

**WEST BRIDGEWATER YOUTH FOOTBALL
CONSTITUTION AND BY-LAWS
NOVEMBER 2017**

ARTICLE I - NAME AND LOCATION

Section 1

The name of this organization shall be the West Bridgewater Youth Football Association Inc., hereinafter referred to as WBYFA.

Section 2

The principal office of the corporation shall be at 76 A North Main Street, West Bridgewater, Massachusetts 02379 and its mailing address shall be P.O. Box 181, West Bridgewater, Massachusetts 02379.

ARTICLE II – PURPOSES

Section 1

The following are the purposes for which WBYFA has been organized for; to provide supervised football and cheerleading programs; to inspire the youth of the community; to practice the ideals of sportsmanship, honesty, loyalty, courage, fair play, teamwork, physical conditioning, and to teach respect for authority in a controlled protective atmosphere.

Section 2

To achieve these purposes, WBYFA will provide a supervised program of conditioning, training and competitive football games and cheerleading competitions, which will be governed by and in compliance with the Constitution and By-Laws of the Old Colony Youth Football League and Old Colony Youth Cheerleading League.

ARTICLE III – MEMBERSHIP

Section 1

Adult membership shall be open to all adults in good standing in the community who will agree with the concepts of the WBYFA Constitution and its By-Laws. All parents or legal guardians of a child registered with any WBYFA football and cheerleading team, who are current paid up on all registration fees with all equipment returned, shall be a member. Additionally, any adult volunteer may apply for membership with approval by a majority vote of the Board of Directors.

Section 2

Adult membership shall be deemed to be continued in effect from year to year, until a parent's or guardian's child is no longer associated or a member of WBYFA football or cheerleading team, or unless terminated by resignation or action of the Board of Directors, or their delegated committee.

Section 3

All Adult members shall be a minimum of 18 years of age, in order to be nominated and voted in positions of the WBYFA board, staff or committee member. All nominations for the annual elections must be submitted to the present Board of Directors before the conclusion of the December meeting. The January election will be open to all past and present parents of WBYFA youth participants and adults who were or are members of the executive board and/or coaches or advisors during the preceding year and who attend the meetings.

Section 4

Player Members – Any youth eligible by OCYFL requirements for the Mite & Pee Wee football squads in September and for Midget squad in December of that year, who is between the ages of 7 and 14. Any youth eligible by OCYCL requirements for Mite, Pee Wee and Midget cheerleading squads in September of that year, who is between the ages of 9 and 14. Who upon execution of the WBYFA football and cheerleading registration form by the parents or legal guardian, become a Player Member, subject to the

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rules and regulations of the WBYFA organization, pertaining to the care of loaned equipment, sportsmanlike conduct and participation.

Section 4

In the event that the WBYFA feels that there may be a health problem that could be detrimental to the well being of the youth, the child's parent or guardian will provide a release form from a physician, stating the youth's ability or fitness to actively participate in football or cheerleading before the youth is allowed to practice sessions with WBYFA. The rule will apply to any WBYFA youth who is injured during the course of the season while participating in the program. They must present a release form to the President, through their coach, before the youth is allowed to continue participation. WBYFA also reserves the right to a second opinion at WBYFA expense.

Section 5

Termination – Membership may be terminated by resignation or by a majority vote of the Board of Directors.

ARTICLE IV – MEETING

Section 1

The annual meeting of the Members of the organization shall be held on the 2nd Tuesday in January each and every year except if such a day be a legal holiday, then and in that event, the Board of Directors shall fix the day but it shall not be more that two weeks from the date fixed by these By-Laws. The purpose of the meeting is to elect the Board of Directors, which consists of the President, Vice President, Secretary, Treasurer, Equipment Manager, Cheer Coordinator and seven members at large, and for the transaction of such other business as may properly come before the meeting. This meeting shall be run under the direction of the President according to Robert's Rules of Order. Prior to the annual elections for a new board the present Board of Directors shall receive a report from the Treasurer showing the amount of monies applied, appropriated, or expended during the prior year. The report shall be filed and entered in the minutes of the annual meeting.

