist new board members in transition. When mutually agreed upon by the existing Board member and the Board, a Board member may stay in their elected position beyond the end of their term until such time as a successor can be found.

Operations Coordinators
All Operations are appointed by the President, subject to ratification by majority vote of the Board, for a one year term. The Board can add coordinator roles, as needed. A Director may act as the coordinator if the position is open.
**Records**
All records of the general business, membership, by-laws, incorporation and finances of the Organization shall be kept in paper or electronic media by the Secretary or Treasurer (for Finances) as the President shall deem proper.

**Contracts**
Only the President shall authorize an Officer or agent to enter into any contract or execute any instrument in the name of and/or in behalf of the corporation, but such authority must be in writing and must be confined to specific instances and, unless so authorized by the Board. No Officer, and or agent or employee shall have any authority to bind the corporation, or to pledge its credit, or to render it liable for any purpose or to any amount. Both the President’s and Treasurer’s signatures are required on any and all legally binding contracts that Webster Jr. Warriors, Inc may enter into.

**Rules of Play/Conduct**
Except as they are inconsistent with other provisions of these by-laws, the current League, national, regional, and local rules, and all effective amendments thereof, shall govern and control all phases of competition under the jurisdiction of this Organization, and hereby are adopted, made part of and incorporated as though the same were set forth in full.

**Committees**
The President shall have the power to create committees with approval of the Board. All committees shall be required to keep minutes of their meetings and submit written reports of said meetings to the entire Board at the next regular scheduled meeting. All committee action is subject to ratification by the Board.

**Budget**
The President and Treasurer shall create and submit to the Board for their approval a budget for the coming year. The proposed budget will include a breakdown by general categories of estimated incorporation expenses for the coming year based on Director’s budget submittals. This proposed budget will not become final and accepted until it receives Board approval.

**Financial Disbursements**
All payments of the Corporation known as Webster Jr. Warriors, Inc so authorized by the Board shall be made on corporation checks, requiring any one of two (2) signatures (President of Treasurer).

- The Executive Officers shall have payment authorization not to exceed $500
- All Directors and Sr. Concessions Coordinator have payment authorization up to $500
- All amounts that exceed $500 must be dually approved with a minimum of one of these approvals being the President or Treasurer. This includes all purchases, as well as any commitment to purchase items.

The Treasurer shall be responsible for paying all taxes with the approval of the Board. The Treasurer is responsible for filing taxes within the time frame as required by the IRS of each year. All tax forms shall be reviewed with the Board. All deposits and payments will be made in a timely manner, five (5) business days from written notification.

**Disbandment**
Should the Board vote to cease operation of the corporation, no Board Member or Coordinator shall receive any compensation. A vote of two-thirds (2/3) of the Board called at least seven (7) days prior to the vote is needed for ratification. After all financial obligations of the corporation have been met all remaining funds shall be directed as specified under the Section of this Document, titled “Organization”.
Meetings

Frequency
Webster Jr. Warriors, Inc. in general will hold meetings of its Board monthly to conduct the business of the Organization. The Board can adjust the meeting time and date as required but at a minimum must schedule ten (10) meetings annually.

Order of Business
The meetings and procedures of the corporation shall be regulated and controlled according to “ROBERTS RULES OF ORDER” for Parliamentary Procedure, unless suspended by the Executive Committee for that meeting. The order of business at all meetings shall be as follows. After the Secretary has called the meeting to order:

- Call to Order
- Written attendance will be taken
- Review/Ratification of the minutes from previous meeting
- Agenda Review
- Presidents Report
- Officers Report
- Directors Reports
- Standing Committees Report
- Special Orders
- Old Business
- New Business
- Announcements
- Adjournment

Meeting Attendance
Any member of the Board unable to attend a meeting shall inform the Secretary of said absence in a timely manner. If a Director or Executive Officer is absent from three (3) consecutive meetings, without sufficient reason as deemed by the Board, the Director’s resignation shall be deemed to have been tendered and accepted. Meeting attendance shall be limited to the Executive Officers and Directors. Allow for a set time during each meeting to have an open forum for all members, including but not limited to Coordinators, parents, and coaches. Topics to be discussed by these constituents must be sent a minimum of 48 hours prior to the meeting date to be included on the agenda.

Voting
A quorum will be a minimum of two-thirds (2/3) of all members of the Board. Once a quorum is formed, members leaving the meeting cannot break it.
Board members must vote upon all matters, which concern policy or finance. Each voting board member has one vote. The Secretary will call the roll and record the vote. Electronic votes are acceptable to conduct business that cannot wait until the next scheduled meeting.

**Special Meetings**
The President may call additional meetings as required. Every attempt will be made to give proper notice of said meeting to all the Directors. The purpose of the meetings shall be stated in the request and no other business shall be transacted except that for which the meeting has been called.

**Annual Member Meeting**
An annual member meeting shall be held at the beginning of each football/cheerleading season. Notification of the meeting shall be posted on the Webster Jr. Warrior website. The President will find a suitable location for the meeting. At the meeting, the philosophy of the Organization shall be discussed by the President, and shall take questions from members.

**Organization Operation**
The operation of the Organization will follow the current League Rule book except as where noted below.

**Registration**
A candidate cannot begin practice with a team or squad until he/she has “signed up, registered, and rostered”. To register, the candidate must sign a standard registration form. The registration fee and fundraising commitment shall be collected at this time. The candidate must follow the registered participant criteria under the Membership section above.

**Certification**
Certification is that process whereby the team or association will file with the League of which it is a member, a complete roster of players and a complete roster of cheerleaders for the regular season schedule.

A certified copy of each roster will be supplied to the League. This is a certified roster in that the league has accepted the information at a pre-season session with its teams and cheer squads, based upon information submitted, and the teams and cheer squads are restricted to these participants for the balance of the season (except for allowed “Drops” and “Adds”). This will be accomplished on the official League roster form.

Certification must be completed prior to the opening game of the regular League schedule. The procedures of accomplishing certification are discussed hereafter. To be certified onto a team or squad roster, a participant shall qualify under the following:

- Once certified for a division, a participant shall not be permitted to recertify to a lower division of play during the current season under any circumstances.

- Participants shall be verified by birth certificates and Proof of Grade specified in this form.

- All registration materials must be made available to the League for Certification

- It is the responsibility of the league board members to conduct weigh-ins. A league board member is not permitted to weigh-in his/her own team.
Amendments to By-Laws

Proposed Amendment Changes
Any proposed amendment to the By-Laws shall be recorded in the minutes of the meeting previous to the meeting at which it can be voted on.

Proposed Amendment Submission
Proposed amendments may be submitted as follows:

- Board members may propose changes at Board meetings
- Any member of the Organization may submit a proposal to the President in writing, and the President shall submit a copy of the proposal to all members of the Board for consideration.

Notification of all Directors
Secretary will notify Directors of proposed amendments and advise Directors of the date of the meeting at which the proposals will be voted on.

Voting Requirements
Amendments shall require a majority vote of the entire Board regardless of the quorum either verbal or electronic.

Reviewing the By-laws
The Board must review the by-laws at least every three years.