

**BYLAWS OF THE
SNO-VALLEY WILDCATS JUNIOR FOOTBALL AND
CHEERLEADING ASSOCIATION (WCJFA)**

ARTICLE I: NAME AND PURPOSE	2
SECTION 1—NAME	2
SECTION 2—PURPOSE.....	2
ARTICLE II: MEMBERSHIP	3
SECTION 1—EXECUTIVE MEMBERSHIP	3
SECTION 2—GENERAL MEMBERSHIP	3
ARTICLE III: BOARD OF DIRECTORS	3
SECTION 1—ROLE, SIZE, AND COMPENSATION	3
SECTION 2—MEETINGS	3
SECTION 3—SPECIAL MEETINGS	3
SECTION 4—QUORUM.....	3
SECTION 5—VOTING RIGHTS.....	3
SECTION 6—MEETING PROCEEDINGS.....	4
SECTION 7—ACTION WITHOUT MEETING.....	4
SECTION 8—ELECTIONS	4
SECTION 9—VACANCIES.....	4
SECTION 10—TERMS.....	4
SECTION 11—RESIGNATION, TERMINATION, AND ABSENCES.....	4
SECTION 12—OFFICERS AND DIRECTORS.....	5
SECTION 13—INDEMNIFICATION.....	5
SECTION 14—CONFLICT OF INTEREST	5
SECTION 15—CONFIDENTIALITY.....	5
SECTION 16—DISSOLUTION	6
ARTICLE IV: DUTIES OF THE BOARD	6
SECTION 1—DUTIES OF THE BOARD	6
SECTION 2—FEES	11
SECTION 3—USE OF FUNDS AND ASSETS	11
SECTION 4—FISCAL YEAR.....	12
ARTICLE V: COMMITTEES	12
SECTION 1—FORMATION	12
SECTION 2—GOVERNANCE COMMITTEE	12
SECTION 3—PLAYER ASSIGNMENT COMMITTEE	13
SECTION 4—COACH SELECTION COMMITTEE.....	13
SECTION 5—GRIEVANCE COMMITTEE	14
ARTICLE VI: AMENDMENTS TO THE BYLAWS	14
SECTION 1—AMENDMENTS	14
SECTION 2—EFFECTIVE DATE.....	14
SECTION 3—CHANGE HISTORY	14
CERTIFICATION OF BYLAWS	15

ARTICLE I: NAME AND PURPOSE

Section 1—Name

The name of this organization shall be **Sno-Valley Wildcats Junior Football and Cheerleading Association (WCJFA)**. WCJFA abides by all rules governing the Greater Eastside Junior Football Association (GEJFA).

WCJFA is a federally tax-exempt, nonprofit 501(c)(3) organization and is recognized as a public charity (opposed to a private foundation) pursuant to 509(a)(2), as granted by the IRS in 2009.

The name of the WCJFA franchise club recognized by GEJFA shall be the **Mt Si Wildcats**.

Section 2—Purpose

The purpose of WCJFA is to:

- Provide children within the boundaries of the Snoqualmie Valley School District the opportunity to participate in a competitive tackle football league
- Provide a safe environment for all participants, including all players, coaches, and volunteers
- Teach players the rules and fundamentals of the sports of football and cheerleading
- Impart values, principles, and life lessons to influence positive outcomes throughout our children's lives
- Provide coaches who are as committed to developing life skills as sports fundamentals

WCJFA supports GEJFA's mission to:

- Provide a positive and enjoyable experience for all participants
- Help to build positive self-esteem for all players
- Teach team participation and responsibility
- Teach participants to respect and honor opponents and all other participants (coaches, officials, parents)
- Teach sportsmanship and fair play
- Teach football skills in an environment where players compete with other players of comparable age and weight
- Teach all participants how to win, how to lose, and how to do both with dignity

ARTICLE II: MEMBERSHIP

Section 1—Executive Membership

Executive membership shall consist of the board of directors.

