



**Western Communities
Football League, Inc.**

***CONSTITUTION
&
BY-LAWS***

REVISED August 1, 2015



Welcome to the Western Communities Football League, Inc. (WCFL)

The attached League Constitution and By-laws will provide you with a foundation we believe will institute a sound football/cheerleading program for our community.

We encourage your participation and look forward to an exciting season. If you have any questions or concerns, please do not hesitate to call any of the WCFL Board of Directors.

We look forward to working with you to ensure a safe, fun and positive experience for every child and parent.

Sincerely,

**Western Communities Football League, Inc. (WCFL)
Board of Directors**



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WESTERN COMMUNITIES FOOTBALL LEAGUE, Inc.



CONSTITUTION

PREAMBLE

When the rights, responsibilities or obligations of the WCFL are in conflict with the rights, responsibilities or obligations of the individual, the WCFL must prevail.

Article I - NAME

- Section 1** This organization shall be called the “Western Communities Football League,” incorporated in the State of Florida, and shall be referred to as the “WCFL.”
- Section 2** The Western Communities Football League, Inc. (“WCFL”) shall be recognized by the Internal Revenue Service as a 501 (c)(3) Nonprofit Sports Organization.
- Section 3** The motto of the Western Communities Football League, Inc. (“WCFL”) shall be “*The Only League Where Everyone Plays.*”

Article II - PURPOSE & GOAL

Section 1 **Purpose**

- A.** The mission of the WCFL is to promote the enjoyment of and involvement in the game of football and to contribute to its growth by providing youth recreational services to municipalities.
- B.** The WCFL will accomplish this mission by elevating the skills of its coaches and providing equal opportunities to its participants through a comprehensive program.

Section 2 **Goals**

- A.** To provide a forum for the recreational needs of youth ages 5 - 16.
- B.** To encourage teamwork, good sportsmanship, self-esteem, trusting and caring for others, promoting healthy minds and healthy bodies, making friends, demonstrating self-control, learning to follow directions and having fun.

C. Provision of input from parents and the community.

Article III - MEMBERSHIP

Section 1 Members of the WCFL shall include those who qualify for membership in accordance with the By-Laws and Rules & Regulations. They will include coaches, parents and one representative of the designated Officials Association used by the WCFL for officiating. Each household is entitled to one vote. The Palm Beach County Officials representative will be entitled to one vote. All votes must be in person. No proxies will be permitted.

Article IV - ORGANIZATION

Section 1 **Officers**

Elected Officers shall be the President, 1st Vice President, 2nd Vice President, 3rd Vice President, Treasurer and Secretary, who shall each serve a term and who shall each have the powers and duties specified in the WCFL By-Laws. Officers shall serve with no pay.

Section 2 **Executive Board**

The Executive Board shall consist of the Elected Officers and the Honorary President. The Executive Board shall serve with no pay.

Section 3 **Board of Directors**

A. Composition

The Board of Directors shall be composed of the Officers, the Honorary President and Directors elected as set forth in the By-Laws. The Board of Directors shall consist of a minimum of fifty-one percent (51%) of Wellington residents. Board Members shall serve with no pay.

B. Authority and Responsibility

- 1. The Board of Directors shall conduct its business and shall be responsible for the management of the WCFL in accordance with the Articles of Incorporation, Constitution, By-Laws and Rules & Regulations.**
- 2. Between Annual Meetings, the Board of Directors shall have full authority in all matters, including power to interpret the Constitution and By-Laws and to give direction in cases not provided therein. In matters involving the good of the WCFL or emergencies, the Board of Directors shall have complete and final authority.**

C. Policies and Procedures

The Board of Directors shall conduct its business in accordance with the By-Laws.

D. Interpretation

All disputes or issues regarding the interpretation of this Constitution, By-Laws and Rules & Regulations shall be interpreted and resolved by the Board of Directors whose decision is final.

E. Rules of Order

The Rules contained in Robert's Rules of Order shall govern the conduct of all meetings of the WCFL in all cases to which they are applicable and in which they are not inconsistent with the Constitution, By-Laws and Rules & Regulations that the WCFL may adopt.

