

White River Wolverines Franchise Constitution (E.A.A.)

This Body, recognized as the Enumclaw Athletic Association, a non-profit organization within the State of Washington, County of King, does adopt the following constitutional laws:

ARTICLE I: OBJECTIVES

Name: **ENUMCLAW ATHLETIC ASSOCIATION (E.A.A.)**

The objectives of this organization are stated as follows:

The Enumclaw Athletic Association, a non-profit organization incorporated in accordance with the laws of the State of Washington, County of King, is dedicated to the development and growth of boys and girls to become better citizens through the teaching of teamwork, self-pride, dedication and sportsmanship. This organization shall be absolutely non-profit, non-political and will operate in the best interest of the community it serves.

This organization is formed exclusively for charitable and non-profit purpose within the meaning of the Internal Revenue Code.

1. To inspire youth, regardless of Race, Color, or Creed to participate in a vigorous and entertaining activity.
2. To bring our youth closer together through the means of a common interest in teamwork, fair play and fellowship.
3. To acquaint cheerleaders with the fundamentals in organized cheering and dance routines.
4. To teach players the fundamentals of the game while employing the element of safety and intelligent supervision.
5. To teach sportsmanship, in defeat as well as victory; honesty of oneself as well as teammates and coaches; and love of the game with the ability to take a few knocks and bumps.
6. To keep the welfare of our youth first, foremost, and ENTIRELY FREE OF ADULT LUST FOR GLORY.

Not with standing any other provisions of these articles, the association shall not carry on in any activities not permitted to be carried on by an organization exempt from current Federal Income Tax Laws.

This association is not to be organized for profit and no part of the net earnings shall ensure in the benefit of any private shareholder or board member.

Upon dissolution of this organization, after paying or adequately providing for the debts and obligation of the association, the remaining assets shall be distributed to a non-profit fund, foundation or corporation which is established as a tax exempt entity under section 501(C) (3) of the Internal Revenue Code.

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ARTICLE II: MEMBERSHIP

Any person who is eighteen (18) years or older is eligible for membership in this association. A candidate may not run for more than one position or hold more than one executive board position at one time.

There shall be three (3) forms of membership in the association:

1. Executive Board Member – President, Vice President, Secretary, Treasurer, Athletic Director, and Cheer Director.
2. Franchise Board Member – All Association officially elected board members.
3. Association Member – Paid member without voting right. Except for the General Election Officers.

ARTICLE III: GOVERNMENT

The elected officers of this association shall be as follows:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Athletic Director
6. Cheer Director
7. Equipment Manager
8. League Representative
9. Web Director
10. Publicity Manager
11. Concessions Manager
12. Fundraising Manager
13. Merchandise Manager

The Executive Board positions of the association will be in ranking order as follows:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Athletic Director
6. Cheer Director

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Even election year positions will be:

1. President
2. Secretary
3. Cheer Director
4. League Representative
5. Concessions Manager
6. Web Director
7. Merchandise Manager

Odd election year positions will be:

1. Vice President
2. Athletic Director
3. Treasurer
4. Equipment Manager
5. Publicity Manager
6. Fundraising Manager

All E.A.A. Board positions will be a two-year commitment and half the board will be elected every year.

The President shall appoint all vacant positions during the season with ratification by the Executive Board.

The President has the right to poll, by telephone, or in person any Franchise Board Member to assist with direction of Executive Board decisions during its meetings.

All board members and elected head coaches shall be guaranteed spots on a football and/or cheer roster.

Nominations for Executive/Franchise board positions will be open for nomination by the 14th of October thru the 31st of October with an election to be held in November.

The annual election of board members shall be held at a general membership meeting in November or within 30 days of the last scheduled game. The newly elected board members shall take office officially after the approving vote. The newly elected President, at the first regular scheduled meeting of the New Year, shall make all available open positions.

All board members are subject to removal from office. Written notification must be given to all active board members and the affected board member one (1) week prior to any action. A 2/3-majority vote of the Executive Board is required to remove any board member. The minimum length of any suspension empowered by vote of the Executive Board must be two (2) years, unless the Executive Board approves a lesser time.

Elected board members will not hold any head instructor or assistant coaching position, unless approved by a majority of the Executive Board. Athletic Director and Cheer Director shall be certified annually.