Section 2

Quorum – The presence in person of two thirds of the Board of Directors shall be necessary to constitute a quorum at the annual meeting. Only Adult members shall be entitled to vote at the annual meeting of the organization. The Secretary shall inform the Adult members in good standing, by a notice telling the time and place of the annual meeting at least fifteen (15) days prior to the meeting.

Section 3

Regular meetings of this organization shall be held on the second Tuesday of the month at 7:00PM unless otherwise specified in advance, at the clubhouse located on 76 A North Main Street West Bridgewater, Massachusetts. The presence in person of not less than two thirds of the Board of Directors shall be necessary to constitute a quorum and shall be necessary to conduct the business of this organization, but a lesser percentage may adjourn the meeting for a period of not more than 2 weeks from the date scheduled by theses By-Laws. The secretary shall send out a notice of this rescheduled meeting to all Board members. The agenda for all regular meetings shall be the responsibility of the President. This meeting shall be run under the direction of the President according to Robert's Rules of Order.

Section 4

The President or other board member may call for a special or emergency meeting of this organization when he/she deems it for the best interest of the organizations. Written notice of such meeting shall be sent to all board members at least 5 days before the scheduled date for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted and by whom

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requested the meeting. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting. These “special meetings” must have a quorum and no proposed amendment to the By-Laws may be considered at these meetings. The presence in person of not less than two thirds (2/3%) of the Board of Directors shall be necessary to constitute a quorum. This meeting shall be run under the direction of the President according to Robert’s Rules of Order.

ARTICLE V – VOTING

Section 1

At all meetings, except for the election of officers and directors, all votes shall be by voice. For election of officers and directors, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot.

Section 2

At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner any style provided for election of officers and directors. Adult member can bring issues to the floor for a vote by the Board

Section 3

Each member entitled to vote in accordance with the terms of the Articles of Organization and the By-Laws shall be entitled to one vote, in person or by proxy. All elections for the Board of Directors shall be determined by plurality vote; all other matters shall be determined by majority vote unless otherwise provided by law or by these By-laws.

Section 4a:

At all votes by ballot the President shall appoint the Secretary and two (2) members to act as “Inspectors of Elections” to count the ballot. After all who are entitled to do so have voted, the ballot shall be declared closed and the inspectors shall then proceed to count the votes in full view of the membership. One of the inspectors shall examine each ballot singularly and pass the same to other inspector, who shall read aloud the printed names of candidates check off or answer to question on the ballot. The Secretary shall tally the same and the Secretary thereof shall provide the results in writing to the President. The certified tally shall be physically affixed in the minutes of that meeting.

Section 4b:

No inspector of election shall be candidate for office or shall be personally interested in the question voted upon.

ARTICLE VI – ORDER OF BUSINESS

Section 1

The order of business (Agenda) for the meetings is listed below:

1. Roll Call
2. The reading of the minutes of the last regular or preceding WBYFA meeting.
3. The reading of the Treasurer report.
4. The report of the last OCYFL meeting held. by the OCY representative
5. The cheerleading report from by the cheerleading coordinator
6. Old and unfinished business
7. New business
8. Equipment manager report
9. Any report from special committees or officers of the board
10. Elections of Board of Directors (Annual Meeting)
11. Adjournment.

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ARTICLE VII – BOARD OF DIRECTOR

Section 1

Board of Directors consisting of thirteen (13) members shall manage the business of this organization. All the Adult members present at the Annual meeting shall elect the following thirteen (13) members.

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Equipment Manager
6. Cheer Coordinator
7. Member at Large. Seven (7)

Section 2a:

Board of Directors duties shall be responsible for the management of the property and business affairs and shall have full power to carry out and execute the purpose of this organization as defined in the By-Laws. Such Board of Directors shall only act in the name of the organization when at it regularly convened meetings. Among these responsibilities, but not limited to them are; proper adult staffing of all teams; the purchase and use of and proper equipment; the staffing of auxiliary activities (e.g. fund raising, concession stand, gate duty, etc); procedures for the accountability for all activities; and the financial health of the Organization.