Article V - MEETINGS

Section 1 Annual Meeting

- A. The Board shall meet annually in January or February at a time and place to be designated by the President with the advice and consent of the Board of Directors. This meeting shall be conducted in-person at the Village of Wellington and is open to the public.**
- B. The Delegates to the Annual Meeting shall be current Board Members of the WCFL in good standing in accordance with the By-Laws and Rules & Regulations.**
- C. The President or the President's designee shall issue notices to the current Board Members for the Annual Meeting at least fourteen (14) days prior to the day of the Annual Meeting. Such notice will also be placed on the WCFL website at least 14 days prior to the Annual Meeting date. The notice must state the nature of the business to be transacted at the Annual Meeting.**
- D. At the Annual Meeting, the first order of business will be to elect the Board of Directors. Once elected, the Board of Directors will then elect the Officers.**

Section 2 Regular Board Meetings

Between Annual Meetings, the Board of Directors shall meet as necessary to conduct the regular business of WCFL. Such meetings shall be called by the President or the President's designee, who shall issue notices to the current Board Members at least seven (7) days prior to the day of the Board Meeting.

The notice must state the nature of the business to be transacted at the Board Meeting. Such meetings shall be conducted in-person at the Village of Wellington and are open to the public.

Section 3 Special Meetings

Special Meetings of the Board of Directors may be called by the Board of Directors, with the President or the President’s designee issuing notice at least three (3) days prior to the day of the meeting. Special Meetings are intended to address urgent and/or sensitive issues, such as disciplinary matters, appeals, and emergencies. Special Meetings are open only to the Board of Directors. Non Board Members may attend a Special Meeting only with the approval of the Board of Directors. Special Meetings may be conducted by phone, e-mail, or other electronic means.

Section 4 Executive Session

At any meeting, it shall be the privilege of the presiding officer to declare an Executive Session if necessary in the presiding officer’s discretion. If the presiding officer declares an Executive Session, then all but the Executive Board and any others designated by the presiding officer shall retire from the meeting.

Section 5 Presiding Officer

The President or the President’s designee will preside over all meetings. If the President is absent and has failed to appoint a designee to preside over a meeting, then the highest ranking Elected Officer (in the order listed in Article IV, Section 1 above) in attendance will preside. The presiding officer may designate another Officer or Board Member to preside as necessary.

Section 6 Honorary President

At any Annual Meeting, the active Board of Directors may at their discretion elect the immediate Past President to be Honorary President, who shall be a member of the Executive Board with voting rights and membership status.

Article VI - AMENDMENTS

Section 1 Procedure

The Delegates to the Annual Meeting may amend the Constitution in the following manner:

- 1. The Board of Directors may propose amendments to the Constitution by Resolutions in accordance with the By-Laws.**

2. **The Board of Directors shall harmonize all such proposed amendments and shall submit them in accordance with the By-Laws.**
3. **Proposed Amendments may be adopted by two thirds (2/3) majority vote of the Board Members in attendance. All amendments to the Constitution shall become effective when adopted or at the time specified by the Board.**

Article VII - DISSOLUTION

The WCFL shall use its funds only to accomplish the objectives and purpose specified in the Constitution, and no part of said funds shall inure or be distributed to the Members of the League. On dissolution of the League, any funds remaining shall be distributed as determined by the Board of Directors.

WESTERN COMMUNITIES FOOTBALL LEAGUE, Inc.



BY-LAWS

Article I - DEFINITIONS

Section 1 Facilities

- A. WCFL recognized facilities shall include public or private parks or recreational centers, as well as high school stadiums which meet the requirements established by the Board of Directors.**
- B. All recognized facilities shall be fully equipped to teach football and cheerleading and to demonstrate the use of all equipment, and shall include at least one regulation size football field, grand stands, concession services and adequate parking.**

Section 2 Coaches Authority

The National Youth Sports Coaches Association (NYSCA) shall be recognized by the WCFL as the governing body regarding coach certification, ethics and training.

Article II - CODE OF CONDUCT

Section 1 Dedication

The WCFL believes the growth of the game of football and its high standing in this country is due to the ideals of sportsmanship and ethical practices. The WCFL insists on rigid observance of a Code of Conduct by all WCFL Members.

