

West Perry Midget Football Association

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Article 1 Name

❖ Section 1 Name

This organization shall be known as the West Perry Midget Football Association, (WPMFA). This governs the football players, cheerleaders, coaches and program managers.

❖ Section 2 Incorporated as Non Profit

The Association is incorporated under the non-profit corporation law of the Commonwealth of Pennsylvania in compliance with the requirements of Title 15, (Corporations and UN-incorporated Associations).

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Article II Objective, Mission Statement, Code of Conduct

❖ Section 1 Objective

The objective of the West Perry Midget Football Association shall be to implement firmly in the youths the ideals of good sportsmanship, honesty, loyalty, courage and reverence; so that they may be finer, stronger and happier youths and will grow to be good, clean, healthy adults.

❖ Section 2 How to achieve objection

The objective will be achieved by providing physical and mental training in supervised competitive athletic events. The attainment of exceptional athletic skills and winning of games shall be secondary to the molding of future productive adults which is of prime importance.

❖ Section 3 Mission Statement

West Perry Midget Football Association believes that all participants can achieve, learn and strive to be better citizens in their community, society and to themselves with the exposure they get from the services provided to them by our Association. We, as an association, provide experiences in personal growth and development along side peers of their own age. We also provide adult supervision, coaching and mentors who oversee the growth of the participants. The Association wants to provide a partnership with all participants in the program as well as the community it is provided in.

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❖ Section 4 Code of Conduct

WPMFA Code of Conduct shall be:

- I hereby pledge to provide positive support, care and encouragement towards all children participating in youth sports by following this code of conduct.
- I will encourage good sportsmanship by demonstrating positive support for all board members, parents, coaches, officials and all youth participants at every game, practice or other youth sports events.
- I will insist that the environment be safe and healthy
- I will encourage a positive, enjoyable and encouraging attitude to enhance the experience for all.
- I will demand a sports environment for all that is free of drugs, tobacco and alcohol. I will refrain from their use at all youth sports events.
- I will remember that all board member positions are volunteer positions of their time and efforts and will treat board members as well as parents, coaches and all youth participants with respect, remembering that my actions represent the WPMFA.
- I will ask all board members, coaches, fans, parents, officials and youth participants to treat each other with respect regardless of race, sex, creed or ability.
- I will fulfill my required obligations and duties to WPMFA with the best of my ability.

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Article III By-Laws

❖ Section 1 Guidelines

The guidelines by which this Association is governed shall be the By-Laws and policies and procedures.

❖ Section 2 By-Laws Committee

A By-Laws Committee shall review the By-Laws annually. By-Laws may be altered, amended, revoked or new laws adopted by the board. Board members present with 51% yes vote shall enact these changes.

❖ Section 3 Changes in By-Laws

- Recommendations for amendments are due to the By-Law Chair by January's meeting.
- Recommendations will be voted on during the February meeting and will become effective at the end of the closed vote.
- Each Board Member shall receive, sign for and maintain a copy of these By-Laws during their term.

Article IV Executive Board of Directors and Responsibilities

❖ Section 1 Executive Board of Directors

- The officers of the WPMFA shall be President, Vice President, Secretary and Treasurer.
- The officers shall be elected two year term with the right to resign at the end of their first year (as stated in Article IV, Section 10) and would be eligible for re-election.

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- The positions shall be allowed to vote with the exception of the President who is expected to keep an unbiased opinion.
- The officers are expected to follow the Code of Conduct.

❖ Section 2 The President shall:

- Fill his/her leadership role by setting goals for the WPMFA during his/her term of office.
- Call and preside over general organizational meetings.
 - Have the authority to call and preside over as many general organizational meetings as necessary for the smooth running of the organization.
 - Shall preside over any special meetings that are called by the Board following the correct procedure.
 - Shall keep order, be fair, impartial and protect the rights of all the members.
- Direct and control all Board activities.
- Enforce and uphold all board decisions.
- When unable to attend a monthly Board meeting, it is his/her responsibility to make sure that the Vice President has the monthly report for that meeting.
- Perform all other duties assigned by the board pertaining to this office.
- Be removed from the Executive Board if he/she is not meeting the expectations of the position or acting in a manner that result in adverse affect to the WPMFA.
- Each April if assistance is needed by the Treasurer, he/she shall assist reviewing all financial files and with filing the required tax forms for WPMFA.

