

# BY-LAWS OF THE WILLOW GROVE BEARS FOOTBALL CLUB

**Adopted:** May 1991 Amended: April 1999 Amended: May 2002 Amended: March 2005 Amended: May 2008 Amended: April 2019

In compliance of the requirements of 15 Pa. C.S.A. Section 5306, the undersigned desiring to incorporate a Non-Profit Corporation here by certifies that:

1. The name of the Corporation is **Willow Grove Bears Football Club**.
2. The location and Post Office address of this Corporation is:  
P.O. BOX 331  
Willow Grove, Pennsylvania 19090
3. The corporation I incorporated under the Non-Profit Corporation Law of the Commonwealth of Pennsylvania exclusively for charitable purposes.
4. The goals of the Corporation are:
  - a. To teach through supervision and example, the principal of sportsmanship  
And fair play without undo emphasis on winning or losing.
  - b. To teach participants the opportunity for enjoyment of the sport.
  - c. To stress the importance that eligibility of participants is based on  
Satisfactory performance in the classroom.
5. It is a Corporation, which does not contemplate pecuniary gain or profit, Incidental or otherwise, to its members.
6. The term of its existence is perpetual.
7. That the corporation is organized upon a Non-Profit basis.
8. That the name and addresses of the incorporators are:

<b>NAME</b>	<b>ADDRESSES</b>
Sal Giordano	407 Crown St. Willow Grove, PA 19090
Robert Ruch Jr.	2200 Country Club Dr. Huntingdon Valley, PA 19006
Kip McFatrige	1518 Linden Ave. Willow Grove, PA 19090
Sam Bannon	334 Arionne Dr. Hatboro, PA 19040
Dianne Ruch	2200 Country Club Dr. Huntingdon Valley, PA 19006

## **ARTICLE I**

### **BOARD OF DIRECTORS EXECUTIVE BOARD**

1. Any Executive Board position excluding the President may be held by a person who is a voting member as defined in Article VII.
2. The Executive Board shall attend 75% of all Executive Board Meetings and General Board monthly meetings, in exception to the Immediate Past President, who must attend The Budget, The Coaches Selection Meeting, The Executive Board Selection Meeting and at the request of the current President.
3. The positions of the Secretary, Treasurer, Athletic Director of Football, Athletic Director of Cheerleading and League Representative shall submit a written report of all said activities and submit said reports to the Secretary for file and use in subsequent years. This will allow for continuity of director functions from year to year and will give newly appointed directors some background information with which to establish their activities.
4. All Executive Board members must submit a background check.

### **PRESIDENT:**

Has the responsibility and authority to implement the objectives of the organization, as well as, preside at the Willow Grove Bears Football Club meeting, power to sign all legal documents and assign responsibilities that not covered in the By-Laws. This person can also appoint special committees. The President will cast a vote only in the event of a tie during a vote taking place at a General Board Meeting. The President with the majority of the Executive Board has the ability to appoint a General Board position. It is the President's responsibility to coordinate all grant requests and to fill out and mail all necessary grant forms. If perimeters have been met (see Article I #2), the President in cooperation with the Executive Board shall allocate any grant monies. The President cannot be the head coach of any team at any level while serving his/her term without Executive Board Approval. The President has the responsibility to meet with members of the General Board and Executive Board to review job responsibilities prior to the beginning of the season.

### **PAST PRESIDENT:**

The immediate past President and shall automatically be a member of the Executive Board, and shall be a consultant to the Executive/General Board. Said member shall have a vote in all Executive Board Meetings

### **VICE PRESIDENT:**

Shall act in the absence of the President and shall perform the duties assigned by the President. This person is responsible for the organization of the Willow Grove Bears Football Club Picture Day. This person will also coordinate all committee heads for any and all fund raising events. In the event that the President cannot complete his/her term of office, the Vice-President will assume the office of the President and will finish out the existing term of office as President. Said member will be able to fulfill his/her coaching status for the remainder of the President's term. In this case, the office of Vice President will be filled by appointment of the Executive Board and such person will carry out the existing term of office.

