

Leonardtwn Wildcats Football and Cheer

Constitution and Bi-Laws

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LEONARDTOWN WILDCATS CONSTITUTION

LEONARDTOWN WILDCATS YOUTH SPORTS INC., LEONARDTOWN, MARYLAND

ARTICLE I - NAME

The name of the organization shall be LEONARDTOWN WILDCATS YOUTH SPORTS, INCORPORATED.

ARTICLE II - OBJECTIVE

The object of the organization is to provide recreational activities for all young people who meet the requirements of the organization for participation. The corporation may carry on any activity that will further this objective.

The organization shall be non-profit, non-political, and non-sectarian.

1. A member is defined as:

- a. Any volunteer or participant age 18 or older, or the parent or guardian of a minor participant, who were active in the organization any time during the prior twelve months.
- b. An individual that owes no financial debt to the organization at the end of the regular season.
- c. An individual that has conducted themselves in a professional and moral manner

ARTICLE IV – BOARD OF DIRECTORS AND CHAIR COMMITTEE

Board of Directors include the President, Vice President of Football, Vice President of Cheerleading, Secretary, Treasurer, Head Field & Equipment Manager, Concessions Manager, Chair Committee Liaison

Chair Committee- Lead by the Chair Committee Liaison. 3 Football Commissioners, 2 Chee Commissioners, Flag football Commissioner, PR/ Social Media Manager, Team mom Coordinator, Volunteer Coordinator, Assistant Field & Equipment Manager, Sponsorship/ Fundraising Coordinator, Registrar

ARTICLE V - MEETINGS

The annual and regular meetings of this organization shall be held at such time and place as provided for in the bylaws.

ARTICLE VI – AMENDMENTS

Amendments to this Constitution shall require a two-thirds vote of the Board of Directors present at any regular or special meetings of the Organization, provided that at least thirty (30) days' notice, with full text of the proposed amendment, with time and place of said meeting, is given or published.

ARTICLE VII – VOTING

The President will initiate all voting at meetings, they may be by show of hands or ballot. Members in good standing will vote on Chair Committee annually. Board of Director terms are 2 years and must have served 1 term on the Chair Committee prior to nomination being accepted. The Board of Directors will vote on nominations to the board as positions open and at the end of the 2-year term for the positions.

ARTICLE VIII – ORDER OF BUSINESS

All meetings will be conducted in the same manner.

ARTICLE IX – FINANCIAL OPERATIONS

The annual budget will be presented and voted on at the March meeting. All discrepancies in the budget will be documented and reviewed by the Board of Directors. All necessary filings will be completed in accordance with state and federal law.

LEONARDTOWN WILDCATS BYLAWS

BY-LAWS OF LEONARDTOWN WILDCATS YOUTH SPORTS, INC., A NOT-FOR-PROFIT CORPORATION

ARTICLE I ORGANIZATION

1. The name of the organization shall be the Leonardtown Wildcats Youth Sports, Inc.
2. Such name may be referred to as Leonardtown Wildcats in informal communication.
3. The organization shall be a 501 (c) 3 non-profit compliant corporation.

ARTICLE II OBJECTIVE

1. To provide recreational activities for all young people who meet the requirements of the organization for participation.
2. The corporation may carry on any activity that will further this objective.

ARTICLE III MEMBERSHIP DEFINITION

1. A member is defined as:
 - a. Any volunteer or participant age 18 or older, or the parent or guardian of a minor participant, who were active in the organization any time during the prior twelve months
 - b. An individual that owes no financial debt to the organization at the end of the regular season.
 - c. An individual that has conducted themselves in a professional and moral manner.

ARTICLE IV BOARD OF DIRECTORS

1. The elected Board of Directors of this organization shall serve for a term of two (2) years. Nominees to the Board must have served 1 term previously on the Chair Committee prior to the nomination being accepted. The Board of Directors will vote on nominees as terms end or to fill an empty position.
2. The Chair Committee Members will serve a term of one (1) year and be voted on at the end of the end of the Fall Sports season by the LTW members in good standing. Not to exceed January 1 of the following year. Newly elected Chair Members should attend prior meetings to ensure proper pass down.
3. Only individuals that meet the definition of a Member, as listed in Article III, are eligible to apply to the committee or board for consideration of a position.
4. The Board of Directors shall have the control and management of the affairs and business of this organization. Such Board of Directors shall only act in the name of the organization when it shall be regularly convened by its President after due notice to the appropriate audience of such meeting.