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❖ Section 3 The Vice President shall:

- Assist the President.
- Perform the Presidential duties when he/she is absent.
- Bring and present committee reports to meetings when the committee chairperson is unable to be present.
- Be removed from the Executive Board if he/she is not meeting the expectations of the position or is acting in a manner that result in adverse affect to the organization.

❖ Section 4 The Secretary shall:

- Record the minutes electronically and written of all organizational Board meeting and have copies available for all Board members.
- Record attendance of every board member attending all organizational board meetings keeping record of present and non present members and if excused absence.
- Maintain and up-date all criminal clearance and child abuse records, signature forms (applications, code of conduct, staff shirts, etc for all board members, coaches and assistant coaches.
- Handle the written correspondence of the WPMFA and be able to provide copies of all correspondence upon request.
- When unable to attend a monthly Board meeting, it is his/her responsibility to make sure that the Vice President has their monthly report for that meeting.
- Perform other duties as assigned by the Board.
- Be removed from the Executive Board if he/she is not meeting the expectations of the position or is acting in a manner that result in adverse affect to the WPMFA.

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❖ Section 5 The Treasurer shall:

- Have charge and custody of all WPMFA funds and be accountable for the receipt and disbursement thereof.
- Each April with the assistance of the President if needed, he/she shall review all financial records and complete the necessary forms required to file the taxes for the WPMFA.
- Be the principle accounting and financial officer of the Association and be responsible for maintenance of adequate accounting records and all Signature Cards.
- Submit financial reports at each monthly meeting.
- Disburse funds with the approval of the Board. All purchases/transactions require a receipt.
- Shall count and co-sign with another Executive Board member (not related to the Treasurer) all money transactions at WMPFA functions.
- When unable to attend a monthly Board meeting, it is his/her responsibility to make sure the Vice President, Secretary or President has the monthly report for the meeting.
- Shall handle the financial correspondence, the safety deposit box, maintaining the P. O. Box and/or delegating it to another Executive Board member when necessary.
- Perform other duties as assigned by the Board.
- Be on site and available at all WPMFA functions to handle funds being moved through the organization. If unable to attend a function he/she must have a designated member of the Executive Board available.
- May be removed from the Executive Board if he/she is not meeting the expectations of the position or is acting in a manner that results in adverse affect to the WPMFA.

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- Shall not hold any coaching position so he/she can focus on the duties assigned by the Board of Directors.

❖ Section 6 Executive Officer Attendance Requirement

- Attendance is mandatory at all meeting throughout the year, unless prevented by illness, death or illness of a family member, employment obligation, abnormal weather, or family commitments with notice given to another Executive Board member.
- All Executive Board members are subject to Child Abuse and Criminal History Clearance.

❖ Section 7 Executive Board Officers Home Game Requirements

- The Executive officers (not family member) shall be required to help at a all home games.. Help includes working in the concession area, collecting gate money, 50/50, chain gang, security, setting up or cleaning up, etc. Coaching does not constitute as “Help”.
- The Executive officers shall be required to help, should the WPMFA choose to host round of play-off games, Super Bowl or a cheerleading competition. Failure to comply may result in possible removal from the board. If removed from the Executive Board, eligibility to return in any capacity will be in effect following voluntary resignation regulations.

❖ Section 8 Voting Limitation of Executive Board Officers.

- If an Executive Board Officer is being considered for a coaching position that Officer is not allowed voting on the matter being considered.
- The President is the only officer that is unable to vote in all matters other than a tie vote. In the event of a tie vote, a second ballot shall be cast. If there is another tie then the deciding vote will be cast by the presiding President with the exception of the Presidency position.

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❖ Section 9 Resignation of Executive Officers

Resignations of Executive Officers will be accepted in writing , email or text and verbal if given to two or more board members without penalties. He/she will not be able to return to the Board of Directors in any capacity for no less than one year.

