

**Miamisburg Wee Vikes  
Football & Cheer Association, Inc.**

**Constitution & By-Laws**  
Adopted: May 2011



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**Miamisburg Wee Vikes Football & Cheer Association, Inc.**  
P.O Box 347  
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**Article 1: Constitution – NAME**

1.1 The name of this organization shall be the Miamisburg Wee Vikes Football and Cheer Association, Inc. (WEE VIKES), which is incorporated as a non-profit corporation under the State of Ohio.

**Article 2: Constitution – ORGANIZATION AND PURPOSE**

2.1 The WEE VIKES is organized exclusively for the charitable, educational, and athletic benefits/purposes of the children of Miamisburg and/or the Miamisburg City School District (child must legally reside in the Miamisburg City School district).

2.2 The purposes of the WEE VIKES are to:

- (A) foster and promote the safety, welfare, growth , sportsmanship, fair play, and good citizenship of its participants
- (B) provide a uniform code of ethics, management, and playing rules for the members
- (C) encourage and promote the growth of and participation in youth football programs
- (D) administer to the common requirements of the members
- (E) provide meaningful, memorable, and rewarding experiences for the children who participate under the auspices of the WEE VIKES

2.3 The WEE VIKES shall participate in the Western Ohio Junior Football Conference (WOJFC) and will abide by all WOJFC rules and regulations.

**Article 3: Constitution – GOVERNING BODY AND OFFICERS**

3.1 The WEE VIKES shall be governed by a Board of Directors (the Board) composed of elected and/or appointed officers. All members in good standing are eligible to hold an office on the Board. In the event that an office goes unfilled via elections, the Board may appoint someone to that position.

3.2 The Board shall consist of the following members, who will be considered OFFICERS of the WEE VIKES Board of Directors:

- |                           |   |
|---------------------------|---|
| President                 | Vice President                          |
| Secretary                 | Treasurer                               |
| Athletic Director         | Spiritwear Director                     |
| Fundraising Director      | Corporate Sponsorship Director          |
| Safety Director           | Team Coordinator Director               |
| Cheer Director            | Assistant Cheer Director (2)            |
| League Representative     | Assistant League Representative (2)     |
| Equipment Director        | Assistant Equipment Director (2)        |
| Field Director            | Assistant Field Director (2)            |
| Concession Stand Director | Assistant Concession Stand Director (2) |
| Media Director            | Assistant Media Director (2)            |

3.3 The term of office for all Board members shall be for one (1) year

- 3.4 When deemed necessary by the Board, a committee shall be established to supplement any of the above listed positions in performance of their duties.
- 3.5 When deemed necessary by the Board, a position may remain vacant for a given fiscal year.
- 3.6 When deemed necessary by the Board, a new Board of Directors position may be created with a two-thirds (2/3) majority of the quorum of the Board.
- 3.7.1 An Executive Board of Directors (the Executive Board) shall consist of the President, Vice President, Secretary and Treasurer and serve to lead Board activities and vote on issues as deemed necessary by the Executive Board for the good and furtherance of the WEE VIKES organization.
- 3.8 Within the Executive Board, only the Vice President, Secretary and Treasurer may vote on issues and a simple majority vote will be required to pass a motion. Unless there is a tie, the President shall not have a vote on the Executive Board.
- 3.9 The Board shall meet once per month during the off-season and as needed during the season. The meeting locations, dates and times of these monthly off-season meetings will be determined by the Board each year based on the availability of the majority.

**Article 4: Constitution – MEMBERSHIP**

- 4.1 **A member** shall be defined as any parent or guardian with a child registered in the WEE VIKES or any individual without a registered child who otherwise volunteers to be an active, Board-approved, member of the WEE VIKES. A member in good standing is entitled to vote and hold office within the WEE VIKES.
- 4.2 **A member** shall be considered in “good standing” when the following criteria have been met:
  - (A) member of sponsored child/children have been properly registered to include submission of all required documentation and payment of a registration fee
  - (B) member has in good faith participated in all WEE VIKES fundraising efforts
  - (C) member contributes to his/her team’s efforts during assigned field/concession duties
  - (D) member turns in all of his/her sponsored child/children’s equipment at the end of each season in a timely manner as determined by the WEE VIKES Equipment Director
- 4.3 **A member of the Board of Directors** shall be considered in good standing when the following criteria have been met:
  - (A) must be considered a member in “good standing” as determined in Section 4.2
  - (B) must fulfill at minimum Board position requirements
  - (C) must not have more than two (2) unexcused absences from Board member activities including Board of Director meetings, field duty and any other Board member activities as determined necessary by the Board.
  - (D) must pass a background check in accordance with WEE VIKES and WOJFC policies

**Article 5: Constitution – DISCIPLINE AND/OR REMOVAL OF OFFICERS AND MEMBERS**

- 5.1 Any Officer of the Board of Directors or member may be disciplined or expelled from the organization for conduct deemed not in the best interest of the WEE VIKES. However, no Officer or member may be expelled without a formal hearing of the Board of Directors at which time he or she will be given the opportunity to address the complaint against them.
- 5.2 A formal hearing for an expelled Officer must be requested in writing to the WEE VIKES President or Vice President within 30 days of expulsion date and include the following information: Name, reason for appeal, date of the appeal and signature

**Article 6: Constitution – EARNINGS**

- 6.1 No part of the net earnings of the WEE VIKES shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the WEE VIKES shall be authorized and empowered to pay any reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 2.
- 6.2 Notwithstanding the above, no member of the WEE VIKES Board of Directors shall be paid for services for or to the WEE VIKES.
- 6.3 No substantial part of the activities of the WEE VIKES shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the WEE VIKES shall not participate in, or otherwise intervene in, any political campaign on behalf of or in opposition to any candidate for public office (including the publishing or distribution of statements).
- 6.4 Notwithstanding any other provision of this Constitution, the WEE VIKES shall not carry on any other activities not permitted by applicable state and federal statutes as related to not-for-profit corporations or organizations.