5. Each member of the Board of Directors shall have one vote and such voting may not be done by proxy. In the event that there is an even number of Board members present for a vote the President will abstain from voting except as a tie-breaking vote. The Chair Committee Liaison must vote according to the Committees' majority vote decision.
6. The Board of Directors may make such rules and regulations covering its meetings as it may in its discretion determined necessary.
7. Vacancies in the Board of Directors, except for the President as outlined in the by-laws, will be appointed by the Board of Directors. This may be done at the Presidents discretion, or they may hold a special meeting to elect a member to the vacancy for the remainder of the term if the Board of Directors deems this to be in the best interest of the organization.
8. The President of the organization shall be Chairman of the Board of Directors and will hold the position for two years.
9. Any member of the Board of Directors absent from two (2) meetings may receive notice from the President concerning the absence. Failure to appear at the third (3rd) meeting may result in the position being declared vacant and a successor being appointed by the Board of Directors for the remainder of said Board of Director's term.
10. The Board of Directors and Chair Committee shall ensure that all policies required by the organization are enforced.
11. All Board of Directors members and Chair Committee Members, upon acceptance of their position, must sign an agreement stating that they will fulfill the duties, as outlined in the organization's bylaws, of the position to which they were elected or appointed. The board member will have up to thirty (30) days to return the signed copy of the agreement. Failure to sign, and return, this agreement will nullify the election or appointment and the position will be declared vacant.
12. Any Board of Director or Chair Committee member who fails to fulfill their duties, as outlined in the organization's bylaws and their position agreement will be notified of the failure by the board of directors. If the board member fails to correct the shortcomings, or to begin a process to correct the shortcomings, then they will be subject to removal from office by the board of directors. This vote requires a two-thirds (2/3's) vote by the Board of Directors. Repeated failure to perform assigned duties within 14 days, after notification by the board, will be viewed as a resignation by the board member. Positions that become vacant through this process will be subject to the rules of vacant offices contained in these bylaws.
13. Every Board of Director and Chair Committee Member will be authorized to have one (1) football or cheerleading registration fee waived. If more than one child is being registered by a member of the Board of Director, then the second child will cost full price and subsequent children will be at the discounted rate set within the website.
14. In the event that the President's position is made absent a vote will be held by the Board of Directors to elect a new President from within the Board of Directors.
15. Two positions on the Board of Directors cannot be held by the same board member. If a Board of Directors position is vacated, any board member may assist in vacated responsibilities.
16. All Board of Directors must have served at least 1 term on the Chair Committee prior to being eligible for the Board position. President and Treasurer must have served 1 term on both the Chair Committee and Board of Directors to be eligible for the President and Treasurer positions.

17. Upon qualification and selection to Treasurer, you must pass a background check and credit check as voted on by the Board of Directors.
18. The Board of Directors may bring on advisory roles. Advisors will not participate in voting and may be invited to offer expertise in board meetings or informal meetings.

ARTICLE V CORE RESPONSIBILITIES

Board of Directors

President

1. Overall responsible for the operations of the Leonardtown Wildcats organization.
2. Schedule general and special meetings in accordance with the bylaws.
3. Revise the bylaws as voted on by the Board of Directors in accordance with the bylaws.
4. Make every effort to help with concessions and field set-up and/or break down.
5. Attend all SMYAC and Saint Mary's County Parks and Recreation Presidents meetings. If unable to attend coordinate with another board member to ensure attendance.
6. Lead and consult with Board of Directors for decisions concerning the organization.
7. Establish and cultivate relationships with the organization's Board of Directors, Saint Mary's County Parks and Recreation, SMYAC Board Members, and organizations participating in the competitive conference.

Vice President of Football

1. Maintain football coach's certification paperwork for the current and previous year.
2. Obtain permits from St. Mary's County Parks and Recreation point of contact for the use of lighted fields for football and cheerleading for all practices and games.
3. Ensure that football rosters are accurate and provide a copy to the President when the season begins. Send an updated copy of changes as requested.
4. Ensure that all requirements are fulfilled for post-season tournaments as required by SMYAC.
5. Build relationships with local high schools' football programs to allow maximum exposure and interaction.
6. Make every effort to help with concessions and field set-up and/or break down.

Vice President of Cheerleading

1. Maintain cheerleading coach's certification paperwork for the current and previous year.
2. Ensure that cheerleading rosters are accurate and provide a copy to the President when the season begins. Send an updated copy of the roster as cheerleaders join once the season has started as requested.
3. Provide President with cheer schedule for all football games.
4. Ensure that all cheer schedule requirements are fulfilled for post-season tournaments as required.
5. Build relationships with local high schools cheerleading programs to allow maximum exposure and interaction.
6. Make every effort to help with concessions and field set-up and/or break down.