Section 2—General Membership

Upon verification of player registration, every parent or legal guardian of a registered player shall become a general member of WCJFA for one year from the date of registration or notification, provided that the member is willing to conform to and abide by the purpose, ethics, rules, and regulations of WCJFA and GEJFA.

ARTICLE III: BOARD OF DIRECTORS

Section 1—Role, size, and compensation

The board of directors is responsible for overall policy and direction of the WCJFA and may delegate responsibility of operations to one or more committees. The board shall consist of no fewer than 4 and no more than 14 volunteer members. No member of the board shall receive compensation for their services.

Section 2—Meetings

Board meetings will be held on a monthly basis, or more frequently as deemed necessary by the President. The date and time of meetings shall be determined by the majority of the board. Notification of the date, time, and location will be communicated by the President and/or Secretary to each board member approximately one week to the meeting.

Section 3—Special Meetings

Special meetings of the board shall be called upon the request of the chair, or by at least one-third of the board. Notices of special meetings shall be sent out by the Secretary to each board member with as much advance notice as possible.

Section 4—Quorum

For business transactions to be conducted and for motions to pass, a quorum of at least a majority of board members must be present at any regular or special board meeting. No proxies are permitted.

Section 5—Voting Rights

Voting rights are restricted to the executive membership only. Members of the general membership do not have a right to vote in board matters.

Each executive board member has one vote as it pertains to any matter before the board. The President does not vote except in a tie, in which case the President casts the deciding vote.

Section 6—Meeting Proceedings

All board meetings shall be run in accordance with [Roberts Rules of Order](#). Order of business shall be as follows:

- I. Call the meeting to order
- II. Approval of minutes from previous board meeting
- III. Report of board members
- IV. Report of committee chairs
- V. Ongoing activities
- VI. New business
- VII. Closing

Section 7—Action without Meeting

Any action required or permitted to be taken at a board meeting may be taken without a meeting if a majority of board members consent in writing to such action. The action shall be filed with the minutes of the proceedings of the board.

Section 8—Elections

Nominations and applications are due by January 1 of each year. Elections shall occur at a board meeting in January.

A call for the submission of nominations and applications shall be sent by email and posted on the WCJFA website. Initial nominations for board membership will be accepted by open nomination or by volunteering to serve as a member.

Voting will occur by ballot at a regular board meeting, and a majority vote will constitute election. Election results shall be tallied by the Secretary and Vice President and communicated to newly elected board members within 48 hours by phone or email.

Section 9—Vacancies

If a vacancy occurs at any time throughout the year, the board may fill the vacancy through election. The board may decide to attrite the vacant position or modify its responsibilities. Candidates must receive a majority vote to constitute election.

Section 10—Terms

All positions shall be elected, by executive membership, to a one-year term.

Section 11—Resignation, Termination, and Absences

Resignation from the board shall be submitted in writing and received and recorded by the Secretary.

Board members may be terminated from the board due to excessive absences, equal to two consecutive unexcused absences from board meetings or a total of three unexcused absences from board meetings in the calendar year.

A two-thirds majority vote of the board shall be sufficient to remove any board member for cause.

Section 12—Officers and Directors

The WCFA Board of Directors (the Board) shall consist of:

- | | |
|-----------------------------|----------------------|
| A. President | G. Communications |
| B. Vice President | H. Equipment Manager |
| C. Secretary | I. Field Manager |
| D. Treasurer | J. Fundraiser |
| E. Cheerleading Coordinator | K. Registrar |
| F. Coaches Rep | L. System Rep |

The officers of the organization are the President, Vice President, Treasurer, and the Secretary.

No board member shall hold more than one position at a time.

The board may, at its discretion, create and fill any number of non-voting “Chair” positions to fulfill responsibilities necessary to conduct WCJFA business.