**Article 7: Constitution – AMENDMENTS**

- 7.1 The Constitution may be amended by a two-thirds (2/3) majority vote of a quorum of the Board of Directors at the meeting at which the amendment is considered. Any proposed amendment or amendments must first be submitted at a formal Board meeting for review. The actual vote on a proposed amendment or amendments will not be taken until the next scheduled meeting following its introduction.

**Article 8: Constitution – DISSOLUTION**

8.1 Upon dissolution of the WEE VIKES, all debts shall be paid and all assets shall be distributed for one (1) or more exempt purposes within the meaning of Section 501(c) (3) of the United States 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 by a Court of Competent Jurisdiction in which the principal office of the WEE VIKES is then located, exclusively for such purposes. Disposition of assets shall be voted on at the last meeting of the WEE VIKES and shall be decided by a simple majority of all the Board of Directors.

## **Article 9: By-Laws – DUTIES OF THE BOARD OF DIRECTORS**

### **9.1 General Duties of the Board of Directors:**

- (A) Manage the business of the WEE VIKES in accordance with the Constitution and By-Laws as well as protect and enforce the WEE VIKES Constitution and By-Laws
- (B) Establish and maintain a bank account for conducting all WEE VIKES business and disbursement of funds.
- (C) Authorize payment of financial obligations and approve all purchases, agreements, contracts and/or obligations which shall bind the WEE VIKES
- (D) Only the President, Treasurer, Secretary and Vice President shall be members of the WEE VIKES Executive Board of Directors, and shall have the authority to disburse WEE VIKES funds in support of the program.
  - a. No two (2) members of the same family shall have the authority to disburse WEE VIKES funds in support of the program.
    - i. In the event that members of the same family hold two (2) or more positions set forth in 9.1 (B) above the Board shall appoint a replacement or replacements from the Board in order to meet the requirements set forth in 9.1 (B).
    - ii. All individuals who have signatory authority for the release of disbursement of WEE VIKES financial assets shall be bonded.
  - b. The Executive Board must approve all expenditures or purchases from \$100 - \$1,000 and the Board must approve all purchases that exceed \$1,000, based on a majority vote of a quorum.
- (E) Ensure that the WEE VIKES is in compliance with all appropriate guidelines and rules set forth by the Western Ohio Junior Football Conference (WOJFC).
- (F) Rule on members who are alleged to NOT be in good standing.

### **9.2 Common Duties of the Board of Directors**

- (A) Board members shall participate in game day management of the WEE VIKES home playing field (Beachler Field as of 1/1/2009) and serve as a WEE VIKES representative when at away game locations.
- (B) Participation shall be distributed equally among all members at the discretion of the Board of Directors with oversight by the Executive Board.
- (C) Board members shall actively participate in all WEE VIKES functions, including meetings, equipment handout/turn-in, and any other specified events.
- (D) With the exception of regularly scheduled Board meetings, the Secretary will manage a sign up schedule for all functions. The Secretary will produce a sign up sheet to all Board members and in some cases, times will be assigned, and in other cases, each Board member will sign up for one or more time slot in which to work.

- a. Once the schedule is completed, it will be emailed to the Board. The Secretary will have this information distributed in advance so Board members can plan to work their time for a given function.
  - b. An occurrence, without a valid excuse, where a member fails to sign up for or to work a function will be counted as one (1) unexcused absence.
- (E) Each Board member must maintain a “**continuity manual**” complete with all records pertinent to completing the duties associated with his/her respective position including important contact information, timeline of when things need to be done, etc. so that this information can properly be passed on to future Board members.

### 9.3 Specific Duties of the Board of Directors

- (A) **President** – The President shall preside over all regular and special/emergency meetings and shall be responsible for all major executive decisions. The President shall be responsible for carrying out the decisions of the WEE VIKES. The President shall also fulfill other duties normally belonging to this office. The President shall coordinate with all Board members and any committees to see that the duties and purposes of the organization are being carried out. The President shall select the color and logo for the Board, Football Coaches and Cheer Coaches shirts. The President shall be a member of the WEE VIKES Executive Board of Directors.
- (B) **Vice President** – The Vice President shall be the parents’ liaison. The Vice President shall represent the parents’ concerns, grievances, interests, etc. before the Board that are not handled through normal channels. He or she, along with the President, shall serve as the primary point of contact for members when disciplinary an/or expulsion issues arise. The Vice President shall chair Board meetings in the absence of the President and shall be a member of the WEE VIKES Executive Board of Directors.
- (C) **Secretary** – The Secretary shall be responsible for correspondence sent in the name of the WEE VIKES and shall be expected to attend all Board meetings and keep accurate records of all business discussed and acted upon by the Board. The Secretary shall also keep a membership book/roster as required by the laws of the State of Ohio. The Secretary shall be responsible for the WEE VIKES One Call Now phone lists and email distribution list and work with the Media Director to get messages out to WEE VIKES members as needed. The Secretary shall coordinate all annual registrations for both football and cheer and shall manage all forms and documentation including registration forms and parent hand-outs. The Secretary shall be responsible for maintaining the WEE VIKES Constitution & By-Laws and shall be responsible for reserving locations for all Board meetings, registration locations, pre-season parents’ meeting, end of season banquets and for annual Board elections while providing members reminders of these activities including changes or cancellations. The Secretary shall work in close coordination with all other Board members in performance of their duties. The Secretary shall preside over Board meetings in the absence of the President & Vice President and shall be a member of the WEE VIKES Executive Board of Directors.
- (D) **Treasurer** – The Treasurer shall work in close cooperation with an accountant or attorney for the preparation of all legal documents required by federal, state, and/or local agencies. The Treasurer shall be responsible for income and expenditure reports, tax documents, financial statements, etc., and any necessary preparation and filing with the proper agencies in a timely manner including the WEE VIKES non-exempt tax status form 990 to the Internal Revenue Service by the 15<sup>th</sup> day of the 5<sup>th</sup> month, annually. The Treasurer will seek council from a Certified Public Accountant

and/or an Attorney when needed. The Treasurer will request input from the Board in developing an annual budget and will present a final budget to the Board at the April meeting for approval. The Treasurer shall be a member of the WEE VIKES Executive Board of Directors.