Any elected official that holds more than one (1) position on the Executive or Franchise Board will have only one (1) total vote.

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The Executive Board shall be responsible for policy, expenditures, raising funds, assuring conformance of the applicable active league rules, administering discipline and assuring continued operation of the association.

ARTICLE IV: DUTIES OF OFFICERS

PRESIDENT

It shall be the duty of the President to be the administrator, organizer and official spokesperson for the association. The President will be an executive officer member of all committees and will resolve all disputes within the association. The President will be responsible for creating the agenda for all meetings. The President will respond with help to all other positions on the Executive and Franchise board and assist wherever help is needed. It will be the responsibility of the President to appoint a board member the task of phone tech. The duties will include answering the Wolverine phone line, taking names and numbers of callers and distributing them to the appropriate board member. The President shall work in unison with the Vice President in taking care of all logistical matters. All decisions regarding the expenditure of less than \$100.00 may be approved by the President without previous authorization or vote, with full documentation provided at the next board meeting. The President will have one (1) vote only on the elections of officers brought forth. The President is to vote on all issues or motions brought forth per Robert's Rules of Order, with only one (1) vote.

VICE-PRESIDENT

It shall be the duty of the Vice-President to assume all duties of the President in the event the President is unavailable, an emergency has been declared by the Executive Board of directors, in the absence of the President at the scheduled meeting, or act as interim President in the event of replacement of the President until a new President can be elected. The Vice-President will chair the protest and/or complaints committees and will act as the franchise mediator when disputes arise. The Vice-President will execute all other duties as directed by the President or the Executive Board. Vice-President will have direct oversight of football and cheer. The Vice-President shall respond with help to all other positions on the Executive and Franchise Board and assist were help is needed. The Vice-President shall have one (1) vote on all issues or motions brought forth at all meetings, including elections of board members.

SECRETARY

It shall be the duty of the Secretary to prepare, maintain and disburse all correspondence required for efficient operation of the association. The Secretary shall maintain the E.A.A. membership roster, which shall include the addresses and telephone numbers of all general members. All correspondence shall be prepared for the proper mailing. The Secretary will maintain a list of all franchise members and coaches in good standings. The Secretary will take full minutes of all meetings, assuring that all individual names will be noted and listed for all raised motions, issues and the seconding of all members. The Secretary will keep and maintain records of all previous meetings for board members to review, he/she will distribute minutes to board members within seven (7) days of the meeting for review and approval at

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the next scheduled board meeting. The Secretary will update the Articles of Incorporation. It is also the responsibility of the secretary to monitor and mail all insurance claims filed by members/players of E.A.A. He/she will see that all claims are expedited and filed in a timely manner with the League Insurance Coordinator. He/she will coordinate all claims with coaches and players for correct and timely submission. He/she will attend N.J.F.L. Insurance meeting and report all information back to the E.A.A. Board. He/she shall respond with help to all other positions and assist wherever help is needed. The Secretary shall have one (1) vote on all motions or issues brought forth at all meetings, including elections of board members.

TREASURER

It shall be the duty of the Treasurer to handle all financial matters of the Association in coordination with the President or Vice-President. The Treasurer will deposit all money received by the Association into an account designated by the Executive board, file form 990 with the I.R.S. and include a report of the filing at the appropriate meeting, coordinate all money related matters with all other officers as required by the President. Audits of the franchise financial records will be conducted monthly in coordination with the President or Vice-President and Secretary. The Treasurer must be prepared to have any or all records inspected upon written demand by any member of the E.A.A. The Treasurer will maintain auditable records and report all receipts and disbursements for the month at each regular Franchise meeting. The Treasurer will request a second board member to assist in double counting all significant amounts of cash (more than \$100) and other funds received in the course of conducting E.A.A. business. The Treasurer will execute all other duties as directed by the President or the Board of Directors. The Treasurer will turn over all organizational monies, correspondence, books and property to his/her successor. He/she will have one (1) vote on all motions or issues brought forth at all meetings, including elections of board members.