Section 2 Policy

WCFL Members must abide by the appropriate Code of Conduct Pledge:

- 1. Coaches Code of Conduct**
- 2. Participant Code of Conduct**
- 3. Parent Code of Conduct**

Section 3 Violation

The following conduct by any Member shall be deemed to be a violation of the Code of Conduct:

1. Behavior determined to be unsportsmanlike or detrimental to the WCFL.
2. The use of tobacco or alcoholic products on sidelines, at WCFL facilities, or during any WCFL event.
3. Intimidation of or threats to other Members by word or physical conduct.

Section 4 Disciplinary Action

- A. Violations of the WCFL Code of Conduct, By-Laws, Rules & Regulations or the conduct of any Member construed as conduct detrimental to the WCFL are subject to disciplinary action.
- B. Anyone claiming that a violation has occurred must report such violation to a Board Member, who shall bring the alleged violation to the attention of the Board of Directors.
- C. The Board of Directors will assign a person or persons to investigate the alleged violation, and the investigation will be concluded within 3 business days from the date the complaint is received by the Board of Directors.
- D. Upon completion of the investigation, the Board of Directors may take appropriate disciplinary action within its sole discretion. Such disciplinary actions may include, but are not limited to, the following:
 1. Suspension or expulsion from activity(s) of Members or any other representative(s).
 2. If a team(s) is on suspension or probation for the remainder of the season, that team(s) will not be eligible for championships or post-season play.
 3. Loss of WCFL membership.
- E. Upon the Board's determination of the alleged violation and any appropriate disciplinary action, the Board shall notify the alleged violator of its decision.

- F. Failure or refusal of a Member to take corrective actions directed by the Board of Directors will be construed as a separate violation.
- G. The WCFL reserves the right to immediately enforce action upon finding that a violation has occurred.

Section 5 Appeals of Disciplinary Action

- A. Members who have been assessed disciplinary action by the Board have the right to appeal such action.
 - 1. Appeals must be in writing to the WCFL Board of Directors, and received by the President no later than 3 business days after the person disciplined has received notice of the disciplinary action.
 - 2. Upon receipt of the appeal, the President will call a Special Meeting for the Board of Directors to act upon the appeal. This meeting shall take place within 10 calendar days after receipt of the appeal by the President or Board of Directors.
 - 3. At or following this Special Meeting, the Board of Directors may reduce, modify or withdraw the discipline, in its discretion, as a result of the appeal. The Board may not, however, add additional penalties or harsher discipline.
 - 4. The decision of the Board of Directors acting on an appeal is final. No further appeals will be permitted.
- B. Any WCFL Member who has been permanently banned from WCFL Membership must have the unanimous vote of the Board of Directors to be reinstated as a Member.
- C. During the appeal process, access to WCFL activities and facilities will be denied to the person who has been disciplined.

Article III - CLASSES OF MEMBERSHIP

Section 1 Program Season

WCFL Membership is limited to those individuals registered during the current program season. The current program season is defined as the period between elections of WCFL Board members and officers.

Section 2 **Members**

Active WCFL Members shall consist of:

A. League Officials

- 1. All WCFL Board Members**
- 2. Representative of Palm Beach County Officials**

B. Regular Members

- 1. Head Coaches and Assistant Coaches**
- 2. Team Parent(s)**
- 3. Parents and legal guardians of participants**

Section 3 **Non-Active Members**

Non-active Members meeting the following requirements shall not be eligible for active Membership and shall be classified as Non-Active Members:

A. Sponsor(s)

B. Honorary Members may be elected by the Delegates to an Annual Meeting for their outstanding contributions to the WCFL or youth football.

Article IV - RIGHTS OF MEMBERSHIP

Section 1 **Rights of Membership**

Active WCFL Members shall have all rights of Membership. These rights shall include the following:

A. Voting

B. Holding Office

C. To know the complaint procedure and to be protected from revenge or adverse action in retaliation for filing a complaint.