### **SECRETARY:**

Shall record and distribute minutes of all meetings starting with the attendance of the previous meeting. This person will also act as a corresponding secretary notifying all voting members of all meetings any rescheduling of meetings. This person is responsible for the placement and retrieval and maintenance of all club registration signs. The Secretary will be the Willow Grove Bears Football Club Banquet Committee chairperson. This person will be present and coordinate the yearly registration, the current team rosters, new player registration and team registration with the K.S.L. This person should also be involved at registration. The Secretary will review all financial correspondence before turning over the statements to the Treasurer. The Secretary cannot be a signer on checks issued by the Willow Grove Bears Football Club. The Secretary is responsible for supplying all members of the Executive/General Boards and Head Coaches with a copy of the current By-Laws by August 1<sup>st</sup> of each season. Said person is also responsible for having copies of the current By-Laws available to any member by request. In the absence of the President and the Vice President, the Secretary shall run the General Board meeting. This person is responsible for providing each Head Coach with a list of new players who have yet to turn in a copy of their birth certificates.

## **TREASURER:**

Is responsible for keeping financial records and coordinate the budget process. They will receive receipts and manage the corporation obligations. Is responsible for submitting a financial statement at each General Board Meeting. This person also has the power to write and draw checks on the corporation's funds, with the signature of the President or Vice-President. The Treasurer is responsible for processing and maintaining the proper insurance policies required by the K.S.L. It is also the responsibility of the Treasurer to make in advance the payment of game officials. The Treasurer shall be responsible for coordinating the timely deposits of all money. In the absence of the President, Vice-President and the Secretary, the Treasurer shall run the General Board Meeting.

## **ATHLETIC DIRECTOR OF FOOTBALL:**

This person is responsible for the implementation of the club objectives on the field. They must hold a Head Coach meeting one month after coaches are selected to set club objectives for the season. All Head Coaches of Football report to the Athletic Director of Football. The Athletic Director will contact all incumbent coaches prior to January 14<sup>th</sup>. All matters of coaching complaints that go through the Athletic Director of Football will in turn follow these steps. Consult said coach and parent together. If a resolution cannot be found, the parent will be advised to write a letter to the Executive Board. The letter should be submitted to the President and Athletic Director of Football will in turn follow these steps. In the event no letter is submitted, the said problem will be considered resolved. The Athletic Director of Football will work with the League Representative for scheduling pre-season, regular season and playoff games.

## **ATHLETIC DIRECTOR OF CHEERLEADING:**

This person is responsible for the operation of our cheerleading program. They must hold a Head Coach meeting one month after coaches are selected to set the club objectives for the season. All Head Coaches of cheerleading report to the Athletic Director of Cheerleading. All Head Coach Applications for cheerleading must be submitted to the Athletic Director of Cheerleading. The Athletic Director of Cheerleading must submit 2 yearly budget proposals to the Executive/General Boards by the February General Board Meeting. One budget shall be for the field squads and one budget shall be for the competition squads. All matters of coaching complaints that goes through the Athletic Director of Cheerleading, who will in

turn follow these steps. Consult said coach and parent together. If a resolution cannot be found, the parent will be advised to write a letter to the Executive Board. The letter should be submitted to the President and the Athletic Director of Cheerleading. In the event no letter is submitted, the said problem will be considered resolved. The Athletic Director of Cheerleading is also responsible for the issuing and collecting of all cheerleading uniforms and equipment.

### **LEAGUE REPRESENTATIVE:**

Responsible for all club communication to the Keystone League Executive Board. They must report League news to the General Board at the clubs monthly meeting. This person will also work with the Athletic Director of Football for scheduling pre-season, regular season and playoff season and playoff games. This person must assist the Secretary during the K.S.L. new player (Picture I.D. Registration). This person should also be involved at registration. The League Representative is required to provide to the K.S.L. all scores of all home games by League specified times. If unable to, the League Representative is required to have a back-up report the scores.

### **GENERAL BOARD:**

**1-1** The Executive Board appoints the General Board.

**1-2** All appointments to the General Board shall be made known by the Executive Board at the January General Board Meeting.

**1-3** All General Board members must submit a background check.

The General Board consists of the following:

### **EQUIPMENT:**

Responsible for the purchasing, shipping and receiving of equipment. They must oversee the issuing and collection of football equipment. They must submit a yearly budget proposal to the Executive Board by the February General Board Meeting. They are responsible for maintaining the football equipment and storage buildings.

**SNACK STAND:**

Responsible for the safe and clean operation of the club snack stand. They must submit a yearly budget proposal to the Executive Board by the February General Board Meeting. This person is also responsible for the purchase and receiving of all items necessary to operate the snack stand.