Article V Election of Executive Officers and Dismissals of Officers

❖ Section 1 The Term for Executive Officer Positions

An Executive Officer is elected for a two year term. The terms for specific Executive Officers will run as follows:

- President election will take place in March of odd calendar year. The elected President will take charge at the Board meeting in April.
- Vice President Election will take place in March of even calendar year. The elected Vice President will assume responsibilities in April.
- Secretary election will take place in March of odd calendar year. The elected Secretary will assume responsibilities in April.
- Treasurer election will take place in March of even calendar year. The elected Treasurer will assume responsibilities in April.

❖ Section 2 Nominations/Election of Executive Board

Any interested eligible persons wanting to be considered for an Executive Board position, may request to be considered or presented as a candidate at the February and/or March meeting. The candidate must be present at both meetings and vote for the candidate will take place at the end of the March meeting. The elected candidate will take over the duties at the April meeting of the Even or odd year depending on position. Exceptions may be considered by Board vote only.

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❖ Section 3 Voting on Executive Board Officers Positions

- Eligible voters include all Board members that meet attendance requirements.
- Voting for Executive Board positions shall be done by secret ballot.
- In the event of a tie, a second vote shall be cast listing the tied candidates. If there is another tie, the deciding vote will be cast by the presiding President except for the Presidency position in which case the Vice President, Secretary and Treasurer shall make the deciding votes.
- Executive Board members may not vote for Executive Board positions except in the case of a tie.

❖ Section 4 Vacancies of Executive Board Officer Positions

If or when a vacancy occurs on the Executive Board, Board members shall present eligible nominees to fill the executive position. Nominees must be an established Board member for at least one year **(exceptions can be made by Board)** and attend two regular consecutive meetings before a vote can occur for the vacancy. The newly elected officer shall fulfill the remainder of the term of their predecessor. When that term expires, the officer would be eligible for re-election if they are considered in good standing with the Association and with all By-Law regulations.

❖ Section 5 Removal/Dismissal of Executive Officer

No Executive Officer shall be removed without just and/or legal cause. An Executive Officer may be removed for the following reasons:

- Conduct detrimental to this Association as determined by the Board of Director on an individual basis. Examples listed but not limited to:
 - Involvement in illegal activities
 - Misrepresentation of the organizational business

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- Failure to comply with the By-Laws of the WPMFA
- Failure to fulfill assigned duties of his/her position and duties appointed by the Board of Directors (provided the duties are within a reasonable nature).
- Non-compliance of attendance requirements.
- Failure to comply with the WPMFA “Help” regulations at sports events and/or fundraising projects.
- Failure to follow the Code of Conduct set by the WPMFA

The Executive Officer being considered for removal from the Board will be afforded an opportunity to appeal his/her removal. The following requirements must be met when any Executive Officer is being considered for removal/dismissal:

- Board members must be notified, including the Officer being considered for removal, in writing of the date, time and place of regular or special meeting of the Board of Directors.
 - He/she now has 48 hours from the date meeting to appeal to the board, either in person or in writing
 - If no appeal is received within the time frame, his/her dismissal will become effective after board vote.

Article VI Financial Policy

❖ Section 1 General

The Board shall decide all matters pertaining to the finances of the football and cheerleading programs and it shall place all income in the Association’s treasury, directing expenditure of the same in such a manner so as not to give any individual or team an advantage over the others as to equipment, etc.

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❖ Section 2 Purchasing

Any item that is being purchased and will be billed to the Association for more than \$250.00 must be brought to the attention of the Board before being purchased.

❖ Section 3 Financial Accountability

All funds will be handled by the Treasurer at the end of the functions. A designated Executive Board member (unrelated to treasurer) will assist the Treasurer with the counting of the funds and cosign financial form.

Article VII Board of Directors

❖ Section 1 Governing Body

The governing body of the WPMFA shall be the Board of Directors, consisting of no less than nine members and no more than sixteen members. All Board members will:

- Be subject to criminal history and child abuse clearance
- Be elected for a three year term and is eligible for re-election provided they are in good standing with the Association
- Regardless of what month they start, the term ends December 31st of the third calendar year.
- Any board member in good standing whose term has expired and is interested in being re-instated will be voted on before any new nominations are taken.

