

WESTERN OHIO JR. FOOTBALL CONFERENCE CONSTITUTION

IDENTIFICATION AND PURPOSE

1.0 The “Western Ohio Jr. Football Conference,” hereinafter “WOJFC” is incorporated under the laws of the State of Ohio as a nonprofit organization. The mailing address for the WOJFC is _____.

1.1 The WOJFC is organized exclusively for charitable and athletic educational purposes, including but not limited to, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

1.2 The purposes of the WOJFC are: to provide a common affiliation of Pee Wee (Youth) Football organizations and teams in the WOJFC; foster and promote safety, welfare, growth, sportsmanship, fair play, and good citizenship among its participants; provide a uniform code of ethics and playing rules for all clubs and their members to follow; encourage and promote the growth of and participation in Pee Wee and/or Youth Football programs; administer to the common requirements of the member organizations and teams; provide a meaningful, memorable, and rewarding experience for the children who participate under the auspices of the WOJFC. The other specific responsibilities of the Conference are included in the WOJFC By-Laws.

1.3 The WOJFC shall have and maintain at a minimum a General Liability Policy with coverage limits of 1 million dollars per occurrence and 2 million dollars per aggregate, at minimum a Directors & Officers Policy for 1 million dollars in coverage, and at a minimum Blanket Employee Dishonesty Policy covering all monies of the WOJFC.

GOVERNMENT

2.0 The Board of Trustees: The WOJFC shall be governed by the Board of Trustees which shall be composed of elected officials from each member organization¹ (known as “League Representatives”) AND the WOJFC Executive Board. Each organization is entitled to one and only one League Representative which will represent his/her organization and hold his/her organization’s voting rights. In addition the Board of Trustees shall recognize the Head Official as a non-voting member. The other specific duties of the Board of Trustees are governed by the WOJFC By-Laws.

2.1 The Executive Board: The Executive Board shall consist of seven (7) members. They are the Chairman, Co-Chairman, Treasurer, Secretary, Communications Officer, Sergeant At-Arms, and the Competition Director. Executive Board members cannot also serve as a League Representative. Each of the Executive Board Positions must be bonded to insure security of conference funds.

2.1.1 Elections to the Executive Board: Nominations for the Executive Board positions must be received in writing to the WOJFC Communications Officer via e-mail to info@wojfc.org not _____

later than 12:01 a.m. the day of the WOJFC Conference Finals. Nominations will only be recognized from current WOJFC League Representatives. The WOJFC Communications Officer will present the WOJFC Secretary will verify the validity of the nominations at which time he/she will prepare ballots for the election. Election of WOJFC Executive Board Members will be held at the December meeting using secret ballots “one ballot per club”. New WOJFC Executive Board Members will take Office immediately after old business at the WOJFC January meeting. When possible, all WOJFC Executive Board nominees are required to have served a minimum of two (2) years as a WOJFC League Representative and must be a member in good standing. If there is a vacant Executive Board position and there is no willing League Representative nominated for said position with two (2) years of experience as a League Representative then the two (2) year provision can be waived. If no nominations received for a specific Executive Board Position, the person currently serving in that position will run as unopposed. The Secretary shall count the votes and the votes will be validated by the Co-Chairman and one League Representative appointed by the membership. All organizations in attendance must vote, there are no abstentions. Each elected Executive Board member shall be elected for one-year terms. In the event an elected official cannot fulfill his/her term in office, the vacancy shall be filled by appointment from the WOJFC Executive Board and confirmed by special election at the next regularly scheduled WOJFC meeting. If any nominated member does not receive 50% plus 1 that member will not be elected. The new Executive Board at that time may appoint any other BOT member other than the person who was nominated to the vacant position. Any appointed member must receive 50% plus 1 in order to become elected.

2.1.2 Powers of the Executive Board: Other than the specific duties of each Executive Board member below, the Executive Board will also have the responsibility and authority as a whole to issue disciplinary sanctions in accordance with the WOJFC By-Laws.

2.1.3 Chairman This individual is the Chief Executive Officer; he/she shall preside at all meetings and shall have the authority to delegate authority to other officers and individual committee members for carrying out the business of the WOJFC. He/she shall be responsible for carrying out the decision of the WOJFC Board of Trustees. He/she shall also fulfill all other duties normally associated with this office. The new Chairman shall be installed immediately after Old Business is concluded, but before New Business of the January meeting. His/her duties will also include any other duties deemed necessary by the WOJFC. The Chairman shall have a key to the WOJFC P.O. Box and provide the Treasurer with copies of all bank statements and invoices that come to him /or the P.O. Box. The Chairman shall have signing privileges on all WOJFC bank accounts and financials. The Chairman shall have a debit card(s) for all WOJFC bank accounts to use for official WOJFC business only. Any Debit/Credit expenditure exceeding **\$200.00** requires approval of the WOJFC Board of Trustees, prior to purchase. The Chairman shall fulfill and adhere to the obligations of the Treasurer in his/her absence.