- (E) **Athletic Director** – The Athletic Director (AD) shall represent all WEE VIKES football coaches in their decisions, concerns, grievances, etc. before the Board. The AD shall coordinate with the Equipment Director for the disbursement and retrieval of all equipment. The AD shall be responsible for the issuing of rules and instructions to the coaches, shall coordinate the certification of coaches as required and preside over all coaches meetings concerning policy, rules, regulations, equipment, safety and other issues that may arise. The AD shall contact all 6<sup>th</sup> Grade Football and Cheer Head coaches to get the number of participants per team and how many years each one participated and provide it to the ED so they can order their special trophies. The AD shall contact all the Bantam through 5<sup>th</sup> Grade Football and Cheer Head Coaches to get the number of participants towards the end of the season and get the numbers to the ED to order all medals or other awards for all Bantam – 5<sup>th</sup> Grade participants. If the AD position is open, the President shall appoint a suitable member from the Board who is a member in good standing to preside over this position.
- (F) **Spiritwear Director** – The Spiritwear Director shall be responsible for the coordination of spirit-related activities including but not limited to the ordering and distribution of logoed apparel and promotional products. The Spiritwear Director, with Board approval, will determine what is needed to support the Spiritwear booth and will order and inventory this merchandise. The Spiritwear Director shall be responsible for setting up and closing down the booth for all home games. The Spiritwear Director shall be responsible for maintaining an accurate inventory of “spirit booth” items and report such inventory to the Treasurer. The Spiritwear Director will create and maintain a game day operations manual for the Spiritwear booth.
- (G) **Fundraising Director** – The Fundraising Director shall be responsible coordinating the various aspects of fundraising for the WEE VIKES. These aspects shall include, but not be limited to, arranging with Board approved vendors for the ordering and delivery of fundraising products, promoting fundraisers, maintaining records of distribution and participation of the fundraising efforts and working with the Treasurer to set-up and ensure the timely collection of the proceeds from the fundraisers. The Fundraiser Director will also manage all aspects of the WEE VIKES “Buy-A-Brick” program including the promotion of the program, ordering of bricks and collection of funds from the brick purchases as well as disbursement of funds to the Treasurer.
- (H) **Corporate Sponsorship Director** – The Corporate Sponsorship Director is responsible for obtaining donations to the WEE VIKES from the local business community and is also responsible for the layout of the annual program, selling advertising space in the program as well as for selling corporate sponsorship banners to display at the WEE VIKES home field. The Corporate Sponsorship Director is responsible for maintaining a list of sponsors and working with the Media Director to ensure WEE VIKES sponsors are properly recognized on the WEE VIKES website, in local newspapers, etc. The Corporate Sponsorship Director will also order and present sponsor recognition awards to WEE VIKES sponsors.
- (I) **Safety Director** – The Safety Director will order, stock and maintain all medical supplies throughout the season. The Safety Director will be in charge of stocking all First Aid kits for initial distribution to each team and re-stocking on a weekly basis

during the season. The Safety Director will also be in charge of gathering all kits at the end of the season for storage. The Safety Director shall coordinate all aspects of coach safety clinics prior to the start of each season. The Safety Director should be CPR certified.

- (J) **Team Coordinator Director** – The Team Coordinator Director is responsible for coordinating all activities of the team moms for each football team/cheer squad. The Team Coordinator Director shall assist the Fundraising Director with the coordination of the annual fundraiser including in the delivery of products and the collection of funds. The Team Coordinator Director is responsible for setting up the greeting and checking messages on the WEE VIKES voice mail football phone line (937-691-FTBL as of 1/1/2009) and relaying the messages to the appropriate Board member. The Team Coordinator Director also coordinates the distribution of information from the WEE VIKES board to coaches, team moms, players and parents.
- (K) **Cheer Director / Assistant Cheer Director** – The Cheer Director shall represent the cheerleading program in its decisions, concerns, grievances, etc. before the Board. The Cheer Director shall coordinate with the Equipment Director for the disbursement and retrieval of all equipment. The Cheer Director shall coordinate with the Athletic Director on issuing rules and instructions to Cheer Advisors, coordinating certification of Cheer Advisors as required and preside over all cheerleading meetings concerning policy, rules, regulations, equipment, safety and other issues which may arise. The Cheer Director shall be assisted by an Assistant Cheer Director and the sharing of duties with his/her assistant shall be determined by the Cheer Director.
- (L) **Equipment Director / Assistant Equipment Directors (2)** - The Equipment Director shall be responsible for the planning, acquisition and maintenance of all equipment, uniforms, etc. that are utilized by the WEE VIKES. The Equipment Director shall coordinate with the Athletic Director, Coaches and Assistant Coaches for the disbursement, in-season maintenance, and retrieval of all equipment. The Equipment Director will be responsible for ordering and fitting game jerseys per Board approval. The Equipment Director will size and order all Board Member, Coaches and Cheer Advisor Shirts. The Equipment Director will coordinate the production of the 6-Year player helmet plaques. The Equipment Director shall be assisted by up to two (2) Assistant Equipment Directors and the sharing of duties with his/her assistant(s) shall be determined by the Equipment Director.
- (M) **Field Director / Assistant Field Directors (2)** – The Field Director shall be responsible for all operations of field maintenance. This shall include field painting, erecting goal posts, assembly of bleachers, scoreboard maintenance as well as weekly field preparation. The Field Directors will also work to maintain all areas of the field of play including sowing of grass seed, repairing of turf, watering of playing areas, etc. This position also includes end of season maintenance such as disassembling bleachers, goal posts and storage of all field equipment. The Field Director will control all rights to the home playing field in regards to practice time and field painting. The Field Director shall be assisted by up to two (2) Assistant Field Directors and the sharing of duties with his/her assistant(s) shall be determined by the Field Director.
- (N) **Concession Stand Director / Assistant Concession Stand Director (2)** – The Concession Stand Director shall be responsible for coordinating all aspects of the home field concession stand including, but not limited to, arranging with the Board for approved vendors and supplies, set-up of the stand for all home games and coordinating work schedules with individual teams and cheer squads for concession