Secretary

1. Ensure that all meeting minutes are recorded in a format agreed upon by the President.
2. Distribute the meeting minutes to the Board of Directors with seven (7) days after the meeting ends.
3. Assist with making sure all team, player, and coaches paperwork is completed and kept on file.

4. Ensure that all concussion paperwork is kept on file for the current and prior year.
5. Ensure that all football jerseys are ordered and received prior to the start of the season.
6. Ensure all permits for concessions are submitted to Parks and Rec. and received permits are forwarded to the Board of Directors and Concessions Manager.
7. Ensure that general and special meetings schedule and agenda are posted to our website and forwarded to all Board of Directors.
8. Assist with picking up the mail.
9. Make every effort to help with concessions and field set-up and/or break down.
10. Work with the Treasurer to collect outstanding debts owed to the Leonardtown Wildcats.
11. Work with PR/ Social Media Manager on announcements, emails, and posting of Club items.

Treasurer

1. Responsible for the overall financial health of the organization.
2. Provide financial reports as requested by the Board of Directors.
3. Ensure that the organization is in compliance with 501(c)3 rules and regulations.
4. Ensure that taxes are filed on time and keep all filings for the life of the organization.
5. Ensure that all deposits are done in a timely manner.
6. Ensure that all bills are paid on or before their due date.
7. Place all orders for football and cheer in a timely manner to avoid extra expense to the organization.
8. Maintain possession of all gift cards.
9. Assist with picking up the mail.
10. Make every effort to help with concessions and field set-up and/or break down.
11. Ensure that insurance does not lapse and provide the Board of Directors with a final copy of the coverage.
12. Work with the Secretary to collect outstanding debts owed to the Leonardtown Wildcats.

Field and Equipment Manager

1. Responsible for keeping the equipment in a clean and sanitary condition.
2. Keep the Board of Directors abreast of needs pertaining to equipment.
3. Ensure that the field is properly lined prior to games.
4. Make every effort to help with concessions and field set-up and/or break down.
5. Make sure that helmets are reconditioned every other year and that all equipment is maintained in a ready-to-issue status.
6. Keep an accurate inventory of all equipment.
7. Coordinate dates with the Vice President of Football to ensure that all participants are fitted in a timely manner prior to practice starting.

Concessions Manager

1. Keep the treasurer informed of profits made weekly and turn in money to the Treasurer at the end of every weekend home game.
2. Ensure that food and drinks are stocked prior to our home games to include any tournaments.
3. Ensure Concession set-up, participation, and clean-up efforts and times are coordinated and listed so that all members and board members are aware in a timely manner.
4. Make every effort to help with concessions and field set-up and/or break down
5. Schedule food handling training for Board of Directors through Parks and Rec. annually.

Chair Committee Liaison

1. Schedule and run Monthly Chair Committee Meetings
2. Act as an advisory position and report to the Board of Directors. This position is recommended for former Board of Directors members within the last two years.

3. Bring the vote of the Chair Committee back to the Board of Directors.
4. Make every effort to help with concessions and field set-up and/or break down.
5. Provide detailed Chair Committee notes to the Board for publication on the Website within seven (7) days of the monthly meeting.

Chair Committee

Football Commissioner

1. Responsible to ensure all football coaches are certified in accordance with SMYAC rules and regulations and provide proof to the Secretary.
2. Ensure that all football coaches are trained and understand all Wildcat policies to include, but not limited to: Concussion Awareness, Alcohol and Substance Usage, and the Coaches Code of Conduct.
3. Have a meeting with all families within your age group and introduce yourself and coaches, brief families on Wildcat policies, and explain your role on the board.
4. Keep your coaches within your age group up to date with information as it changes.
5. Assist your head coaches with issues as they arise.
6. Keep the Vice President of Football informed of all issues and assist to resolve them.
7. Make every effort to help with concessions and field set-up and/or break down.

Cheer Commissioner

1. Responsible to ensure all cheerleading coaches are certified in accordance with SMYAC rules and regulations and provide proof to the Secretary.
2. Ensure that all cheerleading coaches are trained and understand all Wildcat policies to include, but not limited to: Concussion Awareness, Alcohol and Substance Usage, and the Coaches Code of Conduct.
3. Have a meeting with all families within your age group and introduce yourself and coaches, brief families on Wildcat policies, and explain your role on the board.
4. Keep your coaches within your age group up to date with information as it changes.
5. Assist your head coaches with issues as they arise.
6. Keep the Vice President of Cheer informed all issues and assist to resolve them.
7. Make every effort to help with concessions and field set-up and/or break down.