**FIELDS:**

Responsible for the preparation of the fields for all club home games. They are responsible for maintaining, improving, and seeing that all fields are lined and marked during the football season as outlined by League Regulations. This person is responsible for the maintaining and storage of all field equipment. They must submit a yearly budget proposal to the Executive Board by the February General Board Meeting.

**PUBLICITY:**

Responsible for the collection of all Willow Grove Bears football game and cheerleading highlights. This person will serve as a liaison for the club to all media resources, such as website and newspaper. They must submit a yearly budget proposal to the Executive Board by the February General Board Meeting.

**RECRUITMENT:**

Responsible for the promotion and advertising of the football and cheerleading registration.

**FIRST AID:**

Responsible for club safety procedures. This person will check and update the first aid equipment for all football and cheerleading squads. This person is responsible for assigning and making sure a person certified in first aid is present at each home game. They must submit a yearly budget proposal to the Executive Board by February General Board Meeting.

**ASSISTANT ATHLETIC DIRECTOR OF FOOTBALL:**

Will assist the Athletic Director of Football in all their duties and will assume all duties and responsibilities in their absence. All matters of coaching complaints that go through the Athletic Director of Football will in turn follow these steps. Consult said coach and parent together. If a resolution cannot be found, the parent will be advised to write a letter to the Executive Board.

**TEAM PARENT COORDINATOR:**

This person will conduct a team parent meeting with all football and cheerleading team parents to coordinate their responsibilities.

**ASSISTANT LEAGUE REPRESENTATIVE:**

Will assist the League Representative in all their duties and attend K.S.L. meetings.

**ARTICLE II**

**ELECTION OF THE EXECUTIVE BOARD**

1. The office of President, Vice-President, Secretary, Treasurer, Athletic Director of Football, Athletic Director of Cheerleading and League Representative shall serve for a two (2) year term
2. All nominees to the Presidency must be a Voting Member as defined in Article VIII with at least 1 year of service on the Executive Board to be eligible for this position. If no such person is found the selection will be open to Voting Member as defined Article VII of the General Board.
3. Nominations for election to these offices shall be made at the October meeting of the membership, and election by secret ballot shall be completed at the November meeting of the membership. Election shall be by Simple Majority.
4. All elected officers shall take office at the January General Board Meeting.
5. No Officer of the Executive/General Board shall hold more than one (1) office of the Willow Grove Bears Football Club at any one (1) time.

6. Married couples shall not serve on the Executive Board unless an Executive Board position cannot be filled.

## **ARTICLE III**

### **REMOVAL FROM OFFICE**

1. The President for purpose of removal Executive Board members shall appoint a Fact Finding Committee. This committee will be a group of 5 voting members as defined in Article VI, consisting of the Past President, who will be the Facilitator, a General Board Member, Coach, Parent. No sitting Executive Board member will hold a position on the Fact Finding Committee. Everyone on this committee must vote. No Committee Member can abstain from voting. This committee has the right to interview the Executive Board Member. The Fact Finding Committee will present the situation to the Executive/General Boards; with their recommendation will hold an open vote with no open discussion. The Executive Board and the Fact Finding Committee will make a decision. The Facilitator will read the decision.
2. In the case of removing the President. With a unanimous vote from the Executive Board, excluding the President, the Executive Board will appoint a Fact Finding Committee. This committee will be a group of 5 voting members as defined in Article VI, consisting of the Past President, who will be the Facilitator, a General Board Member, Coach, Parent. No sitting Executive Board Member will hold a position on the Fact Finding Committee. Everyone on this committee must vote. No committee member can abstain from voting. This committee has the right to interview the President. The Fact Finding Committee will present the situation to the Executive Board/General Boards; with their recommendation will hold an open vote with no discussion. The Executive Board and the Fact Finding Committee will make a decision. The Facilitator will read the decision.
3. Any person removed from the Executive/General Board shall not be reconsidered for an Executive/General Board position for at least 2 years.



## **ARTICLE IV**

### **VACANCIES**

1. If for any reason a vacancy does exist on the Executive/General Board, appointment shall be made to finish out the current term by a majority vote of the Executive Board.