D. Attend Annual Meetings.

Section 2 Responsibilities of Membership

All WCFL Members shall have responsibilities of Membership. These responsibilities shall include the following:

- A. To become involved and participate in the WCFL and to create a safe, fun and supportive program for all children participating.
- B. To bring forward valid complaints upon becoming aware of any conduct by any person that violates WCFL rules or code of conduct.
- C. To be a good spectator and to show good sportsmanship in both winning and losing.
- D. To be an advocate for your child and to support others in the league.

Article V - OBLIGATIONS OF MEMBERSHIP

Section 1 Fees and Special Assessments

- A. Active WCFL Members shall pay annual program fees:
 - 1. The WCFL Board of Directors shall determine appropriate fees to collect from each program participant.
 - 2. The WCFL Board of Directors shall determine appropriate special assessment fees to collect from each program participant.
- B. Billing of Fees and Assessments
 - 1. Current Members shall be billed for program and special assessment fees payable to the WCFL at time of registration.
 - 2. All fees shall be payable by Draft Day as determined by the WCFL Board of Directors.
 - 3. Members who fail to pay fees by Draft Day or register after the final registration date shall be subject to a \$ 25.00 late charge.
- C. Waiving of Fees
 - 1. No program participant shall be discriminated against for lack of ability to pay said fee. The WCFL Board of Directors shall at its sole discretion determine on a case-by-case basis whether to waive or reduce the registration fee for any participant.

Article VI - OFFICERS

Section 1 Selection of Officers

- A. The Board of Directors shall elect Officers at the Annual Meeting. Associate Members will not participate in the election of Officers.**

- B. The Officers will consist of the following, who shall have the duties specified in Section 3 below and who shall each serve for a term of 3 years.**
 - 1. President**

 - 2. First Vice-president**

 - 3. Second Vice-president**

 - 4. Third Vice-president**

 - 5. Treasurer**

 - 6. Secretary**

Section 2 Vacancies

- A. If an individual cannot complete a full term as President, the vacancy will be filled by the First Vice-President, who shall serve for the remainder of the term.**

- B. Vacancies in the other Officer positions that may occur during a term will be filled by election by the Board of Directors. Any person so elected to fill a vacancy will serve for the remainder of the term.**

Section 3 Duties of Officers

- A. President**
 - 1. The President serves as President of the league and will preside over all meetings of the Board of Directors.**

 - 2. The President (or his/her designee) will conduct periodic checks on the conduct of coaches, players, officials and other league members.**

 - 3. The President will approve the schedule of all league games and activities with Board approval.**

 - 4. The President will perform such other functions and duties as may be deemed necessary for the furtherance of the business of the WCFL.**

5. **The President has the authority to form any committee that the President, in his/her discretion, deems necessary to further WCFL business. The President shall designate the people to serve on any such committee.**

B. Vice-President (First, Second, Third)

1. **In the absence of the President, the Vice-Presidents will, in turn, act as President in a temporary capacity.**
2. **The Vice-Presidents and Treasurer will act as the President's designee or representative to assist the President in fulfilling various duties and obligations.**

C. Secretary

1. **The Secretary will attend all meetings of the Board of Directors and will accurately record and maintain all notes and minutes of all proceedings.**
2. **The Secretary will also, if required, perform like services for all Committees.**
3. **The Secretary will be the custodian for all correspondence and records of the WCFL.**
4. **The Secretary will give or cause to be given all notices required for the Board of Directors and will post all notices of Annual Meetings and Regular Board Meetings on the WCFL website.**
5. **The Secretary will furnish copies of all minutes of all league meetings to each Board Member prior to the next scheduled WCFL meeting or upon request of any Board Member.**
6. **The Secretary shall maintain a roll of membership.**

D. Treasurer

1. **The Treasurer will prepare an annual budget to meet the needs of the league for the current fiscal year and present to the Board of Directors for approval.**
2. **The Treasurer will have charge of and be responsible for all funds, securities, receipts and disbursements of the WCFL and will deposit or cause to be deposited in the name of the WCFL all monies and other valuables in such banks or other depositories as may be selected by the Board of Directors.**