ATHLETIC DIRECTOR

It shall be the duty of the Athletic Director to coordinate and run all football/flag football activities of the Franchise. He/she will insure that the association meets or exceeds all requirements placed upon the Franchise by the Nisqually Junior Football League Rules and By-Laws as well as the E.A.A. Constitution. The Athletic Director will execute all other duties as directed by the President. He/she will be the chairperson of The Football Coaches Review Committee, and advise the E.A.A. Board of all findings and advisements regarding the approval of Head Coaches and/or Assistants. He/she represents the Coaching staff on the E.A.A. Executive/Franchise Board through conveyance of all problems, issues and requests. He/she will act as a spokesperson when requested by the President or Vice President. He/she will report, directly to the President, any issues or matters of attention. He/she shall respond with help to all other positions and assist wherever help is needed. He/she will have one (1) vote on all motions or issues brought forth at all meetings, including elections of board members.

CHEER DIRECTOR

It shall be the responsibility of the Cheer Director to coordinate practice, properly instruct and train all children involved in the cheer program, and advise the E.A.A. Executive Board of all proposed actions

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and procedures. He/she will work with the coaches to achieve these goals. He/she will coordinate all authorized practices through the President. He/she shall be the chairperson of the Cheer Coaches Review Committee and advise the E.A.A. Franchise Board of all findings and advisements regarding the approval of Head Coaches and/or Assistants. He/she represents the Coaching staff on the E.A.A. Executive/Franchise Board through conveyance of all problems, issues and requests. The Cheer Director will be responsible for the preparation and presentation of any budget requirements needed for each fiscal year for board approval. He/she will attend all N.J.F.L. Cheer Director meetings and report all information to the E.A.A. Board. If not available to attend such said meetings, he/she should appoint someone on the board to attend the meeting in their place. All meeting minutes/information from these meetings should be brought to the next regularly scheduled E.A.A. Franchise Board meeting. He/she will report, directly to the President, any issues or matters of attention. He/she shall respond with help to all other positions and assist wherever help is needed. He/she will have one (1) vote on all motions or issues brought forth at all meetings, including elections of board members.

LEAGUE REPRESENTATIVE

It shall be the official duty of the League Representative to faithfully represent and vote, with the best interest and/or desires of the E.A.A. franchise at all officially conducted Nisqually Junior Football League meetings. He/she shall report all proposed changes, actions and information discussed or passed to the E.A.A. Executive Board for the examination, discussion and recommendation, in order to attain the expressed and approved franchise direction. He/she shall respond with help to all other positions and assist wherever help is needed. He/she will have one (1) vote on all motions or issues brought forth at all meetings, including elections of board members.

EQUIPMENT MANAGER

It shall be the responsibility of the Equipment Manager to keep an inventory of all E.A.A. football and cheer equipment, uniforms and other E.A.A. assets. He/she will coordinate and conduct the issuance and return of all equipment and maintain the official logs of issue and receipt at onset, during and at the end of each season. The Equipment Manager will be responsible for reporting to the E.A.A. Executive Board of the total equipment inventory, yearly budget plan and equipment issues required. He/she will be responsible for checking franchise medical kit, as well as all coaches medical kits, and making sure they have all supplies needed for first aid on the practice and play fields. It will need to be monitored on a regular basis for special equipment. He/she shall respond with help to all other positions and assist wherever help is needed. He/she will have one (1) vote on all motions or issues brought forth at all meetings, including elections of board members.

PUBLICITY MANAGER

It shall be the duty of the Publicity Manager to coordinate all E.A.A. advertisements, events, community information through all available channels of communication, news media, radio stations and flyers with regard to league games, scores, information, fund raising events and all promotional information in the best interest and authorization of the E.A.A. Executive Board. He/she will be responsible for making weekly information flyers and updating information boards. He/she shall be responsible to plan

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publicity budget costs, coordinate with sponsors and donors of the E.A.A. program and report all information to the Executive/Franchise Boards. He/she shall respond with help to all other positions and assist wherever help is needed. He/she will have one (1) vote on all motions or issues brought forth at all meetings, including elections of board members.