Section 13—Indemnification

WCJFA shall indemnify its directors, officers, trustees, committee members, and volunteers to the fullest extent permitted by the law of the state of Washington, as provided in WCJFA's current annual Non Profit Directors and Officers Liability (NDO) insurance policy, arising out of or related to the organization's activities, whether caused by or contributed to by the members or any other party indemnified herein, unless caused by the sole negligence of the member or any other party indemnified herein.

Section 14—Conflict of Interest

Whenever a director or officer has a financial or personal interest in any matter coming before the board, the affected person shall **a)** fully disclose the nature of the interest and **b)** withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of WCJFA to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

Section 15—Confidentiality

To encourage and foster open and candid discussion, the board shall keep confidential any and all information relating to matters discussed in meetings and all supporting materials including correspondence, reports, and so on, unless compelled by legal process to disclose such information or as otherwise agreed by the board. While board members are free to discuss actions adopted by the board, disclosing or distributing

any information concerning the discussion of such items during board meetings is prohibited.

Section 16—Dissolution

Upon dissolution of the WCJFA, the board shall, after paying or making provision for the payment of the WCJFA's lawful debts, distribute all assets to any of the following organizations:

- Organizations that have been organized and are operated for purposes consistent with those of the WCJFA, and who are licensed as a Washington nonprofit corporation
- State of Washington
- United States of America

ARTICLE IV: DUTIES OF THE BOARD

Section 1—Duties of the Board

Subject to limitation of the WCJFA Articles of Incorporation and the Laws of the State of Washington, all corporate powers shall be exercised by the elected board, who shall control the business and affairs of the WCJFA. The board is the governing body of the WCJFA according to the rules, policies, bylaws and bylaw amendments, and other such matters as the board may bring before them. The board shall be responsible for the enforcement of all GEJFA league rules and corporate policies established by WCJFA. The board shall have authority to address all violations and impose any appropriate penalties.

All board members are required to attend board meetings and fulfill the obligations of their position. The highest degree of ethical conduct is expected of all participants in the program. This includes strict adherence to both the spirit and the letter of the rules and regulations of this program. The use of alcohol, marijuana, tobacco, illegal drugs, or profanity during practices, games, or while at any practice field or Snoqualmie Valley school is strictly prohibited. All rule infractions or conduct contrary to the ethical standards of this program are subject to review by the Grievance Committee, and can result in penalties being assessed against violators. Depending on the degree and nature of the violations, penalties could range from probation to expulsion of any adult or player from the program.

The minimum responsibilities for each board position are as follows:

All board members:

- Assist with key club projects such as player registration, equipment distribution, fundraising, concessions, and equipment return.
- Report to the board immediately any individual or activity that poses an immediate safety concern or violation of GEJFA or WCJFA rules.

- Attend all regularly scheduled board meetings, and attend all special board meetings as necessary.
- Respond in a timely manner to all board requests. Complete agreed-upon tasks promptly.

A: President

- Presides over and conducts meeting of the WCJFA Board of Directors.
- Carries out and enforces policies, rules, etc., set forth by WCJFA and GEJFA.
- Signs legal instruments and documents of the organization (subject to board approval limits).
- Reviews the WCJFA operating budget with the Treasurer.
- Is authorized to temporarily suspend any individual until a matter is reviewed and ruled upon by the board.
- Serves on the Coaches Review Committee and reviews recommended coaching candidates with the board.
- Secures practice fields and the Mt Si stadium for practices and games throughout the season.

B: Vice President

- Assumes the role of President, if the President is absent or otherwise unable to perform his/her duties.
- Assists the President in administering the bylaws, policies, and rules of the WCJFA as set forth by the board.
- Chairs the Grievance Committee.
- Reviews the monthly detail of all WCJFA disbursements provided by the Treasurer.

C: Secretary

- Records and distributes meeting minutes for all board meetings and Grievance Committee meetings before the next scheduled meeting.
- Is responsible for certifying board minutes for any external parties.
- Manages general correspondence and record keeping associated with WCJFA administration.