stand and field duty. The Concession Stand Director shall be assisted by up to two (2) Assistant Concession Stand Directors and the sharing of duties with his/her assistant(s) shall be determined by the Concession Stand Director.

(O) **Media Director / Assistant Media Director (2)** – The Media Director shall be responsible for coordinating all promotional literature, news releases, etc. on behalf of the WEE VIKES. The Media Director will maintain the WEE VIKES website and post advertising for open board positions, etc. on the website and in the local newspaper. The Media Director will also be responsible for evaluating and presenting options for photography companies for the Board to vote on and will work with the selected photography company to schedule team photo days, times & locations. The Media Director shall be responsible for all aspects of the WEE VIKES online photo galleries including selecting the online site to use, advertising the site to the WEE VIKES members and finding volunteer “team photographers” to post photos on this site. The Media Director shall be responsible for all aspects of the WEE VIKES team intro CD program. The Media Director will be responsible for managing the One call Now Service and Website Service or other similar electronic media distribution services as required by the board. The Media Director shall be assisted by up to two (2) Assistant Media Directors and the sharing of duties with his/her assistant(s) shall be determined by the Media Director.

(P) **League Representative / Assistant League Representative (2)**  
The League Representative will be the liaison between the WEE VIKES Board and the WOJFC. The League Representative will attend all meetings pertaining to the WOJFC and will communicate all information from this meeting to the WEE VIKES Board. The League Representative will assist in all weigh-ins and at any other planned events held by the Board. The League Representative will be responsible for reporting all changes of WOJFC League rules or Constitution, and any other change that will affect the WEE VIKES to the Executive Board within 48 hours of the league meeting. These changes will be written in a bullet statement format with a hard/soft copy given to the Secretary, Athletic Director, Vice President, Treasurer, and President. If a written statement cannot be given within 48 hours, a verbal update will be required with the bullet statement due by Thursday of that week. The League Representative shall be assisted by up to (2) Assistant League Representatives and the sharing of duties with his/her assistant(s) shall be determined by the League Representative. The League Representative shall be responsible for contacting all Head Coaches if there is a Heat Index advisory from the WOJFC,

## **Article 10: By-Laws – MEETINGS AND THE CONDUCTING OF BUSINESS**

### **10.1 Scheduled Meeting Dates**

- (A) Off-Season Schedule (Dec. – June)  
Board Meetings shall be held monthly at a time and location agreeable to the Board. Members of the WEE VIKES may contact the current Secretary or any Board Member for the time and location of the next scheduled meeting. The Board may vote on the necessity of meetings for the months of December and January, and may elect to cancel them if appropriate.
- (B) In-Season Schedule (July – Nov.)

Board meetings shall be held monthly at a time and place agreeable to the Board members. Members of the WEE VIKES may contact the current Secretary or any Board Member for the time and location of the next scheduled meeting.

## **10.2 Emergency or Special Meetings**

- (A) The President shall call any emergency or special meeting of the Board when deemed necessary. The Secretary shall notify all Board Members of the time, date, and location of the meeting.
- (B) An emergency or special meeting of the WEE VIKES Board of Directors may also be called by twenty-five percent (25%) of the voting members of the WEE VIKES.

## **10.3 Attendance at Board Meetings and WEE VIKES activities**

- (A) All Board Members are expected to attend all Board meetings and scheduled Board activities.
- (B) Any Board Member who has two (2) consecutive, unexcused absences may have his or her office declared vacant at the discretion of the Board of Directors by a two-thirds (2/3) vote of the quorum. Any vacancies can be filled by appointment by the Board. Any absence from an emergency or special meeting convened without at least seven (7) days prior notice shall not be construed as “unexcused”.
  - a. Board Members who have a valid excuse for missing a Board meeting or activity must notify a WEE VIKES Executive Board member, preferably the Secretary, in advance of planned absence for the absence to be considered “excused”.

## **10.4 Quorum**

- (A) A quorum shall be defined as a simple majority of the voting membership of the Board of Directors.

## **10.5 Meeting Decorum**

- (A) Generally, all meetings shall be conducted in accordance with the latest edition of *Robert’s Rules of Order, Revised*, unless modified by or in conflict with the WEE VIKES Constitution or By-Laws.