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Article VIII Board of Directors Duties and Responsibilities

❖ The Board of Directors shall:

- January meeting shall cover in addition to routine organizational business discussed by Executive Officers, Chairpersons and Managers:

(If more than one person is interested in the following appointed positions, they will be asked to work together)

- Appoint Football Program Manager and any Assistants required
- Appoint Equipment Manager and any Assistants required
- Appoint Cheerleading Manager and any Assistants required
- Appoint Sign Up Chairperson
- Appoint Homecoming Chairperson
- Appoint Kitchen/Concession Chairperson
- Appoint Fundraising Chairperson
- Appoint League Representative
- Appoint Spirit Wear Chairperson
- Appoint WPMFA Website Administrator
- Appoint Photo/Program Chairperson
- Appoint By-Laws Chairperson
- Propose any changes to League By-Laws
- Nominate and vote on new Board members
- Discuss, review, schedule sign up dates as recommended by chairperson and program managers
- Discuss and vote on option to hold/host Playoff game, JV games, and/or Super Bowl

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- Determine any changes in Registration Fees including Concession Fee
- February meeting shall include in addition to routine business:
 - Vote on proposed By-Law changes
 - Review Football Manager's slated open Head Coach positions
 - Review Cheerleading Manager's slated open Head Coach positions
 - Discuss volunteers to contact sources for program advertising
 - Accept nominations for Executive Board positions according to even or odd year.
- March meeting shall include in addition to routine business:

Accept nominations for Executive Board according to Even or Odd year

Meet and interview potential individuals being considered for head coaching positions and vote on approval.

Review and approve proposed Weigh Masters

Review game dates with League Representative so they may be scheduled with the Athletic Director.

Vote for Executive Board positions according to Even or Odd year

- April meeting shall include in addition to routine business:
 - Review the slated Assistant Coaches brought to the board by the Head Coaches to be voted on at the May meeting.
 - Schedule date and obtain volunteers for shed clean up
- May meeting shall include in addition to routine business:
 - Interview, discuss and vote on the Assistant Coaches presented at April's meeting
 - Review and determine new season spirit wear budget
 - Determine budget for homecoming

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- Determine budget and location for awards banquet
- June meeting shall include in addition to routine business:
 - Schedule Board members sign up for home games
 - Discuss and approve any high school mentors
 - Confirm all dates for Photos, parent page, fundraisers, equipment handouts
- July meeting shall include in addition to routine business:
 - Discuss volunteers for concession stand
- August meeting shall include in addition to routine business:
 - Review and finalize all plans for homecoming
 - Review and finalize all plans for awards banquet
- September meeting shall include in addition to routine business:
 - Confirm with League Representative information on Senior Bowl
 - Confirm with League Representative information on All Star Game
 - Discuss mandatory participation of board if hosting Super Bowl
- October meeting shall include in addition to routine business:
 - Determine and approve equipment return dates
- November meeting shall include in addition to routine business:
 - Review season's income and expenses

Review By-laws and Policy & Procedures for recommended changes for next year

- Nominations for Board openings will be accepted-nominee must be present
- No December meeting

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❖ Section 2 Responsibilities of Board Members

- All Board members are required to uphold the WPMFA Code of Conduct.
- The Board shall govern the WPMFA within the confines of the League By-Laws and Policies and Procedures.
- Perform job duties as assigned by the Board of Directors
- The Board will review any and all actions of discipline taken by the Program Managers.
 - Program Managers may suspend a coach without Board approval but the board must review the decision and all circumstances surrounding the decision
 - The Board has seven days to review and decide to either dismiss or reinstate the coach

❖ Section 3 Home Game and Play Off Game Requirements of Board Members

- Board members , shall be required to help at a all home games.

Help includes but not limited to:

- Concession Stand
 - Gate
 - Chain Gang
 - Spirit Wear
 - Set up and/or clean up
 - Security, Filming of Games at Coaches discretion.
- All Board Members are required to “Help”, should the Association choose to host a round of playoff games, cheerleading competition, or Super Bowl games. Failure to comply may result possible removal from the Board.

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❖ Section 5 Voting Limitations of Board Of Directors

- Eligible voters include all Board members that meet attendance requirements
- Any matters requiring ratification will be handled in a voting fashion with a majority vote.
- In order to vote a Quorum must be present (1/2 of the Board)
- A Board member may NOT vote if he/she is being contested for any position with the organization.