3. **The Treasurer has responsibility for the disbursement of funds by check.**
4. **The Treasurer will prepare a quarterly cash flow statement of income, expense transactions and cash balance to be presented to the Board of Directors for inclusion in the minutes.**
5. **The Treasurer will prepare and submit to the Board of Directors a written semi-annual and annual statement of financial condition of the WCFL.**
6. **The Treasurer will prepare and submit such other financial records and statements as the Board of Directors may require.**
7. **The Treasurer will prepare or cause to be prepared the annual 501(C) federal tax return and other federal, state, county or local tax forms as required by law.**
8. **The Treasurer, with the consent of the Board of Directors, is responsible for contracting with a recognized Florida Athletic Officials organization to provide officials for all games.**

Article VII - FOUNDING BOARD OF DIRECTORS

Section 1 The initial Board of Directors shall consist of the following six (6) Members with voting privileges:

- A. President**
- B. First Vice-President**
- C. Second Vice-President**
- D. Third Vice-President**
- E. Secretary**
- F. Treasurer**

Section 2 The initial Board of Directors shall serve until December 31, 1996.

Section 3 The initial Board of Directors shall call for an Annual Meeting of the Membership to be held during the month of January 1997.

Article VIII - BOARD OF DIRECTORS

Section 1 Composition

- A. The Board of Directors shall consist of a minimum of seven (7) members and a maximum of eleven (11) members. All vacancies that are caused by member resignation or termination are to be filled by the vote of the current Board Members. The annual "Open" seats, as available, are filled by election at the Annual Meeting by vote of the membership as previously defined.**

- B. Each member of the Board of Directors will serve a three-year term running from the Annual Meeting at which he/she is elected until the Annual Meeting three years later.**

Section 2 Election of Directors

Directors will be elected at the Annual Meeting by a simple majority of the eligible WCFL Members present.

- 1. The WCFL Board of Directors will present a slate of candidates.**

- 2. Nominations may be made from the floor.**

- 3. The Secretary shall:**
 - a. Take a Roll Call of Attendees**

 - b. Issue ballots (if necessary) to the Attendees for a secret ballot vote.**

 - c. Count the votes**

 - d. Announce results**

Section 3 Vacancies

Vacancies in Director positions may be filled by appointment of the Board of Directors, subsequent to a probationary period of not less than two (2) months nor more than twelve (12) months.

Section 4 Associate Board Members

To help develop potential future board members, the Board of Directors may appoint one or more person(s) to serve as Associate Board Members. Associate Board Members have NO voting rights and will serve at the discretion of the Board. Associate Board Members may attend Annual Meetings and Regular Board Meetings, but may attend Special Meetings only with the consent of the elected Board of Directors.

Article IX. - BOARD OF DIRECTORS MEETINGS

Section 1 Meetings

- A. Regular Meetings of the Board of Directors will be held on a regular basis at a date and time that will best accommodate the majority of Board Members, as determined by the President or presiding officer. Notices of each Regular Board Meeting will be posted on the WCFL website at least two weeks prior to each scheduled meeting.**
- B. Meeting times and places will be set by the President with the approval of the Board of Directors.**

Section 2 Voting Rights

- A. Each Director shall be entitled to one (1) vote.**
- B. A tie vote will be resolved as follows:
 - 1. There will be no more than two (2) ballots; the ballots will be counted by the Secretary and verified by the President.**
 - 2. If the vote remains deadlocked after two (2) secret ballots, the matter which is the subject of the vote will be considered defeated.****

Article X - DISCIPLINARY ACTION

Section 1 All members of the Board of Directors shall conduct themselves in an ethical manner in accordance with the WCFL Rules and Regulations.

Section 2 Any action by a Director or Officer which may be deemed detrimental to the WCFL shall be subject to disciplinary action by the Board of Directors.

Section 3 Disciplinary action against a Board Member may consist of censorship, suspension or dismissal.