Section 2b:

The Board of Directors may make such rules and regulations covering its meetings as it may its discretion determine necessary. Each Director shall have one vote and such voting may not be done by proxy.

Section 2c:

Directors shall hold office until the next annual meeting held after their election or until the adult members legally elect their successors; except for the President and Vice President who shall hold office for a two (2) year term.

Section 3

Quorum – A quorum shall consist of two thirds (2/3%) of the Board of Directors shall be necessary for the Board to act. If less than a quorum is present, the Directors present may adjourn the meeting from time to time without further notice.

Section 4

Vacancy – If any vacancy on the Board of Directors occurs, it may be filled by majority vote of the remaining Board of Directors for the balance of the term.

Section 5

The Board of Directors shall have the power by a majority vote of those present at any board meeting to discipline, suspend or remove any Director, Officer or Adult / Player member. Upon any removal hearing, the Board of Directors shall adopt such rules for this hearing, as it may in its discretion consider necessary for the best interest of the organization.

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ARTICLE VIII – OFFICERS AND THEIR DUTIES

Section 1

The Officers shall consist of a President, Vice-President, Treasurer, Secretary and Cheer Coordinator. Any individual being considered for these officers' positions must have served on the WBYFA Board of Directors for at least one (1) year. Any exception shall be subject to approval by a majority vote of the Board of Directors.

Section 2a:

President – The President shall be present and preside at all of the Organization meetings and by virtue of his/her office be Chairman of the Board of Directors. He/She shall be responsible for conducting the affairs of the organization, and executing the policies established by the Board of Directors. He/She shall see that organization personnel are properly briefed on all phases of rules, regulations, policies, and By-laws of WBYFA. He/She shall in general perform all duties incumbent to the office of President and such other duties as the Board of Directors may from time to time direct. Under no circumstances may he/she hold any other office of WBYFA while serving as President.

Section 2b:

The President shall be one of the officers who may sign the checks or drafts of the Organization.

Section 2c:

The President shall see all book, reports; tax filings and certificates required by federal or state law are properly kept or filed.

Section 2d:

The President shall appoint all committees, temporary or permanent deem necessary or desirable, and may prescribe the powers and duties of each.

Section 2e:

The President shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.

Section 3a:

Vice-President – The Vice-President shall in the event of the absence or inability of the President to exercise his/her office become acting president of the organization with all the rights, privileges and powers as if he/she had been duly elected president.

Section 3b:

The Vice-President shall be responsible for conducting the affairs of the football and cheerleading program, with a primary focus on fundraising activities. He/She must also apply for approval of building and field use form, from the W.B. High School in order to conduct all football activities for the season.

Section 3c:

The Vice-President shall examine the registration application and supporting proof of-age documents of every player candidate and certify to his or her residence and age eligibility before the player may be accepted.

Section 3d

The Vice-President shall be one of the officers who may sign the checks or drafts of the Organization.

Section 4a:

Secretary – The Secretary shall attend all meetings of the WBYFA and shall keep the minutes of meetings; attend to all correspondences and records of the organization in appropriate books. He/She shall notify the Organization's members and committee heads of all meetings as specified in the By-Laws.

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He/She shall generally exercise all duties incumbent to the office of Secretary and such other duties as the Board of Directors may from time to time direct.

Section 4b:

Secretary shall be the official custodian of the records and seal of this organization. It shall be his/her duty to file any certificate required by any statute, federal or state.

Section 5a:

Treasurer – The Treasurer shall have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization. The Treasurer shall receive all monies, checks, and securities due WBYFA and will deposit without delay in a depository approved by the Board of Directors and requirements of section 501c(3) Internal revenue Code of 1954. The Treasurer shall keep records for the receipts and disbursement of all monies and securities as voted and approved by the Board of Directors under Section 2a of Article VII. Treasurer shall make an updated financial report at each regular meeting (or requested by Board of Directors) showing all funds received and disbursed.

Section 5b:

Treasurer must be one of the officers who shall sign checks or drafts of the organization.