WEB DIRECTOR

The Web Director, in coordination with the Publicity Manager, is responsible for all E.A.A. advertising, public relations, and promotions as they pertain to computer based needs (design, Web posting, etc.) The Web Director may form a committee of any number of board members and/or general members to assist with this project. The Web Director shall be responsible for maintaining the E.A.A. website to include timely updates of schedules, standings, and other important information. In the event the Web Director is unavailable for any period of time, he/she is responsible for finding a temporary designee to assist in proper maintenance of the E.A.A. website. The Web Director shall be responsible for the E.A.A. email and for the proper forwarding of incoming email correspondence to the appropriate person(s). He/she shall respond with help to all other positions and assist wherever help is needed. He/she will have one (1) vote on all motions or issues brought forth at all meetings, including elections of board members.

CONCESSIONS MANAGER

It shall be the responsibility of the Concessions Manager to insure that the concession trailer or other structures be at all home games, flag football/cheer clinics, and any other events hosted by E.A.A. It is the responsibility of the Concessions Manager to be stocked and prepared with the required product for each event. He/she will be responsible for providing projected budgets and profits to the E.A.A. Executive Board and conduct the proper coordinated transaction to the E.A.A. The Concessions Manager will maintain auditable records and report all receipts and disbursements for the month at each regular Franchise meeting. The Concessions Manager will request a second board member to assist in double counting all cash at the end of the day or event conclusion. He/she will coordinate all staffing of the concession stands with parent volunteers. He/she will have one (1) vote on all motions or issues brought forth at all meetings, including elections of board members.

FUNDRAISING MANAGER

It shall be the responsibility of the Fundraising Manager to conduct day-to-day operational management and implementation of all activities pertaining to fund development and fundraising. With support from the Publicity Manager the Fundraising Manager will lead the initiative to build relationships with potential funders including individual community donors. The Fundraising Manager is responsible for generating new ideas and business opportunities to increase fundraising potential. Develop annual fundraising plans and budgets and take the lead for initiating, planning, coordinating volunteers, and implementing all fundraising activities, in a timely manner, to ensure the franchise goals and objectives are accomplished. The Fundraising Manager will maintain auditable records and report all receipts and disbursements for the month at each regular Franchise meeting. The Fundraising Manager will request a second board member to assist in double counting all cash at the end of the day or event conclusion.

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He/she shall respond with help to all other positions and assist wherever help is needed. He/she will have one (1) vote on all motions or issues brought forth at all meetings, including elections of board members.

MERCHANDISE MANAGER

It shall be the responsibility of the Merchandise Manager to maintain or develop the necessary controls to ensure the franchise is in-line with current trends, proper merchandise stocks levels, good quality merchandise, and board approved pricing strategies that meet the need of the franchise. Other responsibilities include determining merchandise life-cycles where necessary and recommending merchandise mark-downs with board approval to reduce stock. Initiates and completes the procurement new merchandise while ensuring timely deliveries and prompt payment of vendor invoicing. The Merchandise Manager will maintain auditable records and report all receipts and disbursements for the month at each regular Franchise meeting. The Merchandise Manager will request a second board member to assist in double counting all cash at the end of the day or event conclusion. All monies received from merchandise sales shall be delivered to the treasurer at the end of each daily event. The Merchandise Manager is also required to provide sales and inventory reports at each E.A.A. Board meeting. He/she shall respond with help to all other positions and assist wherever help is needed. He/she will have one (1) vote on all motions or issues brought forth at all meetings, including elections of board members.

BOARD MEMBER RESPONSIBILITIES

It shall be the responsibility of the entire Executive/Franchise Board of The E.A.A. to work together as one team with all special events, fundraisers, awards ceremonies and projects concerning and/or involving the E.A.A. Any E.A.A. Board Member in possession of any property, correspondence, files and ideas developed for the benefit of the E.A.A. franchise will return them to the Secretary or Treasurer so they can be handed over to the secretarial successor upon departure/termination of office.

ARTICLE V: MEETINGS

Meetings shall fall into two categories:

1. **Executive/Franchise Board:** The Executive/Franchise Board shall meet on no less than a monthly basis or as determined by the President. Any Executive/Franchise Board member may also request a special meeting. The request must be in writing and submitted to the President no later than ten (10) days prior to the planned meeting. The President may call an emergency Executive/Franchise meeting at any time.
2. **Annual/General Association Meetings:** A general meeting shall be held in November or within 30 days of the last scheduled game of the season, for the purpose of electing new officers and to recap the Associations preceding year of operation, i.e. an annual report. Special General Meetings may be called by a majority of Executive Board Members.