D: Treasurer

- Serves as the custodian of WCJFA financial assets.
- Develops and maintains a bookkeeping system to ensure accurate financial accounting and timely reporting.
- Prepares an annual operating budget, reviews it with the President, and obtains board approval.
- Reports monthly to the board the WCJFA financial condition and budget compared to actual and projected spending.
- Provides monthly to the Vice President a complete detail of all disbursements, such as a monthly bank statement, and provides supporting documents as requested.
- Signs checks and other financial or legal instruments, as approved by the board.
- Prepares and submits taxes to the IRS.
- Maintains financial and legal files.
- Collects mail from the WCJFA PO Box at least weekly.
- Presents insurance options and obtains board approval for any new or modified insurance plan. Decisions as to the type of coverage and programs will be voted on by the board.
- Coordinates with the Registrar to determine eligibility for requested refunds per policy and the amount due, and reports all approved refunds to the Registrar within seven (7) days of the initial request.

E: Cheerleading Coordinator

- Serves as the primary contact for the Cheerleading program.
- Serves on the Coach Selection Committee. Responsible for recruiting and interviewing candidates for the Cheerleading head coach position. Recommends Cheerleading head coach placement for board approval.
- Orders uniforms and arranges fittings for the cheerleaders.
- Schedules and coordinates cheer practices.
- Ensures cheer coverage for at least two home games per week, ensuring that all club levels (Rookies, Cubs, and so on) are represented on the cheer rotation schedule.

F: Coaches Rep

- Chairs the Coach Selection Committee. Responsible for recruiting and interviewing candidates for football head coach positions. Recommends football head coach placement for board approval.
- Works with the System Rep and other board members as required to organize and conduct the preseason coaches meeting.
- Conducts mandatory coaches meeting to educate coaches on GEJFA and WCJFA standards and guidelines including coaching, safety, training, equipment, discipline, and related football matters.
- Recommends for adoption by the board such rules, policies, and equipment necessary for the safety of youth tackle football participants.
- Serves as primary point of contact for coaches/assistant coaches regarding league rules and regulations.
- Ensures that all USA Football coach certifications are completed and submitted on time, as required by GEJFA league policies and/or WCJFA's insurance policies.
- Maintains coach certifications as required by GEJFA and/or WCJFA's insurance policy.
- Ensures that all game reports are completed and submitted to GEJFA on time.

G: Communications Coordinator

- Serves as the primary point of contact for all Communications sent from WCJFA to our coaches, players, staff, and community.
- Coordinates with WCJFA website administrators to publish information to our WCJFA websites.
- Monitors WCJFA website and Facebook page to ensure information is current.
- Works with the Registrar to design and develop marketing and recruiting Communications.
- Maintains the Team Parent checklist and serves as the main contact for all Team Parents.
- Coordinates with Team Parents on key WCJFA events, such as equipment distribution, uniform distribution, team roster handouts, picture day, and so on.

H: Field Manager

- Attends all WCJFA Mt Si Wildcats home games and remains onsite throughout the day to enforce rules and policies of the Snoqualmie Valley School District, GEFJA, and WCJFA.
- Serves as weighmaster for home and visiting team weigh-ins, per GEJFA rules.
- Secures and schedules scoreboard operators and announcers for home games.

I: Equipment Manager

- Develops and executes an equipment maintenance, storage, and purchasing plan.
- Maintains an inventory of all equipment, and provides inventory updates to the board both before and after the football season.
- Submits equipment purchasing needs and recommendations to the board for review and approval. Approved purchase orders must be submitted to the Treasurer for inclusion in the operating budget.
- Develops and executes a plan for distributing equipment to registered WCJFA players.
- Develops and executes an equipment return plan. Inventories returned equipment and reconciles it against the full equipment inventory.
- Assists coaches in replacing and repairing equipment as necessary.

J: Fundraiser

- Supervises all fundraising efforts, including but not limited to soliciting sponsorships, corporate matching gifts programs, and so on.
- Explores co-fundraising opportunities with the Mt Si High School Wildcat Football Booster Club.