Section 5c:

All regular monthly bills over \$10.00 must be paid by check. A Petty cash fund of \$250.00 will be established for payments of unexpected expenses and the fund will be split up between the President for \$200.00 and \$50.00 for the Treasurer. All petty cash payments made by Treasurer must be countersign by President and vice versa all petty cash payments made by President must be countersign by the Treasurer. The President may spend up to \$200.00 on any occasion necessary or in an emergency in the normal course of running the organization without the approval of the Board of Directors.

ARTICLE IX – SALARIES

Section 1

No officer shall for reason of his office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director for receiving any compensation from the organization for duties other than as director or officer.

Section 2

The Board of Directors shall hire and fix the compensations of any and all employees, which they in their discretion may determine to be necessary for the conduct of business of the organization.

ARTICLE X –FINANCES, CONTRACTS AND LOANS

Section 1

Any contract entered into by the corporation shall be signed by the President, and/or by any other Officer, Director, or other agent to whom from time to time the Board of Directors may give general or specific authority in writing.

Section 2

No loans shall be contracted on behalf of the Organization and no evidences of its indebtedness shall be issued in its name unless authorized by a resolution in writing of the Board of Directors. Such authority may be general or specific.

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ARTICLE XI – COACHES, CHEERLEADING CORDINATOR

Section 1a:

The Cheerleading Coordinator shall be elected at the annual meeting for a period of one (1) year unless removed for cause during the year by a majority approval by the Board of Directors. The Cheerleading Coordinator shall perform at least one year of previous service as a Head coach or Parent Advisor prior to becoming a Cheerleading Coordinator. Any exception shall be subject to approval by a majority vote of the Board of Directors.

Section 1b:

The Cheerleading Coordinator shall be responsible for coordinating all cheerleader activities at all levels within the organization and is responsible for all necessary equipment for the operation WBYFA cheerleading programs. Which includes the following Inventory, Ordering, Reconditioning, Proper fitting, cleaning uniforms and storage. Other responsibilities will be the 50/50 raffle and gate personal at WBYFA home football games. In applying for the approval of building and field use form, to conduct all cheerleading activities including and preparations for competitions.

Section 1c:

The Cheerleading Coordinator cannot incur financial obligations without prior approval of the WBYFA Board of Directors.

The Cheerleading Coordinator in order to purchases any equipment, must submit to the Board of Directors at least two (2) price proposals from different sources for the same equipment. The Cheerleading Coordinator will make pro/con remarks on each proposal and make final recommendation on which of the proposal is best suited for the organization. The Board of Directors will make the final decision on the proposal, by a majority vote of the Board of Directors.

Section 1d:

The Cheerleading Coordinator shall be the WBYFA representative to the Old Colony Youth cheerleading Association.

Section 1e:

The Cheerleading Coordinator will be responsible for selecting all of the Cheerleading teams' Head coaches except as excluded by a majority of the Board of Directors. The names of all propose Head Cheerleading coaches shall be submitted to the Board of Directors, prior to the beginning of the season, for approval by a majority of the board members.

All Head Coaches shall be responsible for their actions and the coordinating all team activities during all organized gatherings of said teams. WBYFA expects all Head Coaches to demonstrate the proper leadership, direction and example consistent with the rules of good conduct and the opportunity for the participants to learn the basic fundamentals in an atmosphere which encourages learning, personal development self discipline and sportsmanship. Foul or abusive language will not be tolerated by any coach at any time especially towards players. Coaches shall be responsible for players behavior at practice and/or games.

All Head Coaches should make an effort to insure that the safety and well being of all cheerleaders. They should insure that the team members conduct themselves in an orderly and disciplined manner.

The Cheer Coordinator or a representative must be present at all monthly meetings. Either a Head Coach or assistant coach over the age of 18 must be present at all practices.

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Section 2a:

Head Football Coaches shall be appointed by the majority of the Board of Directors at the annual meeting for a period of one (1) year unless removed for cause during the year by a majority approval by the Board of Directors. All Head Football Coaches shall perform at least one year of previous service as an assistant coach, prior to becoming a Head Coach. Any exception shall be subject to approval by a majority vote of the Board of Directors.