## **10.6 Order of Business**

- (A) Unless a motion is made to suspend the normal order of business, the order of business shall be as follows:
  - a. The President calls the meeting to order. In the absence of the President, the Vice President presides over the meeting. In the absence of both the President and the Vice President, the Secretary shall preside.
  - b. The Secretary shall take attendance and make a determination as to quorum.
  - c. Review, correction and approval of the previous meeting’s minutes.
  - d. The Treasurer shall provide a financial report.
  - e. As necessary, each Board member shall provide a report.
  - f. Old business.
  - g. New business.
  - h. Good of the Order
  - i. Adjournment

## 10.7 Voting

- (A) Except for the President, each of the Board Members listed in Article Three (3) of the WEE VIKES Constitution shall comprise of the voting officers of the WEE VIKES Board of Directors. In the event of a tie vote, the President is vested with the authority to cast the determining vote.
- (B) Abstention by any other voting member of the WEE VIKES Board of Directors is not permitted during any vote, unless the Board determines that an actual or potential conflict of interest exists due to the potential personal financial gain, or affiliation with a service provider.
- (C) A vote shall be mandated for all Board decisions. A secret ballot may be utilized if requested by any Board member.
- (D) Changes to the WEE VIKES Constitution, By-Laws or in a vote concerning the expulsion of a member of the Board or a general member of the WEE VIKES, shall require a two-thirds (2/3) majority vote of a quorum of the WEE VIKES Board of Directors. Unless otherwise specified, herein, all other business before the Board requires a simple majority vote.
  - a. All proposed changes to the WEE VIKES Constitution or By-Laws, whether they are additions or revisions, must be submitted in writing to the Secretary before any such changes may be made as a motion to be voted upon.

## Article 11: By-Laws – ELECTIONS AND VOTING PROCEDURES

### 11.1 Election Process – General

- (A) The general electorate of the WEE VIKES shall consist of any member in good standing, as defined in the Constitution, at the time of the election.
- (B) Elections shall be finalized at a meeting usually held after the conclusion of the football season, but before the end of the following January. Nominations shall be solicited from the membership of the WEE VIKES. The President shall preside over this process. The Secretary or Media Director shall notify the membership as to the exact time and date the elections shall be held.
- (C) **All returning active Board members** wishing to remain on the Board in their current position and who are considered to be in good standing must submit a letter of intent to return to their current position for the upcoming season. Board members who are not members of the Executive Board shall submit their letters of intent to return to their current position for the upcoming season by the **November** meeting. Executive Board members shall submit their letters of intent to return to their current position for the upcoming season by the **October** meeting. Failure to submit a letter of intent by the proper deadline will vacate the current Board position for the upcoming season.
  - a. If a letter of intent to return is submitted by an active member in good standing to retain the previous position held, the current Board will vote to re-elect the member for a new one year (1) term for the current position in the **November** meeting. If the member in good standing up for the vote receives a majority vote to return to the Board in the November meeting, he or she will be re-elected into the position for the upcoming calendar year for a new one year (1) term.

- b. Should any active Board member not receive a majority vote to be re-elected by the Board of Directors in the November meeting, the Board position will be advertised as “open”. The Board member in good standing which did not receive a majority vote has the right to run on the ballot for their former position on the Board.
  - c. If an active board member in good standing chooses to run for an “open” position which is *different from their current position* he or she must submit a letter of intent to run for the position by the November board meeting. At the November meeting the Board will vote on whether or not that Board member may fill the “open” position by a majority vote. If the Board member is voted into that “open” position, his or her previous position will then be considered “open”. If he/she is not elected into that position, he/she will be allowed to return to his/her former position. If he/she chooses not to return to his/her former position, the position will be considered vacated and therefore “open”.
  - d. The voting process for all returning Board members in good standing up for re-election will follow a private ballot voting procedure.
- (D) **Open Board positions** shall be advertised on the WEE VIKES website for a minimum of three (3) weeks with inquires to be submitted in writing to either the WEE VIKES post office box by a set date or through the WEE VIKES website.

## 11.2 Qualifications

- (A) Each nominee must be an active WEE VIKES member in good standing as defined by the Constitution. Any member currently on suspension through an active vote of the WEE VIKES Board may not be nominated to serve as a Board member in any position.
- (B) All nominees who are elected to the Board must be able to assume the office at the first Board meeting in February following elections.
- (C) Candidates for the Executive Board offices of President, Vice President, Secretary and Treasurer must have served as an active member in good standing on the Board during the prior year to be considered for these positions.
  - a. Candidates for the Executive Board offices of President, Vice President, Secretary and Treasurer must be bondable.

## 11.3 Nominations

- (A) All nominations for WEE VIKES Board positions must be submitted in writing by a member in good standing.
- (B) All nominees must fill out a “Board Member Application” form in writing (see Appendix for form) or through the WEE VIKES website to be submitted with the nomination. This form maybe updated from time to time by the Executive Board as deemed necessary.
- (C) Each nomination must be dated and include home address, telephone number and signature, or electronic signature, of the member submitting the nomination.
- (D) No nominations of any other kind will be accepted.
- (E) All nominations and applications must be received by the Board prior to the January meeting for Board approval during that meeting.

- (F) The Board shall review each nomination for eligibility (i.e. to determine if the member is in good standing) and contact the nominee to see if he or she wishes to be a candidate and has the necessary qualifications. The Board may then vote on acceptance of the candidate as a nominee on the ballot. A simple majority vote is required to place a candidate on the ballot.
- (G) The Secretary shall retain all nominations and envelopes for one (1) year or until the conclusion of the following year's election, whichever occurs first.

#### **11.4 Voting**

- (A) The Board shall provide a list of all valid candidates for the review of the membership prior to the designated election meeting (at least one (1) week in advance of scheduled election).
- (B) Voting shall take place at a site designated by the WEE VIKES Board.
- (C) Voting must be done in person at the designated site. Absentee voting, voting by proxy, and write-in candidates are not permitted and will not be considered valid.

### **Article 12: By-Laws – COMPLAINTS AND DISCIPLINE FOR OFFICERS AND/OR MEMBERS**

#### **12.1 Member Complaints**

- (A) All members have a right to bring a complaint before the Board on any issue they consider to be detrimental to the best interests of the WEE VIKES program.
- (B) All complaints and/or alleged violations must be documented in a WEE VIKES "Incident Report" (see Appendix) submitted immediately to the President or Vice President.
- (C) All "Incident Reports" and/or documented issues and their contents become the property of the WEE VIKES.