2.1.4 Co-Chairman The Co-Chairman shall assume the duties of the Chairman in his/her absence. He/she shall chair the rules committee (If appointed) which reviews WOJFC Constitution, By-Laws and Playing Rules. He/she shall conduct the player weigh-in under the

guidance of the Chairman. The new Co-Chairman shall be installed immediately after the Old Business is concluded, but before the New Business of the January meeting. Under guidance of the Chairman, the Co-Chairman is to establish the regular season schedule for all teams as well as Scheduling the post season Tournament. His/her duties will also include any other duties deemed necessary by the WOJFC. The Co- Chairman shall have a key to the WOJFC P.O. Box and provide the Treasurer with copies of all bank statements and invoices that come to him /or the P.O. Box in the Absence of the Chairman. The Co-Chairman shall have signing privileges on all WOJFC bank accounts and financials. In the absence of the Chairman and /or the Treasurer the Co-Chairman shall fulfill and adhere to the obligations of the Chairman and/or the Treasurer.

2.1.5 Treasurer: The Treasurer shall collect and maintain care and custody of all WOJFC funds. The Treasurer shall file any and all necessary filings with the State of Ohio and the US Government to maintain the tax free, non-profit status of the WOJFC. He/she shall notify all members who are delinquent in any payments. He/she shall keep all financial records and expenditures and shall file all necessary reports and make payments in the amounts due. He/she shall make authorized disbursements. He/she shall prepare a monthly report for each member organization and submit said report at each regularly scheduled monthly meeting and shall present the league check book and previous month's bank statement for review. All Disbursements by check requires two (2) signatures, the Treasurer and another executive board member "Chairman, Co-Chairman, Secretary, and Communications Director". Any expenditure exceeding \$99.99 requires approval by the WOJFC Board of Trustees. The Treasurer shall NOT have a key to or access to the WOJFC P.O. Box. The mailing address for all WOJFC bank statements, financials and documents are required to be the WOJFC P.O. Box. The Chairman, Co-Chairman, Secretary, and Communications Director, may sign checks in the absence of the Treasurer.

2.1.6 Secretary The Secretary shall keep the minutes of all meetings. He/she shall be responsible for the WOJFC Constitution, By-Laws and Playing Rules. A copy of the minutes of all meetings shall be provided to all members of the WOJFC 24 hours prior to the next meeting, or be disbursed at the next conference meeting. He/she shall take, keep and maintain all WOJFC records. The Secretary shall have signing privileges on all WOJFC bank accounts and financials.

2.1.7 Communications Officer The Communication Officer will be the liaison between the WOJFC and the League Officials and during the season, he will meet weekly with the Head Official to cover any issues that have arisen. He/she will update and maintain the WOJFC website as instructed by the WOJFC Executive Board and/or the WOJFC Board. The Communication Officer shall collect all individual team rosters for disbursement to the clubs. The Communications Officer shall have signing privileges on all WOJFC bank accounts and financials.

2.1.8 Sergeant-at-Arms: The Sergeant-at-Arms shall be responsible for maintaining order at all WOJFC events, managing guests at league meetings. The Sergeant-at-Arms shall work with the Competition Director in preparing and disbursing all communications dealing with any and all disciplinary actions between the WOJFC and organizations, teams, coaches, officials and/or individuals. The Sergeant-at-Arms shall accompany the Competition Director in the delivery of all disciplinary actions. He will provide copies to all parties involved and provide the Secretary

copies for the official WOJFC records.

2.1.9 Competition Director: The Competition Director shall be responsible for preparing and disbursing all communications dealing with any and all disciplinary actions between the WOJFC and organizations, teams, coaches, officials and/or individuals. He will provide copies to all parties involved and provide the Secretary copies for the official WOJFC records. Under guidance of the Chairman, The Competition Director shall be responsible for coordinating with the Co-Chairman in regards to establishing the regular season schedule for all teams as well as scheduling of the post season tournament. He/she will keep and maintain control of all minimum play sheets for submitted by teams throughout the year. He/she will track annually by week, all Illegal helmet contact penalties and all unsportsmanlike penalties.