Section 2b:

Head Football Coaches other responsibilities will be to select the chain gang, announcer, and weigh in rep. for the season to be submitted to the Board of Directors for approval by a majority of the board members.

Section 3a:

All Head Coaches shall be responsible for their actions and the coordinating all team activities during all organized gatherings of said teams. WBYFA expects all Head Coaches to demonstrate the proper leadership, direction and example consistent with the rules of good conduct and the opportunity for the participants to learn the basic fundamentals in an atmosphere which encourages learning, personal development self discipline and sportsmanship. Foul or abusive language will not be tolerated by any coach at any time especially towards players. Coaches shall be responsible for players behavior at practice and/or games.

All Head Coaches should make an effort to insure that the safety and well being of all players is foremost, including but not limited to, the responsibility to check and enforce that the protective equipment provided by WBYFA is fitted and checked for disrepair at reasonable intervals during the season. They should insure that the team members conduct themselves in an orderly and disciplined manner, which includes proper team dress.

Section 3b:

All Head Coaches prior to the season who set up for his/her team any rules, regulations, restrictions, disciplined measure and practice schedules for the members of said team must be submitted to the Board of Directors for approval by a majority vote of the board members.

Section 3c:

All Head Coaches will be responsible for choosing all of the teams' assistant coaches, and aides for the season with the approval by a majority of the board members. Due to the availability of adult assistant coaches, Head Coaches may elect to have assistant coaches and aides under the age of eighteen. The Head Coaches shall be responsible for their assistant coaches and their aide's actions during all organized gathering of said teams.

All Head Coaches will ensure a representative from their respective team is present at all monthly meetings if they cannot be in attendance. Either a Head Coach or assistant coach over the age of 18 must be present at all practices.

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ARTICLE XII – REGISTRATIONS, PLAYERS and CHEERLEADERS

Registration costs must be paid in full for every football player and cheerleader by weigh in. If registration cost is not paid in full or a payment arrangement is not made with the President of the WBYFA, the player/cheerleader will not be allowed to weigh in or participate in games or cheer competitions.

All players are entitled to 4 plays per game (2 plays per half); unless there is an issue regarding safety, the coach and parent agree or the player does not want to play. Players will not miss more than 1 practice per week, unless excused by the Coach, if player misses 2 or more practices this will effect playing time.

ARTICLE XIII – OLD COLONY LEAGUE REPRESENTATIVES

Section 1

Football Representative – A Football Representative and an Alternate shall be appointed by the majority of the Board of Directors at the annual meeting. The Representative will attend all meetings scheduled by the Executive Board of the OCYFL. In the event that he/she is not able to attend, he/she must notify the alternate and President as soon as possible prior to the OCYFL scheduled meeting.

A written report or oral report must be given to the WBYFA Board at the next regular meeting following the OCYFL meeting. One (1) copy of the OCYFL meeting minutes if available should be submitted to WBYFA Board also at the next regular meeting or as soon as possible.

Football Representative will distribute copies of the season's schedule upon receipt from the OCYFL. He/She will distribute team standings and weekly game results to all Head Coaches and President as soon as possible.

Section 2

Cheerleading Representative – The Cheerleading Representative, is the Cheerleading Coordinator as stated in Section 1d: Article XI and an Alternate shall be appointed by the majority of the Board of Directors at the annual meeting. The Representative will attend all meetings scheduled by the Executive Board of the OCYCL. In the event that he/she is not able to attend, he/she must notify the alternate and President as soon as possible prior to the OCYCL scheduled meeting.

A written report or oral report must be given to the WBYFA Board at the next regular meeting following the OCYFL meeting. One (1) copy of the OCYFL meeting minutes if available should be submitted to WBYFA Board also at the next regular meeting or as soon as possible.

ARTICLE XIV – EQUIPMENT MANAGER DUTIES

Section 1

Equipment Manager – Equipment Manager shall be responsible for all necessary equipment for the operation WBYFA Football programs. Which includes the following Inventory, Ordering, Reconditioning, Proper fitting, cleaning the uniforms and storage.

The Equipment Manager cannot incur financial obligations without prior approval of the WBYFA Board of Directors.