K: Registrar

- Organizes and conducts the annual registration process for all football players, cheerleader; as well as, potential summer camps.
- Maintains a complete and accurate database of player registrations; therefore requiring a strong knowledge base of Microsoft Excel.
- Maintains a positive working relationship with all participants and prospective participants by responding to inquiries about program and registration details.

- Creates and maintains complete and accurate player rosters, validates all rosters with the board, and submits approved rosters to GEJFA.
- Works in conjunction with the GEJFA Registration Representative to maintain up-to-date player and coach team rosters on the GEJFA website.
- Coordinates with the Treasurer to ensure that all registered participants have paid in full.
- Coordinates with the Coaches Rep to monitor compliance for all required GEJFA player and coach forms, including but not limited to the Player Minor Waiver, Player Leveling Up, Player Transfer forms, Coach Application (basic background check), and Concussion Training/Code of Conduct.
- Works with team coaches and team moms to make sure all volunteers complete the GEJFA Volunteer Application (basic background check).

L: System Rep

- Attends all GEJFA Council meetings and advises the board on all matters pertaining to GEJFA considerations/issues.
- Provides throughout the football season a league-wide report on all GEJFA infractions to the WCJFA board and coaches.
- Serves as the liaison between GEJFA and the WCJFA Board, and as an advocate for WCJFA coaches, players, and the community.
- Presents to GEJFA the position of the WCJFA Board and votes in accordance with the decisions agreed upon by the WCJFA Board.
- Works with the Coaches Rep and the board to ensure that players and coaches remain in compliance with GEJFA rules and policies.
- Work with the Coaches Rep to ensure that coach certifications are completed as required by GEJFA and/or WCJFA's insurance policies. Maintains a file for on-demand reporting.

Section 2—Fees

The board shall determine registration fees and registration dates annually, and incorporate these fees into the annual budget. The refund policy shall be determined by the board prior to the registration event and published on the WCJFA website and corresponding registration information.

Section 3—Use of Funds and Assets

The funds and assets of WCJFA shall be used solely for the benefit of the organization as determined by the board. No part of such funds, assets, and earnings shall be ascribed to the benefit of, or be distributed to, any member of WCJFA.

WCJFA shall require two signatures on all legal instruments. Any two officers are authorized to sign legal documents on behalf of WCJFA. No one else is authorized to encumber WCJFA funds without prior board approval.

All monies paid must be accompanied by an approved purchase order, whenever possible. Any authorized officer may sign checks for amounts within the approved budget, as long as that officer has been granted check-signing authority by both the board and the WCJFA's lending institution ([Sno Falls Credit Union](#)).

No loans of WCJFA funds shall be made to any general member or coach. No loans of WCJFA funds shall be made to any board member, including reimbursement for budgeted, purchased items unless the board member has received prior approval, in writing, from an officer with check-signing authority. WCJFA shall have the authority to purchase or lease facilities, equipment, or services for the benefit of the organization.

Section 4—Fiscal Year

The fiscal year of WCJFA shall end on December 31st of each year.

ARTICLE V: COMMITTEES

Section 1—Formation

The board shall determine the need for special committees and the number and nature of each committee, as needed to facilitate WCJFA operations.

Committee members need not be board members, but all committee members must be approved by the board. Committees may be composed of board members, coaches, volunteers, or other interested parties at the board's discretion. The President shall appoint a chair to each committee after taking into consideration any input from the board. Committees shall report findings and recommendations directly to the board for consideration, discussion, and vote if necessary.

Section 2—Governance Committee

The four officers serve as members of the Governance Committee, which is responsible for the overall health and performance of the board. The Governance Committee shall take a key role in recruiting new board members, conducting orientation for new board members, maintaining essential board materials (meeting minutes, bylaws, policies and procedures, and so on), and evaluating the performance of the board itself. This committee, chaired by the President, is ultimately responsible for ensuring the effectiveness of the current board and for recruiting tomorrow's leaders.