❖ Section 6 Board of Directors Resignation

- Resignations will be accepted in writing or Email, text or verbal if given to two or more board members.
- If a Board member resigns, he/she will not be able to return to the WPMFA Board in any capacity in no less than one year.
- If a Board member leaves without proper acknowledgment, the Board reserves the right to refuse any ability to return.

Article IX Election of Board of Directors and Dismissals of Board Members

❖ Section 1 Board of Directors Membership Term

- Each Board Member is elected for a three year term and is eligible for re-election.
- Regardless of when the three year term begins, it will end December 31st of the third calendar year
- Any Board Member in good standing, whose term has expired and is interested in being re-elected, will be voted on before any new nominations are taken.

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❖ Section 2 Nominations

- Board members shall present nominations of interested members to the Association at the October and/or November meetings.
- All nominees must be present at both meetings.
- No more than two people in the same household may serve on the Board of Directors or Executive Board at the same time.

❖ Section 3 Elections of Board of Directors Members

- Election of Board Members shall be held during the January meeting.

❖ Section 4 Voting on Board of Directors Member Positions

- All Board Members except the President, that meet attendance requirements may vote.
- Voting on open Board member positions shall be done by secret ballot, text, e-mail and/or phone.
- In the event of a tie vote, a second ballot shall be cast, listing the tied candidates. If another tie then the deciding vote will be cast by the presiding President.

❖ Section 5 Vacancies of the Board of Directors

- If or when a vacancy occurs on the Board of Directors, other Board members may present nominees to fill the position.
- Nominees must attend two regular consecutive meetings before a vote can occur for their election.
- The newly elected Board Member shall fulfill the term of their predecessor they are replacing and attend two more consecutive meetings prior to voting.

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❖ Section 6 Removal/Dismissal of Member of Board of Directors

- No Board Member shall be removed without just and/or legal cause.
- A Board Member being considered for removal from the Board will be afforded an opportunity to appeal his/her removal from the Board of Directors.
- A Board Member may be removed for the following reasons:
 - Conduct detrimental to the WPMFA as determined by the Board of Directors on an individual basis:
 - Involvement in illegal activities.
 - Misrepresentation of authority in organizational business
 - Failure to comply with the by-laws of this organization
 - Failure to carry out assigned duties as appointed by the Board of Directors, provided they duties are within a reasonable nature.
 - Attendance is required at all Board meetings throughout the year.
 - Missed meetings will be considered unexcused unless attendance was prevented by illness, death or illness of a family member, his/her employment, abnormal weather or family commitments with notice given to an Executive Board member.
 - If two or more meetings are missed and recorded as unexcused and possibly be removed from the Board of Directors.
 - The Board of Directors reserves the right to consider extenuating circumstances for exception.
 - Failure to “Help” in the work of the organization or fundraising projects.
 - Failure to follow the Code of Conduct for the WPMFA
 - Failure to pay the fees designated in the By-Laws.

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- A Board of Director Member being considered for removal from the Board will be afforded an opportunity to appeal his/her removal from the Board of Directors.
- The following requirements must be met when any Board Of Directors Member is being considered for removal/dismissal:
 - All Board of Director Members must be notified, (including the member being considered for removal) in writing of the date, time and place of regular or special meeting of the Board of Directors.
 - He/she has 48 hours from date of the meeting to appeal his or her removal.
 - If no appeal is received within the time frame set, his/her dismissal will become effective after 48 hours.

Article X Meetings and Voting

❖ Section 1 Roberts Rules

- The rules contained in “Robert’s Rules of Order” will govern the meetings of this Association in all cases not covered by the Association’s By-Laws.
- All Board Members in good standing of this Association will have access to copies of “Robert’s Rules of Order.”
- The Secretary of this Association will make it readily available.

❖ Section 2 Frequency of Meetings

- The Board of Directors shall meet every month on the third Tuesday of the month, except for the month of December.
- A quorum shall consist of 1/2 of the existing voting Board members and no meeting may be held without a quorum.
- A majority vote of those present shall govern, except when specifically provided otherwise.