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Quorums for the three (3) categories of meetings shall be as follows:

1. **EXECUTIVE BOARD:** A simple majority of the Executive Board.
2. **FRANCHISE BOARD:** At least 2/3 of the elected membership.
3. **ANNUAL/GENERAL MEETING:** At least fifteen (15) parents, adult participants, or members of the board.

****Roberts Rules of Order shall govern all the above meetings.**

Executive and Franchise Board members are required to attend all monthly scheduled board meetings. Failure to attend any two (2) meetings may be grounds for removal and termination from office, by vote of the E.A.A. Executive Board. **ALL** Absences must be received and acknowledged in advance by the President or Vice President. The President or Vice President will have the authorization to excuse non-continuing absences if pre-advised.

ARTICLE VI: COACHES

All Head and Assistant coaches of competitive teams shall be selected annually, must have an application turned in by the deadline set by E.A.A. Athletic Director and be interviewed and screened by the Coaches Review Committee. The Coaches Review Committees (football and cheer) will select all football and cheer coaches each season.

Football Coaches Review Committee shall be made up of the Athletic Director, President and up to 3 members of the Executive/Franchise Board and/or the community.

Cheer Coaches Review Committee shall be made up of the Cheer Director, President and up to 3 members of the Executive/Franchise Board and/or the community.

All coaches shall be yearly certified by N.Y.S.C.A. or other organization approved by the Executive Board.

All head coaches will be held responsible for the actions of their coaching staff during all regularly scheduled games, practices or functions of the franchise. Head coaches must be available for off season clinics and coaches meetings. Any actions deemed detrimental to the franchise or unethical (**this includes, but not limited to, disruptive behavior on or off the field while representing the E.A.A., excessive absences or tardies, not abiding by the guidelines set by the E.A.A., N.J.F.L. and N.F.H.S.**) can result in immediate dismissal by the Athletic Director, Cheer Director or by vote of the Executive Board.

In the event of excessive absences by a participant, the coach may petition, in writing, the Athletic Director, Cheer Director or Executive Board for immediate removal of the participant from the roster. Written notification will follow.

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The E.A.A. Executive/Franchise Board Members, by vote, have the right to decide if a player is unable to resume play if they feel it is harmful to the player's health or well being.

All E.A.A., N.J.F.L. and N.F.H.S. rules will govern coaches and coach's ethics. The E.A.A. Athletic Director will provide coaches with copies of all rules.

ARTICLE VII: FINANCIAL POLICIES

The Executive Board shall decide all matters pertaining to finances of the franchise, and shall place income derived from donations, sponsors, and fundraising campaigns in the E.A.A. Bank Account with the prime objective to pay all existing bills before expending funds for other projects.

ARTICLE VIII: RULES

The participating league and the Enumclaw Athletic Association shall determine rules.

ARTICLE IX: AMENDMENTS

These by-laws of the constitution may be amended by a two-thirds vote of the Executive and Franchise Board members at any duly constituted meeting, provided that written notice of such proposed changes shall be given to each member of the Executive/Franchise Board at least fifteen (15) days prior to the proposed meeting. No changes may be made to any by-law July 1st through December 31st.

ARTICLE X: OTHER

Jersey #33 is hereby permanently retired from the organization in honor of Jordan Davis, a member of the program who passed away during the off-season in January 2010. A scholarship fund has been established at Columbia Bank in Enumclaw under Enumclaw Athletic Association, in honor of Jordan and his brother Jared, as the Davis Scholarship Fund to award a member(s) (e.g. player, cheerleader, mentor) of the program with a scholarship at the end of each season to be used for a scholastic endeavor (e.g. football camp, cheer camp, boy scout camp, etc.). The member must be nominated by a coach, parent or board member for the nominations to be reviewed by a Review Committee for final selection.


ARTICLE XI: RATIFICATION

These articles are hereby adopted as the Constitution of the Enumclaw Athletic Association on:

April 11, 2013.

Date Year

Approved and Signed:



President

4/11/13

Date

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Steve Redford by *agp*
Vice President

4/11/13
Date

[Signature]
Secretary

4/11/13
Date

Karena Spencer
Treasurer

4/11/2013
Date

[Signature]
Athletic Director

4/11/2013
Date

[Signature]
Cheer Director

4/11/13
Date