#### **12.2 Complaint Procedure**

- (A) If an incident gives rise to a complaint, the following procedures are to be followed:
  - a. Incident must be reported on the official WEE VIKES "Incident Report" form and must contain the following information:
    - i. Date of report
    - ii. Date of incident
    - iii. Name and Address of individual filing the incident. Indicate the grade, color and activity (cheer or football) where incident took place
    - iv. Summary of the incident, including full names of parties involved
    - v. Signature

- b. All incident reports are to be submitted only to the President or Vice President of the WEE VIKES. Each incident report will be initialed, dated and shall indicate the time received. If neither the President nor the Vice President is available, the incident report may be mailed to:

Miamisburg WEE VIKES  
P.O. Box 347  
Miamisburg, OH, 45342

- c. The Vice President will review the information provided. If the required information is not fully provided on the incident report, the incident report will be returned to the complainant within twenty-four (24) hours from the date and time the incident report was received.
- d. The Vice President will have 48 hours to review the incident report. The President will submit the complaint to the party (ies) involved any documentation and procedures for responding.

### **12.3 Investigation and disciplinary procedure**

- (A) The individual or team that received the complaint against them has the right to respond in writing within forty-eight (48) hours and their report must include the following information:

- a. The response must be in writing.
- b. Name, address and phone number of the respondent.
- c. A statement of the specific action or incident giving rise to the allegation or penalty including the date of which the incident occurred or action took effect, and the date on which the action became aware of such action or incident.
- d. A statement as to the reason or believing that the action or incident is improper.
- e. Include any written statements from individuals to support your dispute.
- f. A brief explanation of attempt(s) by the individual to support his/her dispute to the specific complaint against him/her including a brief explanation of attempt(s) by the individual or team to resolve the specific complaint against him/her.

- (B) The Vice President will have twenty-four (24) hours to review the above information and if all the required information is not included in the response it will be returned for correction

- a. If the individual or team wants to appeal the decision they must do so in writing within forty-eight (48) hours from receiving the decision.
- b. If the individual or team wants to present their argument in person before the WEE VIKES Board they must request to attend a Board meeting with a request provided to the Secretary twenty-four (24) hours prior to the Board meeting.
  - i. There will be a limit of ten (10) minutes for the visitor to present any argument in regards to why the determination of the Vice President should be modified.
  - ii. The WEE VIKES Board will meet and discuss the response no later than the next scheduled Board meeting. Written replies will be made to the individual or team within seventy-two (72) hours of receiving the response as to the final decision of the WEE VIKES Board. To be included in the response is a statement informing the individual or team that this is the final decision on the matter.

(C) If an action or penalty is to be enforced it will be immediate to the next game. No action or penalty will be implemented until the above steps have been exhausted.

**12.4 Complaints against Board of Directors members**

(A) If the complaint and/or violation is against a current WEE VIKES Board member, he or she will not participate in the Board meeting(s) reviewing the situation and voting of disciplinary outcome. If the WEE VIKES Board member in question has a family member sitting on the Board, he or she will not participate in the Board discussion(s)/review(s) of the situation and voting of disciplinary outcome.

**12.5 Disciplinary Guidelines**

(A) The WEE VIKES reserves the right to apply verbal warnings, written warnings, and/or suspensions of various lengths (up to and including permanent expulsion from the WEE VIKES) for conduct deemed not in the best interest of the WEE VIKES program.

Specific guidelines are as follows:

<b>Cause of Action</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Insubordinate defiance of authority, refusal to comply with rules of the WEE VIKES, WOJFC & the Miamisburg Parks & Recreation Department	Game Suspension	Expulsion	
Inappropriate use of abuse of WEE VIKES or City of Miamisburg Property	Letter of Reprimand	Game Suspension	Expulsion
Failure to abide by Parents Code of Conduct	Letter of Reprimand	Game Suspension	Expulsion
Disrespect of integrity and judgment against parents or game Officials	Letter of Reprimand	Game Suspension	Expulsion
Fighting, threatening, or inflicting bodily harm on another or physical resistance to authority	Expulsion		
Drinking, or being intoxicated during practices and/or games	Expulsion		
Use of abusive or offensive language	Letter of Reprimand	Game Suspension	Expulsion
Transferring or selling narcotics or illegal drugs	Expulsion		
Non Sufficient checks	Letter of Reprimand	Game Suspension	Expulsion

12.6 The WEE VIKES Board will conduct an annual review of the member complaint and discipline procedure and reserves the right to make necessary adjustments as deemed necessary.

## **Article 13: By-Laws – REGISTRATIONS, FEES, HARDSHIPS & SCHOLARSHIP FUND**

13.1 All fees must be paid in full and all required forms must be completed before a child may participate in the program.

(A) All football players' physicals MUST be completed by a licensed physician on a WOJFC-approved physical form and turned into the WEE VIKES before any player equipment shall be issued or in special circumstances no later than the start of the first night of football practice. All cheerleaders must complete a physical by a licensed physical and have the physical filled out on a WEE VIKES approved physical form, which must be turned into the WEE VIKES on or before the first night of practice.

13.2 **Registration Fee:** A registration fee will be collected from all participants. The amount of the fee will be determined each year by the Board prior to the beginning of any registration efforts. The Board shall also establish discounts for families with more than one (1) child in the program.

13.3 **Late Fee:** A late registration fee of \$25 will be assessed by the Board for each late registration. A registration is considered "late" if it occurs after the last publicly advertised registration event.

### **(A) WEE VIKES SCHOLARSHIP FUND**

- a. The additional funds collected by the late registration fee will be applied to the annual WEE VIKES Scholarship fund in which at least two (2) college scholarships are distributed to former WEE VIKES participants each year with one (1) scholarship going to a male and one (1) going to a female.
- b. Scholarship values shall each by \$500

13.4 The deadline for all registrations shall be determined each year by the Board, but in no case shall it exceed the first (1<sup>ST</sup>) night of football or cheer practice.