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The Equipment Manager in order to purchase any equipment, must submit to the Board of Directors at least two (2) price proposals from different sources for the same equipment. The Equipment Manager will make pro/con remarks on each proposal and make final recommendation on which of the proposal is best suited for the organization. The Board of Directors will make the final decision on the proposal, by a majority vote of the Board of Directors.

ARTICLE XV – SNACK BAR COORDINATOR

Snack Bar Coordinator shall be responsible for planning and purchasing all foods/supplies to be used during football season home games and shall submit requisitions to the Board of Directors for their approval of all major purchases of food/supplies.

Snack Bar Coordinator shall be responsible for organizing snack bar set-up and clean-up crews. As well as work crews for snack bar home games.

Children are not permitted in the snack shack.

There must be a board member in the snack shack at all times.

ARTICLE XVI – SCHOLARSHIP AWARD GUIDELINES

Section 1

Scholarship awards numbers and amounts will be determined by the WBYFA Board of Directors, at the regular meeting in March each year. The Maximum amount that can be spent is \$200.00 to a varsity football player and \$200.00 to a varsity football cheerleader; any exception shall be subject to approval by a majority vote of the Board of Directors.

Section 2

- A. Qualification - Applicants must have participated in:
 - a. Graduate of the WBYFA program
 - b. Varsity Football Program or
 - c. Varsity Football Cheerleader Program
- B. Qualification – Applicants must be accepted and entering an accredited institution of higher education/preparation.
- C. WBYFA Scholarship Awards must be made to graduating students (Varsity Football and Varsity Cheerleader) meeting the above criteria and be in the current graduating class of that year from West Bridgewater Middle-Senior High School or any high school, unless otherwise directed by the Board of Directors of the WBYFA.

Section 3

A scholarship selection committee will be appointed by the President and approved by a majority vote of the Board of Directors. The duties of the selection committee is to select candidates for the Scholarship awards based on:

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- A. Participation in the WBYFA
 - a. Athlete's participation
 - b. Family's participation
- B. Community Involvement
- C. Recommendations from Varsity Coaches which address:
 - a. Overall experience
 - b. Leadership
 - c. Sportsmanship
 - d. Academics

Section 4

Applications – Students must complete the applications and mail to scholarship committee prior to deadline set up by the committee. NO EXCEPTIONS. Applications are available at the guidance department, at West Bridgewater High School or mailed to student attending regional or private high school. Also the student may submit an official Scholarship application form supplied by WBYFA.

The list of candidates selected by the Scholarship committee must be submitted to the Board of Directors for approval by a majority vote of the board members.

All awards will be paid directly to Citizen Scholarship Program of W.B. or from the Regional/Private high school the student is enrolled, upon presentations of a bill to the Treasurer of WBYFA.

Section 5

In the event of a Scholarship Award Winner fails to enter the institution of his or her choice or a comparable accredited institution by January 1st of the year following the award, the award will be automatically forfeited. The Scholarship will be automatically terminated if the award winner withdraws from the institution of his or her choice. All unused monies shall be returned to the WBYFA. Such monies shall be awarded in the next award year, consistent with the stipulations and guideline as outlined above.

ARTICLE XVII – COMMITTEES

The Board of Directors shall appoint all committees of this organization and their term of office shall be for a period of one year or less if sooner terminated by the action of the Board of Directors.

ARTICLE XVIII – SOCIAL MEDIA & WEBSITE ACCESS

Social Media Administrative privileges should be limited to two (2) appointed board members, ideally the President & Secretary only, unless approved and assigned by the Board of Directors.

The President, Vice President, Treasurer and Secretary will be the only ones with administrative access to the WBYFA website; the remainder of the Board and coached would have limited access to only send out emails.

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ARTICLE XIX – ADMENDMENTS

Section 1

These By-Laws of the WBYFA organization may be altered, amended, repealed or added to by an affirmative vote of not less than two thirds (2/3%) of the Board of Directors, at any annual or regular meeting. Provided a notice of meeting and the proposed changes are given in writing to the Secretary to send out to the membership at least 10 days before the date of next annual or regular meeting.