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❖ Section 3 Order of Business for all meetings

- Roll call
- Reading of the minutes from the previous meeting, approval of minutes
- Reports from the officers
- Reports of permanent committees
 - Football
 - Cheerleading
 - Banquet
 - Homecoming
 - Programs
 - Photo
- Reports of Special Committees
- Unfinished (old) business
- New Business
- New Members
- Communications
- Election and installation of officers, when required
- NOTE: The order of business of any meeting may be changed by majority vote of the members present

❖ Section 4 Special Meetings

The Secretary will be responsible to call any special meeting other than those called by the President. This is accomplished by written request and must be of extreme importance.

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❖ Section 5 A Quorums must be present to vote.

No meeting shall take place without a quorum present. QUORUM – is 1/2 of the existing voting members including the voting Executive Officers.

❖ Section 6 Voting requirements at Board Meetings

- Eligibility: Eligible voters include all Board Members, with exception of President, who meet attendance requirements in the WPMFA.
 - A Board Member may not vote if he/she missed the last meeting as unexcused.
 - A Board Member may not vote if he/she is being contested for any position within the organization.
- Method of Voting at Board Meetings: Method of voting shall be made at the President's discretion. Four methods used are:
 - Voice
 - Hand count
 - Electronic by email or phone
 - Secret ballot

Article XI Program Managers and Manger Responsibilities

❖ Section 1 Types of Program Managers

- Football Manager
- Cheerleading Manager
- Equipment Managers
- These positions are appointed every January at the monthly Board meeting

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❖ Section 2 Program Managers shall:

- Appoint Assistant Program Managers; those assistant managers are subject to Board approval as well as the Child Abuse and Criminal History Clearances.
- The Football Manager must also appoint a Weigh Master who is subject to the Child Abuse & Criminal History Clearance. There may be more than one Weigh Master.
- The Football Manager/Cheerleading Manager will oversee the coaches and participants during all WPMFA organized activities and must be available at said activities or have their assistant managers present
- The Football Manager/Cheerleading Manager will recommend to the Board the name of any coach who, for just and/or legal cause, should be relieved of his/her duties. Also, to suspend this coach until the board has taken action as required.
- The Football Manager/Cheerleading Manager shall make a slate of open head coaching positions for the upcoming year and bring to the February meeting to be voted on during March's meeting.
- The Equipment Managers (Football and Cheerleading) shall provide reports at monthly Board meetings to inform Board Members of all activities, incidents, concerns, etc. If unable to attend a Board meeting the Program Manager shall be provided the report to present. If he/she is unable to attend the report shall be given to the Vice President.
- The Football/Cheerleading Managers shall be an intermediary between Coaches and Parents.
- The Equipment Managers shall perform other duties as assigned by the Board
- All Program Managers must attend Board Meetings and CFA Meetings as needed
- All Program Managers, Equipment Managers, etc shall have the Child Abuse and Criminal History Clearances as well as all assistants.

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❖ Section 3 The Football Equipment Manager Shall:

- Make sure the participants receive their equipment and uniforms in a timely manner and keep record of what each participant received in regards to WPMFA property.
- Must continually maintain an accurate inventory of all equipment and uniforms and be responsible for organization of said equipment in storage area.
- Provide reports at monthly Board meetings to inform Board Members of all equipment updates. If unable to attend the Board meeting, The Equipment Manager must provide the monthly report to the Vice President for presentation to the Board of Directors.
- The Equipment Manager shall report to the Secretary of any equipment damaged and/or not returned so that appropriate equipment financial responsibility paperwork with associated fees may be sent to the responsible parties.
- Perform other duties as assigned by the Board.

❖ Section 4 The Cheerleading Equipment Manager shall:

- Make sure the participants receive their equipment and uniforms in a timely manner and keep record of what each participant received in regards to WPMFA property.
- Must continually maintain an accurate inventory of all equipment and uniforms and be responsible for organization of said equipment in storage area.
- Shall notify the Secretary of any equipment damaged or not returned after the last turn in date so that appropriate equipment financial responsibility paperwork with associated fees may be sent to the responsible parties.
- Provide reports at monthly Board meetings to inform Board Members of all equipment updates. If unable to attend the Board meeting, the report must be given to the Vice President for presentation to the Board of Directors.
- Perform other duties as assigned by the Board.