13.5 **Hardship:** Any financial hardship cases should be taken directly to the Vice President. The Vice President shall review each case and present it to the Board for approval or disapproval. Any discussion held privately between the requesting family and the Vice President will remain confidential. The Vice President shall present the case to the Board in such a way as to guarantee the anonymity of the requesting family. In no case may an individual Board member offer free or discounted registration to a requesting family without first bringing the case to the Board for approval.

(A) There is a minimum registration fee of \$30. This does not include fundraising commitments.

13.6 Any requests for special consideration of a participant should accompany the child's registration form. Waiver-rights concerning special cases regarding age, weight, height, or disability will be taken before the WOJFC with no guarantee that the WOJFC will hear or grant the petition.

## **Article 14: By-Laws – COACHES AND CHEER ADVISORS**

### **14.1 Requirements**

(A) All Coaches and Cheer advisors will be NYSCA (National Youth Sports Coaches Association) certified and will be subject to a WOJFC background check. The costs associated with the NYSCA certification and WOJFC background check shall be the sole responsibility of the Coaches and the Cheer Advisors.

- (B) All Coaches and Cheer Advisors will abide by the policies and procedures set forth by the NYSCA, the WOJFC and the WEE VIKES Board. Failure to abide by these policies and procedures shall be addressed per the provisions in Article 12 of the By-Laws.
- (C) All Coaches and Cheer Advisors must be approved by the WEE VIKES Board based upon a simple majority vote of the quorum. As a general consideration, head coaches from the previous year will be given preference to continue as Head Coach if they continue to move up in grade level with their designated team and as long as they remain a **“member in good standing”** with the WEE VIKES. However, the final decision will ultimately depend on the Head Coach receiving a simple majority vote as described above.
- (D) All Coaches and Cheer Advisors will report directly to the Athletic Director. In the absence of an Athletic Director all Coaches and Cheer Advisors shall report to the President or someone on the Board designated by the President to serve in that capacity.

#### **14.2 Team/Player Discipline & Awards**

- (A) The WEE VIKES Board shall require each Head Coach to establish, in writing, rules for team conduct and defined penalties. Such team rules **MUST** be submitted to the Athletic Director for presentation to the Board by the first scheduled day of practice. Once approved, these team rules shall apply to any and all team participants. Such rules shall include, as a minimum team policy regarding:
  - a. Player absences
  - b. Player insubordination
  - c. Player awards and recognition
- (B) There will not be any MVP or other awards handed out to individual team members and not the whole team. Team members will all receive the same award(s). Coaches may hand out individual awards for special talents that each child brings to the team but each child on the team **MUST** receive this type of award, as all players on the team have special talents that they bring to the team. Any exceptions to these rules will require a review and majority vote of the WEE VIKES Board at its next or specially-called Board meeting, following written documentation from the parents and/or Head Coach presented to a Board member.

#### **14.3 Unsportsmanlike Conduct**

- (A) Any coach receiving an “unsportsmanlike” penalty must submit a written explanation to the Athletic Director by 9:00 PM on the evening that he/she received the penalty. Any coach receiving an “unsportsmanlike” penalty will receive an automatic one (1) game suspension, pending review by the WEE VIKES President and Athletic Director, to be served during that coach’s next team game. Any team to receive two (2) “unsportsmanlike” penalties in one (1) game will result on a one (1) game suspension of that team’s Head Coach in addition to the above.

#### **14.4 Provision of Medications**

- (A) It is the policy of the WEE VIKES that Coaches and Cheer Advisors are permitted to provide first aid intervention within their level of understanding and competence. It is also WEE VIKES policy that only the parent or legal guardian shall provide or administer medication, either prescription or non-prescription. Any exception to this rule requires the Head Coach or Cheer Advisor to have in their possession a written document from the parent or legal guardian which lists what medications may be given to a child and under what circumstances such medication may be rendered. It is also up to the sole discretion of the coaches administering such medications as to whether or not he/she will accept such responsibility.

Such permission is valid only for one season and a permission letter must be newly written for each season.

## **Article 15: By-Laws – PLAYER, COACH AND TEAM SELECTION**

### **15.1 Assignment of RETURNING players, siblings & coaches to teams**

- (A) Any player who has played in a previous year(s) for a particular team “color” shall be required to continue to play for that team unless waivers have been granted by the WEE VIKES Board.
  - a. Waiver requests **must be submitted in writing** to the WEE VIKES Board at the time of registration or before July 1 of the upcoming season. Such requests must include specific evidence to support the request. Waivers may also need to be granted and approved by the WEE VIKES but a waiver granted by the WEE VIKES Board does not guarantee that it will be granted by the WOJFC, whose decisions shall rule.
- (B) Participants with siblings who are already affiliated with a specific team color shall be granted consideration of team assignment.
- (C) There will be a maximum of six (6) coaches per team (1 Head Coach & 5 Asst. Coaches)
  - a. The Head Coach may select his Assistants and Team Coordinator(s) only if their children are already assigned to his/her team. Other individuals requesting to be an Assistant Coach or Team Coordinator must wait until the new player draft (outlined in 15.2) is complete and their child has been assigned to a specific team color affiliation. The Head Coach then has sole discretion to designate who will be Assistant Coaches or Team Coordinators after new players have been selected via the new player draft.
  - b. For Bantam only, the head coaches and AD will come to agreement in advance of the draft on assignment of 1<sup>st</sup> year coaches. However, the Executive Board reserves the right to approve all coaches for Bantam in this preselection process.