2.2 Impeachment: Any League Representative or Executive Board member may be impeached or removed from their position as described and governed in the WOJFC By-Laws.

2.3 Personal Use: Solicitation or the use of WOJFC resources by any Board or Executive Board Member including, but not limited to, Marketing, Sponsorship, and New Membership for personal and/or other companies or organizations other than the WOJFC is strictly prohibited by the WOJFC. Offending parties are subject to removal from any and all League affiliations and any other civil or criminal penalty under Ohio law.

2.4 Meetings and Voting: The meetings of the Board of Trustees and the Executive Board shall be governed by the WOJFC By-Laws.

2.5 Committees: The WOJFC recognizes the annual need for a Schedule Committee. The WOJFC also recognizes the occasional need for both a Competition Committee and Rules Committee. All three committees shall be formed using Executive Board Members. In the absence of a committee the entire Executive Board shall serve as the respective committee.

2.5.1 Schedule Committee: The Schedule Committee shall be formed no later than the June meeting and shall be chaired by Co-Chairman and consists of the Secretary and at least two (2) other members. The schedule committee shall prepare the proposed schedules “regular season” for distribution to the League Representatives prior to the first day of practice for that season. The preliminary schedule shall be submitted for the conference review no later than the first scheduled meeting of July. The final schedule approval will require simple majority vote by the conference League Representatives not later than the first scheduled August meeting. The regular season schedule will be a blind draw schedule with no consideration for strength of prior season record. The schedule committee shall prepare the tournament schedule at the time of the regular season schedule, prior to the first day of practice for that season. The tournament schedule will be submitted for conference review and voting at the Monday meeting after the last week of the regular season. The Conference shall have the authority to delay or postpone final approval of any possible tournament schedule until such time deemed appropriate by the conference to be fair, equitable and consideration of site selection. The tournament schedule will be a blind draw schedule with no consideration for strength season record or power ranking.

2.5.2 Rules Committee: The Rules Committee shall be optional, and formed at the annual discretion of the majority of the Executive Board. The Rules Committee shall be chaired by the Co-Chairman and shall consist of at least two (2) other Executive Board Members. This Committee shall review the Constitution, By-Laws, and Playing Rules of the WOJFC and all written requests the changes or additions from member organizations and give their recommendations at the **January to March** meetings of the WOJFC.

2.5.3 Competition Committee: The Competition Committee shall be optional, and formed at the annual discretion of the majority of the Executive Board. The chair of the Competition Committee shall be the Competition Director and shall consist of at least two (2) other Executive Board Members. This committee shall review unsportsmanlike penalties, excessive score reports and complaints about and/or from Officials. The Competition Committee shall recommend fines/warnings to the Board of Trustees and assist the Co-Chairman at re- certifications.

MEMBERSHIP

3.0 Member Organizations: A member organization of the WOJFC is a league accepted youth football organization participating under the Constitution, By-laws and Playing Rules of the WOJFC. Participating in the WOJFC, expressly represents said organization's acknowledgement of, and agreement to, the WOJFC's Constitution, By-Laws and Playing Rules. Further every organization recognizes its responsibility to abide by the same. All organizations within the WOJFC, must obtain and maintain a general Liability insurance policy. All member organizations must provide, by the June meeting, proof of Insurance, listing the WOJFC as additional insured. Policy must be for a minimum of \$1,000,000 per occurrence, \$2,000,000 aggregate USD. In addition to the above referenced, all organizations within the WOJFC must also comply with the USA Football insurance requirements. Each organization is encouraged to participate in a supplemental player medical insurance program, as well as Directors and Officers Insurance. A club that impedes rules or rulings by the WOJFC, may at the discretion of the Board of Trustees and a 2/3 majority vote, have their entire schedule immediately suspended pending a review/investigation by the WOJFC Executive Board and Board of Trustees. The other specific responsibilities of the organizations are included in the WOJFC By-Laws.

3.0.1 School Districts Only one (1) organization from each public high school district shall be recognized as; however, multiple teams may be entered in conference play by one (1) organization (in these cases the sponsoring organizations will have only one (1) "League Representative" for their organization, even with multiple teams at each grade level). Organizations desiring boundaries other than that of the public school district they represent may apply for waiver to this rule. Specific boundaries must be approved by the WOJFC Board of Trustees. Waivers to this rule, once granted are indefinitely approved without need for annual renewal until overturned by a vote of the WOJFC Board of Trustees.

3.0.2 Current Members As of the Date of this Constitution the current member organization's consists of:

Wee Panther Football Inc.