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Article XII Coaching, responsibilities and requirements

❖ Section 1 Head Coach positions

- All candidates wanting to be considered for a head coaching position will be required to complete an application and submit it to the respective Program Manager. (Football/Cheerleading)
- All potential Head Coaches will be interviewed by the respective Program Manager and any Assistant Program Managers to determine knowledge, ability and attitude of candidate.
- All candidates wanting to be considered for a head coaching position must attend the March Board meeting to be interviewed by the Board of Directors.
- All candidates will be required to obtain a Child Abuse and Criminal History Report prior to approval of a coaching position. (To be refunded if approved for the position) All staff must have the child abuse and criminal clearance every two years and additional clearance may be required if the board feels it necessary.
- All coaches are required to attend at least one clinic (coaches and players) provided by the West Perry High School Football Program.
- All coaches at every level will be required to follow the play books and coaches program provided by the West Perry High School Football Program.
- All coaches are required to attend CFA coaches meetings.
- Board Members who are candidates for the Head Coaching position are not allowed to vote for this position.
- The Code of Conduct form must be signed when position is accepted and followed by all participants of the WPMFA.
- Head coaches will remain in their position for an indefinite period of time, until either the coach chooses to step down or is removed due to disciplinary action.
- Any Head Coach that leaves prior to the end of the complete season without proper acknowledgment may not return to Head Coaching for one full year and only to assistant coaching if he/she left in good standing.

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- All Head Football Coaches are required to attend Board meetings and CFA Meetings, if unable; an assistant must attend in your place.
- All Head Football Coaches must attend a concussion clinic and must supply proof.

❖ Section 2 Assistant Coaches

- All potential Assistant Coaches will complete our coaching application and be interviewed by the respective Program Manager and established Assistant Program Managers to determine knowledge, ability and attitude of candidate.
- Head Coaches shall bring a slate of potential assistant coaches to the April meeting to be reviewed and then voted on at the May meeting.
- All respective coaches will be required to obtain a Child Abuse and Criminal History clearance prior to approval of the position. (To be refunded if selected) This is to be rechecked every three years and may be required additional clearance if the board feels it necessary.
- All coaches are required to attend at least one clinic provided by the West Perry High School Football Program. It is recommended that you attend as many as possible.
- All coaches must attend concussion clinic and supply proof by first practice.
- The Code of Conduct form must be signed upon acceptance of the position and followed by all WPMFA participants.
- Board Members who are candidates for the Assistant Coaching position are not allowed to vote.
- Assistant Coaches are required to attend Board Meetings in July through October to keep updated on all Program information.
- Any Assistant Coach leaving the program prior to the completion of the year may not be considered for coaching for one year.

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Article XIII Football Player Membership

❖ Section 1 Membership

Membership is open to all children who are eligible according to League Regulations:

- Age Categories (Age determined on April 30th)
 - Smurf Level (Varsity/Junior Varsity) Ages 6-7
 - Peewee Level (Varsity/Junior Varsity) Ages 8-9
 - Pony Level (Varsity/Junior Varsity) Ages 10-11
 - Midget Level (Varsity/Junior Varsity) Ages 12-13

Weight Class – All levels are Red Stripe

Article XIV Cheerleading Membership

❖ Section 1 Membership

Membership is open to all children who are eligible according to League Regulations:

- Age Categories (Age determined on April 30th)
 - Smurf Level (Varsity/Junior Varsity) Ages 6-7
 - Peewee Level (Varsity/Junior Varsity) Ages 8-9
 - Pony Level (Varsity/Junior Varsity) Ages 10-11
 - Midget Level (Varsity/Junior Varsity) Ages 12-13

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Article XV Registration and Fees

❖ Section 1 Special Needs

Special needs of any participant must be brought to the attention of the Program Manager before physical participation. The Program Manager shall make a decision based on the information received whether or not to allow the child to participate. The Program Managers decision will stand until the Board of Directors review the special need and makes the final decision.

❖ Section 2 Health Information

Every child participating in the WPMFA Program must submit a physical form completed by a Health Care Provider with their signature, (including business address, telephone number and medical license number), prior to any physical participation. The form is available on line or may be picked up at registration. Physicals are only good for 1 year and must be updated prior to the first practice. The participant will not be allowed to participate.