Public Relations Officer

1. Promote our organization in a positive manner to the public and media.
2. Design flyers and signs for all events that the Leonardtown Wildcats are involved with.
3. Seek out community events that the Leonardtown Wildcats can participate in.
4. Keep all social media sites updated with events.
5. Keep our website updated with sponsors and event information.
6. Make every effort to help with concessions and field set-up and/or break down.

Sponsorship / Fundraising Manager

1. Promote our organization in a positive manner to the public and media.
2. Seek out sponsors to assist in supporting the Leonardtown Wildcat organization.
3. Review and approve fundraising requests for teams
4. Assist with tracking and documenting Team fundraisers
5. Assist with keeping our website updated with sponsors and event information.
6. Make every effort to help with concessions and field set-up and/or break down.

Assistant Field & Equipment Manager

1. Responsible for assisting the keeping the equipment in a clean and sanitary condition.
2. Ensure that the field is properly lined prior to games.
3. Make every effort to help with concessions and field set-up and/or break down.
4. Assist in making sure that helmets are reconditioned every other year and that all equipment is maintained in a ready-to-issue status.
5. Assist in Keeping an accurate inventory of all equipment.

Registrar:

1. Account for all payments associated with Registration of players prior to passing on to the Treasurer.
2. Assist Treasure in collection of funds and updating of financial records for players
3. Assist treasurer in collecting outstanding debt
4. Assist members with applying for aid or setting up payment plans.
5. Managing of website registrations to include giving coaches and team staff access to player lists, updating Board and Committee members on numbers registered, wait list management.
6. Make every effort to help with concessions and field set-up and/or break down.

Volunteer coordinator:

1. Keep the Organization informed of all events, fundraisers, meetings, and activities.
2. Accounting for all family volunteer hours as well as ensuring that adequate volunteers for all Organization activities, as well as serve as back-up Website Manager.
3. Coordinate with Concessions Manger on concessions volunteer sign ups
4. Participate in all event boards including the pep rally and homecoming events
5. Make every effort to help with concessions and field set-up and/or break down

Team Mom Coordinator:

1. Create Binders for team mom use- to include coaching paperwork, team rosters, player forms, and player IDs.
2. Hold Team Mom meetings for beginning of the season training on Team management
3. Lead Team mom Chat and provide needed information on teams, events, and games.
4. Manage any issues between team oms, coaches, and players families.
5. Report issues and concerns to the Commissioners and Board
6. Work with Volunteer Coordinator and Concessions Manager on volunteer signups
7. Make every effort to help with concessions and field set-up and/ or breakdown.

ARTICLE VI MEETINGS

1. Board of Director meetings and Chair Committee Meeting shall be once a month, date to be voted on to accommodate, at a location to be voted by the Board of Directors. Meetings will be to discuss business associated with the Leonardtown Wildcats.

2. The President shall, at their discretion and with sufficient notice, be allowed to move the date of the meetings if it is deemed beneficial to the organization. The proposed date shall not be more than two weeks from the previously voted on date.

3. Special meetings may be called from time to time at the discretion of the President. Every Board of Director shall be notified of every special meeting and notification shall include the purpose of the meetings. Notice shall be made at least four days prior to the meeting time. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called. Only business covered by the notification shall be conducted during special meetings.

4. Special meetings and general meetings will not convene unless a quorum exists as defined by the bylaws. If a quorum is not present at any general meeting, then the President will adjourn the meeting for a period of not more than two (2) weeks from the date scheduled by these By-Laws and the secretary shall cause a notice of this scheduled meeting to be sent to all those members who were not present at the meeting originally called. A rescheduled general meeting will count as a regular general meeting regardless of the number of people present.

5. Emergency meetings may be called by the President when a situation arises that needs immediate attention. The President will notify all board members 2 hours prior to the meeting unless agreed upon by the board members. Board members should make all attempts to participate in these meetings which can be conducted via telecommunication. Emergency meetings should not be the norm and if more than two emergency meetings are conducted a year, the Board of Directors will evaluate the leadership and purpose of the meetings for removal of the President. Emergency board meetings may be convened without notice to the general membership and may be closed to the public for privacy issues if needed

6. Other meetings may be called by the Board of Directors if 2/3 of the Board agrees.

7. A quorum is defined as at least seven (7) Board of Directors

8. Notification, telling the time and place of all general meetings will be made electronically via email or text message to all Board of Directors.