- A. Disciplinary action against a Board Member shall require a two-thirds (2/3) majority vote of the WCFL Board of Directors.**
- B. Any Director or Officer disciplined by the Board of Directors shall lose their voting rights during the disciplinary period.**

Article XI - AMENDMENTS

Section 1 Amendment of By-laws

By-Laws of the WCFL may be altered or amended, and new By-Laws may be adopted by the WCFL, at the Annual Meeting provided:

- A. The proposed amendment(s) has been discussed at a regular meeting of the Board of Directors prior to the Annual Meeting.**
- B. Written notice of the proposed amendment(s) is furnished to each Director at least seven (7) days prior to the Annual meeting.**
- C. Amendments to the By-Laws must be approved by a vote of not less than two-thirds (2/3) of the eligible Board members present at the Annual Meeting.**
- D. Amendments shall be made to the WCFL By-Laws at the Annual Meeting when mandated by the Sport Provider Agreement issued annually by the Village of Wellington.**

Section 2 Waiver

- A. Although it is the intent and goal of the Board of Directors to adhere to Article XI, Section 1 above, it is recognized that extraordinary circumstances might require changes at other times.**
- B. If it appears to the Board of Directors that extraordinary circumstances make a modification, addition or deletion in the By-Laws necessary, either in the best interest of the WCFL and/or the safety and well-being of its participants, or as necessary to comply with changes required by the Sport Provider Agreement of those municipalities in which the WCFL has been designated as the sole sports provider, then Article XI, Section 1 may be waived by a vote of not less than two-thirds (2/3) of the eligible Directors.**

Article XII - RULES & REGULATIONS

- Section 1 The Official Rules and Regulations including WCFL Policies and Procedures are set forth in a separate manual.**
- Section 2 The rules of the WCFL may be reviewed annually for possible changes by the Board of Directors.**
- Section 3 Should any rule changes become necessary, the procedure specified in Article XI of the WCFL By-Laws will be followed.**

Article XIII - BOUNDARIES

- Section 1 There shall be no organizational or team and squad boundaries. It is recommended however, that teams and squads use players from their local communities in order to create community spirit and, at the same time, to prevent hardships on parents in transporting participants long distances for league activities.**

Article XIV - RESPONSIBILITY

Section 1 The WCFL assumes no responsibility for injuries to participants or representatives, nor damage to property utilized in its activities.

Section 2 Responsibility rests entirely with members, media, spectators, and others, all of whom participate or attend at their own risk.

Article XV - INSURANCE

Section 1 At its discretion, the Board of Directors shall maintain liability and accident insurance for its Board of Directors and participants.

Section 2 Such insurance will be administered or approved by the WCFL Board of Directors.

Article XVI - CONSUMPTION OF ALCOHOL

Section 1 There will be no consumption of alcoholic beverages permitted on the property of any WCFL facility or at any sponsored activity.

Article XVII - AWARDS

Section 1 Awards will be decided upon and distributed per procedures established annually by the Board of Directors.

Article XVIII - MISCELLANEOUS

Section 1 **Mandatory Play Rule**

- A.** The purpose of the WCFL is to provide equal opportunity for its participants to learn and perform the fundamentals of the sport.
 - 1.** The WCFL adopts a Mandatory Play Rule (MPR) which shall be in effect for all WCFL regular season and post-season competitions.
 - 2.** Administration guidelines and procedures for the Mandatory Play Rule (MPR) are set forth in the WCFL Rules & Regulations.

Section 2 **Age & Weight Classifications**

A. Age Classifications

WCFL Divisions will be determined by date of birth. The official league age will be the age of the participant as of August 1st. Age categories are set forth in the WCFL Rules and Regulations.

B. Weight Classifications

WCFL Divisions will be determined by weight categories which will be strictly enforced. Weight limits are set forth in the WCFL Rules and Regulations.

C. The WCFL Board of Directors reserves the right to place participants in the Division best suited to their athletic ability and maturity level.

Section 3 Team Selection

A. For fairness in the team selection process, a pure draft system will be used.

B. Administration guidelines and procedures for the Team Selection process are set forth in the WCFL Rules & Regulations.

Section 4 Information

The WCFL shall provide comprehensive league information to the news media.

Section 5 Waiver of Fees

The Board of Directors, in its sole discretion, may waive registration fees, sponsorship fees, or other fees in exchange for extraordinary contributions to WCFL and its mission.

Adopted this _____ day of _____ 2015, Board of Directors

WESTERN COMMUNITIES FOOTBALL LEAGUE, Inc.