❖ Section 3 Birth Certificates

Every child participating in the WPMFA Program must submit a copy of their birth certificate to President, Football or Cheer Manager or Sign up Manager.

❖ Section 4 Code of Conduct

The Code of Conduct form must be signed by both participating child and parent/guardian prior to the first day of practice.

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❖ Section 5 Fees

The Board shall establish registration fees every year during the January meeting.

- Refunds will be allowed up until the first day of practice, unless there are extenuating circumstances that must be presented to the board on an individual basis. The final decision will be made by the Board of Directors.
- A child participating in the WPMFA will not receive any Association owned equipment until all registration fees are paid in full. Any individual purchased equipment through the Association will not be received until the balance is paid in full. Equipment ordered by the participant will not be refunded, for any reason, by the Association.
- Equipment/Uniform Fee Contract will be completed and signed at the time of the equipment hand-out. A \$250.00 equipment check is required for football and a \$200.00 equipment check for cheerleading.. If the uniform/equipment is not returned or is returned damaged in any way (beyond normal wear and tear) the check will be cashed. A cleaning charge will be added if uniforms are not cleaned. A participant may not be eligible to return the following season if charges are not paid.
 - A date will be given for return of uniforms depending on schedule and playoffs or competition.
 - If uniforms and equipment is not returned on the dates given your check will be cashed.
- Any individual that has a returned check to WPMFA for any reason will have a \$50 fee attached to the amount of the check. This must be paid in cash or money order. The participant may be pulled from the program until the check and fee is taken care of. Arrangements may be made with the Treasurer. If payment is not received within 10 days, the check will be given to the District Justice and all court cost will be added to the check and overdraft fees.

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- Each family may participate in the WPMFA fundraising events. In addition to the registration fees, we use our fundraising events to raise money to replace and repair the uniforms/equipment for all participants. We also have the cost of the use of the fields, the charge for electricity and other expenses such as insurances, etc.
 - Amount of profit required or buy-out amount for 1 child is \$75.
 - Amount of profit required or buy-out amount for 2 children is \$125.
 - Amount of profit required or buy-out amount for 3 or more is \$175.00

***If the family chooses the buy-out over participating in the fundraisers, the payment is due the week prior to the first game. If no buy-out is received and no fundraiser is completed, the participant must hand in their uniform/equipment and will be removed from the roster.

- Every Family is required to help. There is a \$200.00 Help Fee Check required. This will not be cashed if you fulfill your obligation.
- Every member/family is responsible for no less than three games in one of the areas. The "HELP" sessions may be done all on one date or divided. Must be done by a parent or guardian.
- If you have signed up for a certain game or date and are unable to make it, you are responsible for notifying one of the Executive Board Members and/or finding a replacement.
- Any family (excluding Board Members) that does not wish to participate in this program and wish to pay the \$200.00 fee in lieu of doing the actual service, must notify an Executive Board Member prior to the first home game. Once the schedule is made you are committed to doing the games.
 - Board Members are committed to any Play Off or Super Bowl games we agree to. Unless their teams are in the playoff or Superbowl.

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Article XVI Varsity and Junior Varsity Teams

❖ Section 1 Football

- The amount of teams in each division will be governed by the player registration. If the number of players within the division exceeds 32 players, a mandatory Junior Varsity team will be created. The Varsity teams will roster 18-22 players. The Junior Varsity will roster 14 or more. If the Junior Varsity roster exceeds the Varsity roster, the head coach will have the discretion to request that players be moved up to equal out the teams.
- A letter of agreement will be handed out at player registration. The parent/guardian authorizing participation will sign the agreement to create a Junior Varsity if the numbers warrant. There will be a three week assessment and the parent/guardian and player will be notified which team they make. The coach may use their discretion if the team needs a player to be moved between squads. If the letter of agreement is not signed, the player may not play for either team.

❖ Section 2 Cheerleading

- Junior Varsity squads will be formed if the registration numbers warrant.
- A letter of agreement must be signed regarding the need for Junior Varsity. If this is not signed the cheerleader may not participate.
- Cheerleaders who are signed up late will automatically be placed on the Junior Varsity squad if one exists.