9. All general meetings and regularly scheduled board meetings shall be held at a location accessible by the public and at a time that would be deemed convenient to a majority of the Board of Directors

10. Any member may request a hard copy of the agenda by contacting the secretary at least five (5) business days prior to the meeting.

11. Minutes of all regularly scheduled board meetings and general meetings will be posted on the publicly accessible, official web site of the organization no later than ten (10) days after the meeting. The Secretary will at a minimum email a summary of each Special and Emergency meeting to the Board. The minutes will also be attached to the official transcript of the organization. Due to privacy concerns the summary and/or minutes of board meetings may be kept confidential.

ARTICLE VII AMENDMENTS

1. A proposal to alter, amend, repeal, or add to these By-Laws may be proposed by any Board of Director, in writing to the Secretary, who shall notify Board of Directors of the proposed amendment, in writing at least thirty (30) days prior to the date of any meeting at which action must be taken.

2. The proposal must be voted on at a meeting that is within sixty (60) days of the notification.

3. A proper quorum, according to the bylaws, must be present at any meeting where an amendment will be voted on. A two-thirds (2/3) vote of the Board of Directors present and voting shall be necessary for adoption of the amendment.

4. In the event that the minimum number of Board of Directors required to vote on a proposed amendment is not present then the proposed amendment will be considered to have failed to be adopted.

5. Any proposed amendment that fails to pass will be considered null and void and will not automatically carry to the next meeting, nor will it cause another special meeting to be required. If the sponsors of the proposed amendment wish to continue to pursue the amendment, they will need to begin the process anew.

ARTICLE VIII VOTING

1. At all meetings, all votes shall be by show of hands unless deemed necessary by the President. In that case ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot.
2. The President will be the only person to initiate a vote of the Board of Directors. The President must initiate any vote where a motion is made by a Board of Director and is supported by another Board of Director. The President will ensure that all questions are answered prior to opening a vote.
3. Members in good standings will vote for the Chair Committee at the conclusion of the season not to extend later than January 1.
4. Voting for head coaches will commence after the New Year. An email will be sent out to the league asking for volunteers for head coaching positions. A board meeting will be held no sooner than thirty (30) days after the email was sent to select head coaches by the Board of Directors based off the applications returned. If a board member is applying to be a head coach, they may be asked to leave the room if vote/discussion is verbal. Prior to leaving, the board member may cast their vote and offer any discussion. All Board members may be head coaches; however, the board position must take precedence for operations of the organization over the head coaching of the team.

ARTICLE IX ORDER OF BUSINESS

1. The President or the pro tempore shall call all meetings to order, at the appointed time.

2. Order of Business
 - a. Call to Order.
 - b. Treasurers Report (as applicable)
 - c. Unfinished Business.
 - d. New Business.

e. Adjournments.

ARTICLE X FINANCIAL OPERATIONS

1. The Board of Directors shall hire and fix the compensation of any and all employees that they in their discretion may determine to be necessary for the conduct of the business of the organization.

2. An annual budget shall be prepared by the incoming Board of Directors and presented for approval no later than the March meeting. Appropriations shall, except in the case of an emergency, be held within the structure of the budget. The Board of Directors shall be responsible for evaluating budget versus actual performance and documenting discrepancies.

3. All appropriations outside of the approved budget must have a majority vote of quorum, as outlined in the bylaws present at the meeting at which the appropriations are acted upon.

4. All filings required by law will be prepared by an outside public accounting agency. Examples include filings with the Maryland Secretary of State and the IRS.

5. Team fundraisers are permitted. Fundraisers must adhere to ethical and legal regulations in Maryland. Fundraisers must be approved by the Board of Directors. The first \$200.00 of any funds are to be utilized towards individual trophies, medals, or memorabilia for players associated with the team. After the first \$200 raised the funds will be split with 60% of the funds raised given to the team for team activities, e.g.: team party, coach's gifts, etc. and with 40% to be used for the benefit of the Club. Funds generated should be reported and managed by the Treasurer on a regular basis. Any team raising funds for a large event such as a Travel Tournament must receive approval from the board and will then be allowed to Keep 100% of fundraising after they reach the \$3000 mark. Sponsorships after the team has hit the \$3000 mark will have the split portions reduced to 75% for the team and 25% to the club. The 25% will be used to cover the cost of the sponsorship package and to benefit the Club. Teams that fund raise over \$3000 but are unable to use it for the approved event may seek approval from the board to hold the money for the next Season or for use by the team if they are unable to move to the next year.