## **ARTICLE V**

### **MEETINGS**

1. The Executive Board shall meet on the second Tuesday of each month.
2. The General Board meetings shall be holding on the third Thursday of each month, unless said meeting has been rescheduled.
3. Fifty percent of the Executive Board must be present prior to the start of an Executive or General Board Meeting and to conduct business.
4. The Executive Board will make the decision if a December Meeting is needed. If needed, it will be held before December 15<sup>th</sup>.
5. All meetings are to be conducted under the Robert Rules Order

## **PARLIAMENTARY PROCEDURE**

### **ROBERT RULES**

#### **ORDER OF BUSINESS**

- a. Call to Order
- b. Minutes of previous meeting
- c. Correspondence
- d. Treasurer's Report
- e. Report of Special Committees
- f. Report of Board Members
- g. Old Business
- h. New Business
- i. Adjournment

## **ARTICLE VI**

### **MEMBERSHIP**

Membership of the Willow Grove Bears Football Club is defined as:

1. Any parent or legal guardian who has a child in the program.
2. All coaches and members of the Executive/General Boards.
3. Any child registered as a participant of the Willow Grove Bears Football Club.

## **ARTICLE VII**

### **VOTING MEMBER**

A voting member is defined as:

1. Any member over the age of twenty-five who has attended seven (7) out of the immediate past eleven (11) General Board Meetings, not including the current meeting in progress will be eligible to vote for all agendas excluding the following:
  - a. Coaching Appointments.
  - b. Coaching Removal.

## **ARTICLE VIII**

### **REGISTRATION FEES**

1. Each participant shall pay registration fees.
2. No one shall be denied the right to play because of financial restrictions.

## **ARTICLE IX**

### **FINANCE AND ACCOUNTING**

1. The Executive/General Board shall set Budgets. Money stated in the budgets should be used for those items unless the Executive Board approves a change.
2. All monies shall be used exclusively for the Willow Grove Bears Football Club purposes.
3. No member of the Willow Grove Bears Football Club shall receive any monetary compensation from the Willow Grove Bears Football Club.
4. In the event the corporation is dissolved or liquidated, the Executive/General Boards shall, after paying or making provisions for payment of all the liabilities of the corporation, distribute the corporate property and assets to such other organizations maintaining the objectives of Section 502 © (3) and Section 170 (b) (1) (a) other than in clauses (vii and viii) of the Internal Revenue Code or their successor provisions.
5. The Willow Grove Bears cheerleading competition funds shall be kept in a separate account and will be exclusively raised and used by the competition squads with the approval of the Executive Board.
6. Any purchase over \$500.00 in value shall require a purchase order and 3 bids, unless it is an emergency situation, the Executive Board will approve the purchase. We will use the bid with the best price, delivery and terms.

## **ARTICLE X**

### **SELECTION OF COACHES**

1. AD will contact all existing head coaches to determine their intentions concerning their present head coaching position for the next season prior to 14<sup>th</sup> of January.

2. The Executive Board will announce at the February General Board Meeting, which, if any head coaching positions are available.
3. All applications for all open head coaching positions will be accepted at that time.
4. Any existing head coach can submit an application for any open head coaching positions. If not elected for that particular head coaching position, he/she will maintain his/her current weight class team if they so choose.  
*(Example - There is an open head coaching position for the 90 lb. purple football team. The head coach of the 75 lb. purple team submits an application for the 90 lb. purple position. If he/she is not chosen for the 90 lb. purple position, he/she will remain the head coach of the 75lb purple team if they so choose).*
5. Any person over the age of 25 who wishes to apply for an available head coaching position must do so by the March General Board Meeting.
6. For purposes of clarification, the Willow Grove Bears Teams are defined as follows: Varsity = Purple, 1<sup>st</sup> JV = Gold Team and if necessary the 2<sup>nd</sup> JV = White Team.
7. All applicants should put into writing a summary/resume of previous qualifications and experiences that would be relevant to the Executive Board making an informed decision.
8. Anyone applying for a Purple Team position must submit the name of their tentative choice for First Assistant Coach along with their application.
9. A background check report must be submitted to the Secretary.
10. All coaches will read, sign and follow the KSL League Coaches Code of Conduct
11. Selection of a head coach for football and cheerleading teams will be by a majority vote of the Executive Board.
12. If an existing head coach is elected to an open position, applications for the now vacated head coaching position must be submitted prior to the end of March.
13. In any given year, if there are fewer teams at a weight class than the previous year (e.g. 2 vs. 3) – order of precedence for filling those positions is as follows: Purple Coach has first priority, Gold Coach has second priority and White Coach has third priority.
14. Final voting for an available head coaching position for football and cheerleading (Field Squads) will take place at the April Executive Board

Meeting and the results will be announced at the April General Board Meeting.