Beavercreek Youth Football & Cheer

Meadowdale Wee Lions

Vandalia Butler Pee Wee Youth Sports Association

Fairborn Wee Hawks Football Association Inc.

Miamisburg Wee Vikes Football & Cheer Association, Inc.

Wayne Pee Wee Football Association

Kettering Youth football and Cheer

West Carrollton Wee Pirates

Wilmington Hurricane Youth Football Program

Springfield Titans

3.0.3 Removal: The WOJFC reserves the right to remove/revoke an organization for failures to abide by the WOJFC Constitution, By Laws and Playing Rules. The WOJFC may also remove/revoke an organization for any conduct deemed detrimental to the league as a whole. Revocation of membership must be done by a 2/3 of the Board of Trustees.

3.1 New Members Any new organization must petition for membership in writing with a one-time application fee of \$200.00 prior to the regular scheduled January to April WOJFC meeting of that calendar year. The April deadline may be waived by a 2/3 vote of the Board of Trustees. A new organization must be approved to probationary status by two-thirds majority vote of the entire WOJFC Board, meet all the WOJFC requirements set forth by the WOJFC and pay the required Team Fees for that season 1 month later at WOJFC regular May meeting of that Calendar year. Upon successful completion by the applicant of the requirements set forth by the WOJFC a vote on the applicant's petition for membership shall take place no later than the regular scheduled April meeting.

3.1.1 Additional Requirements: Successful completion of the application process for new members must include the following:

- a. Practice and playing (game) fields that must be approved by the WOJFC.
- b. The game field must comply with OHSAA rules.
- c. A Clock and Scoreboard. Clock & Scoreboard must be visible from farthest point on the playing field.
- d. Club must provide access to water to all teams, on game day at no charge to the teams.
*Ice will be available for injuries only.
- e. Adequate restroom facilities must be provided. Facilities must supply running water or at least hand sanitizer for sanitation purposes.
- f. Verification of 501(c)3 or Proof of application for 501(c)3.
- g. It is recommended each organization field at least one team for grades 3, 4, 5, and 6 as a minimum.
- h. Supply NOCSAE certified helmets for each individual player.

- i. Supply Certificate of Insurance (COI) for current playing year listing the WOJFC as additional named insured with minimum policy coverage limits of 1 million per occurrence, 2 million aggregate.
- j. Supply copy of the Club's current Constitution and By-Laws for that calendar year.
- k. Supply a copy of the Club's Board Roster with contact information for each board member.

3.1.2 Probationary Status: The membership of the WOJFC shall review all applications submitted by any youth football programs in the Southwest District Area. A new organization that meets all the requirements set forth by the WOJFC and is granted probationary status by two-thirds majority vote of the entire WOJFC Board shall have a minimum probationary period of one year. At the conclusion of the one year probationary period, the WOJFC Board shall re-visit the applicant's status at the upcoming January meeting. A vote by a two-thirds majority of the entire WOJFC Board is required to continue the Probationary status for the next year or to grant full membership into the WOJFC. This vote will take place at the first regular scheduled WOJFC meeting of the new calendar year following the applicant's probationary period. A WOJFC vote not achieving a two thirds majority required to sustain new membership will result in the clubs immediate removal from the WOJFC.

3.2 Returning Organizations The WOJFC Board of Trustees reserves the right to decline re-instatement applications from clubs who have previously been a member of the WOJFC and had their membership status revoked, and/or club removed from the WOJFC. The WOJFC also reserves the right to decline re-instatement application from organizations who chose to voluntarily leave the WOJFC. All requirements present for a new organization will also apply to an organizations seeking re-instatement.

3.3 Conference Composition: The minimum number of Tackle teams in each grade level shall be a minimum of SIX (6). If the membership should fall below these accepted levels, the Board of Trustees shall vote to disband the Conference or to add additional teams, even if this occurs after the April deadline for new membership.

AMMENDMENTS

4.0 Amendments: Changes to the Constitution herein may be made by acceptance of the WOJFC. At such time as an amendment is proposed, the Board of Trustees shall vote said amendment and said amendment shall require a 2/3 vote in order to be adopted. In order for the proposed amendment to be considered the proposed amendment must be submitted to the Secretary at least one (1) week prior to its consideration. The Secretary shall distribute the proposed amendment within forty-eight (48) hours of its receipt to each organization through its League Representative. Upon adoption of the amendment the Secretary shall make said change to the Constitution and document the date for which the change was adopted.

Constitution has been adopted and put into effect on _____, 2019.