This committee is composed of:

- President (Chair)
- Vice President
- Secretary
- Treasurer

This committee shall convene as needed; any member of this committee may call for assembly of the Governance Committee.

Section 3—Player Assignment Committee

The Player Assignment Committee is responsible for determining the number of teams at each club level (Rookies, Cubs, and so on), and for placing all registered players on the appropriate team, per GEJFA rules and per the WCJFA Team Split Policy.

The number of teams formed at each level, and the number of players per team, is at the sole discretion of the board provided all GEJFA requirements are met.

This committee is composed of:

- Registrar (Chair)
- Coaches Rep
- System Rep

This committee shall convene at least once during the registration process.

Section 4—Coach Selection Committee

The Coach Selection Committee is responsible for interviewing candidates for all football and cheerleading head coach positions, and recommending head coach placements to the board for approval. Head coaches will be assigned to teams at the discretion of the board, considering the recommendations of this committee.

It is the board's objective to select the best-qualified candidates for each head coach position. The board shall select all head coaches annually.

The head coach of any team must be at least 21 years of age as of the first day of practice. Assistant coaches must be at least 18 years of age as of the first day of practice. All coaches must abide by all WCJFA and GEJFA rules and regulations, including but not limited to game report submissions, player substitution rules, player discipline, practice schedules, and minimum attendance policies. All coaches must submit required GEJFA and WCJFA forms before participating in any WCJFA practice, game, or event.

All head coaches must attend any mandatory preseason coaches meetings to review WCJFA and GEJFA rules and regulations.

If a board member applies to be a head coach and is not the only applicant for that position, that board member must abstain from that vote.

This committee is composed of:

- Coaches Rep (Chair)
- Cheerleading Coordinator (cheer only)
- Vice President
- System Rep

This committee shall convene at least once during the registration period.

Section 5—Grievance Committee

The Grievance Committee is responsible for reviewing rule infractions and conduct contrary to the ethical standards of WCJFA, and for recommending any penalties that may be assessed against violators. Depending on the degree and nature of the violation, penalties could range from probation to expulsion of any adult or player from the program. All WCJFA disciplinary action must be approved by a majority vote of the board.

This committee is composed of:

- Vice President (Chair)
- Secretary
- Coaches Rep
- System Rep

This committee shall convene as needed, and as soon as possible following a formal complaint or grievance.

ARTICLE VI: AMENDMENTS TO THE BYLAWS

Section 1—Amendments

These bylaws may be amended or repealed by an affirmative vote of two-thirds of the board during any scheduled or special meeting of the board. Any amendment must be introduced as new business. Debate and vote on the proposed amendments shall transpire at a subsequent meeting of the board.

Section 2—Effective Date

These bylaws and rules of the organization shall take effect immediately upon their adoption.

Section 3—Change History

Revision date	Article	Change summary
1/24/17	Full revision	Full revision
11/27/15	IV, IX, XV, XVII, XIX	Clarified the recruiting duties of the Coaches Rep and Cheerleading Coordinator, and added Cheerleading Coordinator as a member of the Coach Selection Committee. Removed details about team formation, which are now covered in full in the WCJFA Team Split Policy document. Added details about player discipline following incidents at a recent Mt Si High School football game.
04/01/14	Full revision	Full revision
05/14/11	III XVI	Eliminated one At Large position. Updated “Player Assignment” to accurately reflect protocol

Revision date	Article	Change summary
02/21/10	III	Removed Buddy Program Coordinator as a voting Board Member. This will be a committee chair position.
10/20/10	III	Eliminated Membership Coordinator position. These duties will fall under Registrar. Removed High School Head Coach, the Web Master and Concessions Coordinator as a Board Member positions.

CERTIFICATION OF BYLAWS

These bylaws were approved and adopted at a meeting of the board by a minimum of two-thirds majority vote on January 24, 2017.