## **ARTICLES XI**

### **DUTIES OF A HEAD COACH**

1. The Head Coach shall be responsible for the proficiency, conduct and Indoctrination of his/her coaching staff with respect their relationship with the players/cheerleaders in teaching and upholding the ideals of good sportsmanship, teamwork, good conduct, and team spirit along with the proper teaching of fundamentals of the game of football/cheerleading.
2. The Head Coach shall be responsible to provide playing time in all practices, scrimmages and games for all participating players commensurate with the constraint of time, game situation and individual player skill and knowledge level at that time.
3. The Head Coach shall immediately report all player injury claims to the Treasurer and the President.
4. The Head Coach is responsible for the collection of equipment from the players who quit during the season.
5. Responsible for collection background check forms and KSL Coaches Code of Conduct forms from all assistant coaches which will be turned over to the Secretary. No Assistant coach is allowed on the field until all forms are received.
6. All Head Coaches shall submit a list of names of the individuals who will comprise his/her coaching staff, weigh-in parent, and Team Mom to the Executive Board prior to the first pre-season game.

## **ARTICLE XII**

### **REMOVAL OF HEAD COACH**

1. A general consensus shall be taken during the General Board Meeting prior to the consideration of removal begins with the Executive Board.
2. The Executive Board shall consider removal after a review.

## **ARTICLE XIII**

### **CONDUCT OF MEMBERS AND ATHLETES**

1. All members, Athletes and fans of our organization shall read, sign and follow the KSL Athlete's code of Conduct and Parents code of conduct.
2. All members and fans of The Willow Grove Bears Football Club shall request and abide by the club hosting our organization.
3. All complaints must be submitted in writing to the Executive Board.
4. Any member ejected from a game or sidelines shall be brought before the Executive Board for review within one (1) week of said incident.

## **ARTICLE XIV**

### **AMMENDMENTS**

1. These By-Laws may be changed, amended or repealed after having passed at two (2) General Board Meetings of the Willow Grove Bears Football Club by a majority vote of the (voting members) present and voting, those present having constituted a quorum, and there has been at least twenty five (25) days between General Board Meeting. The motion to change, amend or repeal must be "seconded" before it can be considered.

## **ARTICLE XV**

### **MANDATORY PLAYING TIME**

1. There will be no requirement of mandatory playing time. All coaches are urged to schedule JV games or enter a Freedom team so all players get field experience.

## **ARTICLE XVI**

### **AWARDS PRESENTED BY THE WILLOW GROVE BEARS**

1. Trophy Jackets will be awarded to any football team that wins a championship recognized by the Keystone State Football League and any cheerleaders on that squad that attended 75% of the games and the playoffs will receive trophy sweatshirts. Selection of jackets is at the E-Boards discretion.
2. Any Purple Team that makes the playoffs will receive game jerseys with name and club patch. Cheerleaders for those squads who attended 75% of the games and the playoffs will receive trophy t-shirts.
3. Any non-playoff eligible football team will receive game jerseys with name and club patch for a winning season. Cheerleaders for those squads who attended 75% of the games will receive trophy t-shirts.
4. Competition cheerleaders will hold their own fundraiser for awards at the E-Boards discretion.

## **ARTICLE XVII**

### **CAREER AWARDS**

1. Career jackets are awarded to football participants who have registered, paid and played every weight class (not including flag) if it is available.
2. Career jackets are awarded to cheer participants who have started cheer at age 7 or younger and participated for 5 years
3. No awards are presented to participants under KSL league age for highest football division
4. These awards are E-Boards discretion whether to exercise all awards

#### **REQUIREMENTS**

Football – Participated in every weight class

Football – Age is at least 14 years old (aligned with 145 football start age)

Cheer – Started at age 7 or younger

Cheer – Participated for at least 5 years

Cheer – Age, at least 14 years old (aligned with 145 football start age)

## **ARTICLE XVIII**

### **BEAR WEAR**

1. Anything with the Willow Grove Bears Football Club name on it must go in front of the E-Board for approval. The Bears name should not be on anything not approved by the board.