### **15.2 Assignment of NEW players and coaches to teams**

- (A) Assignment of NEW players to a specific team shall be determined by a new player draft.
  - a. When drafting new players each season, the selection in the first two (2) rounds will be based on the previous year’s records. Returning teams from the prior season will pick from worst record picking first to best record picking last for the first two (2) rounds.
  - b. Selection of remaining players shall be at a 2:1 ratio until the roster counts have a difference of no more than one (1) player or one team reaches 50% of the available pool of the players. The selections will follow a “three (3) choice” pattern with the coach of the smaller team receiving the first and third selections. The opposite coach receives the second selection. If the two (2) teams rosters are not even or within one (1) player in size after these selections, the pattern of three (3) repeats itself with the coach of the smaller team receiving the first and third selections with the coach of the larger team receiving the second selection.
  - c. Coaches will alternate the selection on a 1:1 ratio from the remaining player pool.
  - d. Placement of any additional players will be made on an alternating basis with the order determined by the end result of (c) above.

- e. Participants with siblings who are already affiliated with a specific team color shall be granted consideration of team assignment.
  - f. All other new player assignments, other than those above, shall be determined by agreement of the Head Coaches involved.
- (B) In accordance with Section 15.1 (C) (a) new coaches will not be placed on a team until his/her son has been placed on a specific team color affiliation via the new player draft process outlined above, except as indicated in section 15.1 (C) (b).

### **15.3 Grade level expansions, contractions and/or splits**

- (A) Teams will be split or contract at the discretion of the Wee Vikes Executive Board; the goal is to seek to have 20-27 players per team. However, from time to time due to availability of coaches or certain grade considerations this number may vary beyond this.
- (B) Coaches will identify the number of returning players from last year and compare with the opposite coaches. For teams/grades that will be split the Head Coach(es) from the previous year may protect ten (10) players from the previous year's roster to include his/her child and Assistant Coach's children. These ten (10) protected players will be identified by the protecting head coach to the AD prior to the start of the first day of practice and these players will be identified during practice. The AD will pass on this information to any new coach with the requirement that this information is confidential between coaches and not to be discussed with or near the players. The newly split team(s)' Head Coach(es) will start with his/her child and his/her coaches' children and the first ten (10) players of his/her choosing, this ten (10) includes all coaches' children. After the initial player selections, team selections will resume as stated in Section 15.2.
- a. Participants with siblings already affiliated with a team color will not be counted towards the ten (10) protected players on a newly split team.

### **15.4 Special Circumstances**

- (A) All player assignments, other than those above in Sections 15.1 – 15.3 shall be determined by agreement of all Head Coaches involved.
- (B) Any unusual circumstances (i.e. special “play together” requests) shall be reviewed and decided upon by the Head Coaches. If agreement cannot be reached between the Head Coaches, a decision shall be made by the Athletic Director. The Athletic Director's decision is FINAL.

### **15.5 Minimum play rule**

- (A) The WEE VIKES and the WOJFC require that every player have the opportunity to play a minimum of five (5) downs per half. This meets the requirements of the WOJFC rules of five (5) plays per half, per player.
- a. Non-contact plays such as kicking on PAT's (Point-After-Attempts), field goal attempts, and punts at the 4<sup>th</sup> grade level (and below) do not constitute a play that counts as one of the five (5) minimum downs per half.
  - b. Player injury, illness or disciplinary action may affect this minimum playing time rule.
- (B) Each team will complete, sign, and turn in a WOJFC league-provided play-rule verification form at the conclusion of each game, in accordance with WOJFC policy.

**Article 16: By-Laws – EQUIPMENT**

- 16.1 An inventory of all equipment shall be completed annually.
- 16.2 A Board of Director’s signature shall be required for the receipt of all equipment and uniforms.
- 16.3 The WEE VIKES registration form will specifically state that the failure of a football player to return all of his/her equipment will render the member financially liable for the replacement of the equipment and his/her status as a member will be one of “not in good standing” until the issue is resolved. This also applies to any and all team equipment which is issued to Coaches and Coach Advisors including Medical Kits.
  - (A) All registrants will be informed in writing on the registration form at the time of registration that the replacement cost of football equipment issued participants in the WEE VIKES program is \$250 and turning equipment in AFTER the Equipment Director’s equipment turn-in cutoff date at the conclusion of the season (usually by Dec.1) will result in the assessment of a \$30 late fee. The form will also state that the player may not be able to register to participate during the following season if the issue is not resolved to the satisfaction of the WEE VIKES.
- 16.4 All equipment will meet appropriate safety requirements as set forth by the WOJFC and the Ohio High School Athletic Association.

**Article 17: By-Laws – FISCAL YEAR**

- 17.1 The duration of the WEE VIKES fiscal year shall be from January 1 to December 31 each year.

**Article 18: APPENDIX – ATTACHMENTS**



# Wee Vikes Football and Cheer Association Incident Report

In order to better serve the youth of the Wee Vikes Football and Cheer Association, the Wee Vikes has made this form available to make your comments heard, and for the Wee Vikes to use as official notification of any incident that may be deemed as inappropriate concerning coaches, players, and spectators due to a breakdown in sportsmanship or due to rules violations.

Parents and coaches are required to use this form to document any injuries or incidents that occur.

**1. Please print - Fill in all lines**

Event Date: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Game or Practice (circle one)

Teams: \_\_\_\_\_ vs \_\_\_\_\_

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**2. Report Topic**

Player Ejection       Coach Ejection       Other Ejection       Equipment  
 Sportsmanship       Facility       Injury       Praise       Other

**3. Name(s) of reported persons**

	Coach	Player	Official	Spectator	Team	Other
1 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4. Please provide details explaining the events that resulted in this report. If you need more space, please attach a separate sheet.**

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Date Filed: \_\_\_\_\_ Signature: \_\_\_\_\_

If injury required medical treatment and time from play, date to be released by Doctor: \_\_\_\_\_

**Please mail to: Wee Vikes - ATTN: Athletic Director or Safety Director - P.O. Box 357 - Miamisburg, OH 45342**

*For Official Use:*

Date Received: \_\_\_\_\_

Date Received Doctor Release: \_\_\_\_\_

Describe Action Taken: