



**EAST ALTON WOOD RIVER JFL  
(Junior Football League)  
Constitution and Bylaws**

**March 2012 Rev  
May 2022 Rev  
December 2022 Rev**

# BYLAWS-EAWR JFL

## Contents

Article 1: Name, Purpose, Organization and Membership .....3

Article 2: Board Meetings and Voting Rights .....4

Article 3: Election Process .....5

Article 4: Adult and Player Behavior.....6

Article 5: Executive & Director Board Member Responsibilities .....7

    5.0 President.....7

    5.1 Vice President.....7

    5.2 Treasurer .....7

    5.3 Secretary.....7

    5.4 Athletic Director .....8

    5.5 Cheer Manager .....8

    5.6 Equipment Manager.....8

    5.7 Concessions Manager .....9

    5.8 Fundraising Coordinator.....9

Article 6: Coaches and Coaching Regulations.....10

Article 7: Games and Practice.....12

Article 8: Finance .....13

Article 9: Transportation .....14

Article 10: Governance .....15

Article 11: Amendments.....16

Article 12: Players, Parents, Rosters, and Teams .....17

Article 13: Scholarships .....18

Article 14: Eligibility, Grade Levels, Ages and Weight .....19

Article 15: Adoption and Ratification .....20

INDEX.....21

## **Article 1: Name, Purpose, Organization and Membership**

1.0 The name of the organization shall be East Alton- Wood River Junior Football League and Cheerleading. For purposes of abbreviation, acceptable names will be EAWR JFL. Football and Cheerleading are considered one entity, the accounts are not separate.

1.1 The team colors of the organization shall be maroon and Vegas gold. The team mascot shall be known as the Junior Oilers.

1.2 EAWR JFL is a nonprofit organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.

1.3 The principal office for the transaction of the organization shall be located at the local high school of East Alton- Wood River address:

777 North Wood River Ave.  
Wood River, Illinois 62095  
(618-254-3151).

1.4 EAWR JFL participates in the Southwestern Illinois Youth Football Conference and operates within the league rules and bylaws of the SWIYFC. The EAWR JFL bylaws do not supersede the SWIYFC bylaws.

1.5 The purpose of EAWR JFL shall be to promote youth football and cheerleading in the East Alton-Wood River, Illinois area and to further promote the development of leadership, character, sportsmanship, tolerance, discipline and athletic ability, and to nurture youth fitness, volunteerism, a lifelong love of sports and shall serve as the central feeder system to the East Alton-Wood River High School football and cheerleading programs.

1.6 We will accomplish these goals by providing a program that maintains the highest standards and seeking out coaches and other volunteers willing to teach and exemplify these same ideals.

1.7 The core membership into the EAWR JFL will be comprised of the following 2 classes (in order of importance): Executive Board Member and Direct Board Member.

## Article 2: Board Meetings and Voting Rights

2.0 Board meetings shall be comprised of the executive board and direct board. In the off season, December-February, meetings should be held as needed. During the pre-season March-August, meeting should be held; at minimum, once a month. During the season, August-November meetings should be held as often as required.

2.1 The president shall call for a meeting, or any other two board members.

2.2 Roll call before each meeting will track participation. The general public is always allowed to attend the board meeting unless it is considered a private session. However, you must be a board member in "good standing"\* in order to have voting rights.

2.3 All board meetings shall be held at the East Alton-Wood River High school or any other reasonable public meeting facility.

2.4 Minutes of board meetings shall be kept on file and archived by the secretary.

2.5 All board members, coaches and other elected or appointed officials must be active regular members in "good standing".

2.6 You must be at least 21 to be a board member and have voting rights.

2.7 Membership may be terminated by resignation or action of the executive board and direct board by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend or terminate the membership of any member of any class when the conduct of such person is considered detrimental to the best interests of the EAWR JFL.

2.8 The member involved shall be notified of such disciplinary action, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges. The member involved will meet with the executive and direct board members and they will determine disciplinary action.

2.9.1 Members of the boards shall be given a minimum of 72 hours notice to any meeting.

2.9.2 If a member is unable to physically be at a meeting, they may use technology to be able to attend.

## Article 3: Election Process

3.0 A quorum of a minimum of 5 board members shall be in attendance in order to vote on any matter. All Voting will take place by using a ballot. Nominations will be placed on the ballot and voted on. Voting shall pass by two thirds vote or the article that receives the most votes. The executive board shall tally and announce the results.

3.1 The election process for executive board-the president, vice president, secretary and treasurer shall take place on an annual basis. Each executive board member shall honor his or her term for one year. The election process for the direct members shall be on an annual basis. Each board member shall honor his or her term for one year. All board members must be in "good standing" in order to be re-elected for another one or one year term.

3.2 The election process for coaches shall be as follows: As long as an already established coach is in "good standing" they will have the preference to either stay in the division that they are already in, or move up one level. If a coach would like to move up one division level it must be agreed upon between the coaches at the next level. Example: If coach (A) is the freshman coach and wants to move up to the sophomore level, then coach (A) from the sophomore level has to agree to move up to the JV level. And so on, and so forth. If the coaches do not agree to move accordingly, then it will be put to a vote. Voting for coaches will only occur if there is a conflict. Voting shall also take place if a division level(s) does not have an established coach already in place. These rules are put in place so that kids have stability with their coach. Example: a freshman coach just starting that is in "good standing" could work with the same group of kids for four years. If it becomes mandatory to vote on a different coach every year the kids will lose that stability and could potentially be taught something totally different. Keeping the same coach through will provide stability in coaching. (Reference Coaches section for more details).

3.3 The organization reserves the right to deny any person the opportunity to coach, at any time, at the league's sole discretion.

## Article 4: Adult and Player Behavior

4.0 At any EAWR JFL event, practice, or competition, any adult/player who:

- 1) verbally abuses;
- 2) attempts to intimidate;
- 3) is flagrantly rude, or
- 4) cannot control their language or actions with an official, coach, or EAWR JFL volunteer will be asked to leave the event.

4.1 He/she will receive a written warning regarding their behavior. His/her child(ren) will be immediately removed from the event.

4.2 Any adult/child that commits a second similar offence will be banned from events for the remainder of that season and their child(ren) will also be removed from events for the remainder of that season.

4.3 Any adult who physically assaults\*\* an official, coach, or other EAWR JFL volunteer/player will be banned from EAWR JFL. Their child(ren) will be removed indefinitely. If a player physically assaults an official, coach, or other EAWR JFL volunteer/player, the child(ren) may not participate in any other event during the sanction period. After one year, the parent may apply for re-instatement of his/her child. The adult can no longer participate in any JFL Events, but the child will be allowed to participate. If the child/player has a second offense, he/she, will be permanently banned from the EAWR JFL Organization.

# Article 5: Executive & Director Board Member Responsibilities

## 5.0 President

- A) Represent the Organization in the general public and must facilitate all board meetings.
- B) The president is the connection between the SWIYFC and the board. Information shall be processed through the president before being presented to the SWIYFC.
- C) Ensure coordination of all functions (i.e., home games, fundraising activities, volunteer efforts, etc.) or events (postseason banquet) and serve as the supervisor of said events or functions.
- D) Address disputes/complaints from the general public, coaches, and players and refer to the board if necessary.
- E) Enforce SWIYFC and EAWR JFL bylaws and policies.
- F) Protect the use and dissemination of all official EAWR JFL property (i.e., equipment, merchandise.)
- G) Ensure that field is secured and coordinate the practice and game schedule with the appropriate delegates or officials.

## 5.1 Vice President

- A) In case of the absence or disability of the president, and provided he/she is authorized by the president or the board so to act, the vice-president shall perform the duties of the president, when so acting, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned by the board by the president.

## 5.2 Treasurer

- A) Receive all monies and securities, and deposit same in depository approved by the executive board.
- B) Maintain and keep records for the receipt and disbursement of all day to day monies and securities, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the executive board.
- C) Treasurer and or president shall sign all checks and get board approval for any purchases over \$500.
- D) Prepare an annual budget, under the direction of the president and notify the board of the account balance at each board meeting.
- E) Oversee all banking and debit card functions and communications.
- F) Collect and deposit all income funds from the organization such as, fundraising, game day and registration.
- G) Manage 501(c)(3) and tax exempt status and approval and certification.

## 5.3 Secretary

- A) Document, oversee and manage all minutes of all meetings and any other duties affiliated with minutes of meetings.

- B) Ensure that all board members are notified of the release of minutes in official or draft format via any reasonable mode of communication, including e-mail notification.
- C) Maintain a player and volunteer contact database.
- D) Coordinate player registration.
- E) Document and maintain official rosters and help coordinate EAWR JFL official weighing day.
- F) Serve as the organizations representatives with regard to paperwork to the EAWR JFL in all matters.
- G) Create all paperwork and archive documents that pertain the EAWR JFL such as: but not limited to: schedule games, game date and time changes, field changes, practice, time or date changes and report all said changes to both the EAWR JFL and the webmaster for immediate posting online.
- H) Secretary shall receive a stipend for office supplied based upon the years budget and production of receipts.

#### **5.4 Athletic Director**

- A) The Athletic Director (AD) will share the responsibility of attending all SWIYFC meetings. Meetings are typically held in Red Bud, Illinois.
- B) The AD is the link between the EAWR JFL and SWIYFC to inform and collect information from teams on rules and changes from the SWIYFC to help run the league.
- C) The AD is also the link between the high school and the EAWR JFL with regard to field and scheduling activities with the school and work with the equipment manager and EAWR JFL website.
- D) Enforce league rules, oversee protests, help with investigations and discipline.
- E) Conduct themselves in the best interest of the league.
- F) If the President and/or Vice President are not present at any EAWR JFL event, the AD will be the next in line to report issues.

#### **5.5 Cheer Manager**

- A) The cheer manager is responsible for all cheerleading activities. He/she will work with the executive board on all such activities. The cheer manger is responsible delegating and communicating all activities to the cheer coaches. The manager shall be in charge of collecting funds and working with the equipment manager to order uniforms each year.
- B) The cheer manager will be responsible for overseeing head coaches, routines, and oversees all creative content.

#### **5.6 Equipment Manager**

- A) Assist the coaches in the performance of his /her duties.
- B) Prepare a full inventory count of all equipment of existing year.
- C) Evaluate all equipment and determine what equipment needs to be replaced for the upcoming season.
- D) If needed, submit quotes for new equipment or to replace existing year's equipment needs. This would include, but not limited to: Helmet, Jerseys, pads, mouthpieces etc.
- E) Organize dates and help coordinate equipment handout.



F) Assure that equipment gets certified and is cleaned every year.

### **5.7 Concessions Manager**

- A) Work together with the secretary and treasurer in coordinating the paperwork for the concession sign up and purchase all of the food for that week's game.
- B) Restock concessions for the next event.

### **5.8 Fundraising Coordinator**

- A) Handles all fundraising activities for the organization
- B) Will be the point of contact for fundraising
- C) Will work with coaches and parents to execute fundraisers
- D) Will maintain records of fundraising activities
- E) Will work with the treasurer to deposit funds

## Article 6: Coaches and Coaching Regulations

6.0 Head and assistant coaches are subject to the code of conduct and must be at least 21 years of age to coach.

- A) Individuals who wish to coach for the EAWR JFL must first apply online, via the official EAWR JFL coach's application. Coaches will be selected based on positive attitude, communication skills, leadership qualities, technical knowledge and support of EAWR JFL objectives.
- B) Head coaches will be responsible for the assembly selection of their own coaching staffs; no coaching staff, including the head coach, shall exceed (6) total members; the executive board has the authority to review, interview or reject any assistant coach applicant on any staff.
- C) All assistant coaches must also complete a coach's application.
- D) As a general rule, if a head coach wishes to return as the head coach in the same position in an ensuing season, he will be given the right of first refusal to serve in that same position granted he remains in good standing with the organization.
- E) There will be no rule precluding a coach from switching to a new or different division or level in any given season, nor will any coach be deemed as having tenure in any position, regardless of right of first refusal; in an instance where the executive board feels it is best for the program that a coach serve at a level other than the one he primarily chooses, it may vote to place that head coach where they deem he may serve the program best.
- F) Assignment of head coaches shall be made at the sole discretion of the executive board based on the recommendations made by the interview committee; the board must consider a prospective coach's overall support of the organization, leadership of his team and staff, interaction with his players parents, his technical competence and dedication to the program and its goals;
- G) All coaches must review, sign and return their Code of Conduct to the secretary before the first day of practice;
- H) All coaches must wear proper athletic or official EAWR JFL coach's shirt to all games. Official EAWR JFL coach's shirts, jackets or foul weather gear must be worn to all games. All coaches must wear matching coaches' shirts to look uniform.
- I) Coaches who refuse to adhere to the coaches' dress code or any other rules in these bylaws, as outlined, shall first
  - 1) be given a written warning;
  - 2) second infraction, be suspended for one full week of practice;
  - 3) third infraction: be suspended for one game and no longer be in good standing
  - 4) fourth infraction: be suspended for the remainder of that season.
- J) All head coaches must have a daily or weekly practice plan schedule and must be prepared to present this to the parents.
- K) Coaches who receive parental complaints, verbal or otherwise, must report said complaints to the athletic director within 8 hours of the receipt of said complaint; it may be necessary and is recommended that the head coach document player attendance, performance, behavior, etc. in this context; head coaches shall handle all complaints, comments or other communications from

parents of players; any attempt by parents to circumvent dealing with a head coach regarding complaints, etc. by addressing them with a staff member, other parents, board members or any other volunteer shall be subject to violation of the Code of Conduct.

- L) The chain of command to handle complaints from parents shall be as follows: Head Coach, Athletic Director, JFL Vice President, and finally the JFL President.
- M) It is the head coach's responsibility to stay after practice to ensure that all players leave with a parent or guardian. Head coaches are not allowed to leave a child stranded at any practice or game. Head coaches must either contact the parent or guardian or find another means of ensuring that the child is safe and, on his way, home from games and practice.
- N) All coaches shall be required to adhere to all directives and responsibilities as outlined in these bylaws
- O) All coaches can be subject to a background check before they are approved by the board.
- P) Coaches must play players to SWIYFC rules. Coaches do not have a mandatory play count for the players.
- Q) If a player refuses to play or practice, the head coach must immediately tell the parents that he/she does not want to play.

## **Article 7: Games and Practice**

7.0 All games at all levels will be played on Weekends. (Reference SWIYFC bylaws for start times)

- A) Practices shall be no longer than two and one half hours long. Before the season starts, coaches may practice four days a week with the minimum being three nights per week. After the season starts, coaches should practice at a minimum two nights per week. Players shall have a day of rest the day after a game.

## Article 8: Finance

8.0 A business checking account has been established at Busey Bank in Wood River, Illinois and is only designated depository for funds of the organization.

8.1 The president and treasurer shall serve as executors of the EAWR JFL checking account and shall be the only individuals to withdraw funds or write checks for purchases or outstanding balances.

8.2 With the exception of normal operating expenses, any large purchase over \$500 US dollars such as player equipment or uniforms shall be voted on by all board members.

8.3 Normal operating expenses would include funds for: referees, concessions, coaches' equipment, insurance, fundraising events and annual website fees.

8.4 Outside normal operating expenses would include funds for: uniforms (helmet, jersey, shoulder pads) and JFL merchandise.

8.5 Any proposed expense outside of normal and over \$500 US dollars shall require a minimum of 2 bids presented to the board prior to approval.

8.6 The EAWR JFL is not responsible for any reimbursement without board approval for any out-of-pocket purchases made by coaches, parents.

8.7 The Fiscal year of the EAWR JFL shall begin on January 1 and end on December 31 of the same year.

8.7.1 The Treasurer will create a budget for the fiscal year

8.8 The Treasurer shall present at each board meeting. A financial report and, if necessary or feasible, a recommended budget of line item expenditures for the ensuing fiscal year.

8.9 The owner of the vehicle used to attend SWIYFC meetings in Red Bud, Illinois will receive a \$50 gas stipend for travel expenses.

## **Article 9: Transportation**

9.0 Transportation to all practices and all games and/or any outlined EAWR JFL event is the sole responsibility of the parents. Meeting at a designated area and car pooling for away games is allowed.

## Article 10: Governance

10.0 The governance of the organization shall be vested in the executive Board. The governance is described below.

1. **Executive Board Members:** President, Vice President, Treasure, and Secretary.
2. **Direct Board Members:** AD, Cheer Manager, Equipment Manager, Fundraiser Coordinator and Concessions Manager.

10.1 No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of a candidate for public office.

10.2 EAWR JFL will provide a supervised program under the rules and regulations incorporated herein and referenced in any addendum to this document. All directors, officers and members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and molding of future citizens is of prime importance.

10.3 In all instances of governance not outlined within the constitution & bylaws of the organization, Roberts Rules of Order shall be the governing document unless otherwise noted in the EAWR JFL bylaws.

10.4 The President has the authority to appoint Ad Hoc, standing committees or subcommittees that will aid in the administration and facilitation of the business of the organization; volunteers or appointees to ad hoc subcommittees do not possess the authority to vote at regular board meetings but may be required to present recommendations to the executive board.

10.5 The election of executive board members shall take place annually in November

10.6 The election of direct board members shall take place annually in November.

10.7 Any vacancies will be filled by appointment of the board.

10.8 A quorum (two-thirds) of members (5) must be in attendance in order to vote on any matter, except when otherwise noted herein, at all regular, special or emergency board meetings.

10.9 Regular monthly board meetings can be held at any respectable establishment.

10.10 Minutes of meetings shall be kept on file by the secretary and archived.

## **Article 11: Amendments**

11.0 The power to adopt, alter, amend, or repeal the bylaws is vested in the executive board. Bylaws may be amended on an as needed basis. All executive and direct board members must be given a minimum 24 hours notice to review the changes and attend a special meeting if required. Amendment proposals must be reviewed by the executive and direct board members. Bylaws readings may take place at regular board meetings. The executive board members and direct board members are the only board members required to review the bylaws. The executive board members are required to sign and approve the bylaws.



## **Article 12: Players, Parents, Rosters, and Teams**

12.0 All Players and parents are subject to the code of conduct.

12.1 Coaches shall communicate changes to parents with regard to changes in practice times, team rosters of players and scheduling conflicts.

12.2 Accurate rosters and player parent contacts shall be on hand and available at any time.

12.3 Teams are comprised of 4 divisions: Freshman, Sophomore, Junior Varsity, and Varsity. (Reference SWIYFC bylaws for more information on this topic)

12.4 There is no limit as to how many players can be on a team. Coaches shall do their best to ensure that every kid gets to play. (Reference SWIYFC bylaws for more information on this topic).

12.5 All players must complete the full registration form and appropriate attachments to participate.

12.6 EAWR JFL is a private, non-profit charitable organization and reserves the right to reject or admit any application of any volunteer or player for any reason and may dismiss either, with cause, at its own discretion; however, the EAWR JFL will never discriminate against any volunteer, officer, coach, player, or affiliate based on gender, age, creed, race or sexual orientation.

## **Article 13: Scholarships**

13.0 Each year, the EAWR JFL raises funds to cover its operating costs and each year it hopes to exceed said cost of operations; In the event there exists sufficient cash reserves to consider and that donations have been made toward scholarships, the board shall entertain a motion to award said scholarships only if money has been generously donated toward the scholarship fund.

13.1 Scholarships will be awarded on a first come, first serve basis, unless, the individual that donates specifies a player that he/she would like to sponsor on scholarship.

## **Article 14: Eligibility, Grade Levels, Ages and Weight**

14.0 Eligibility, grade levels, ages and weight can be references in the Southwestern Illinois Youth Conference JFL bylaws.

## **Article 15: Adoption and Ratification**

15.0 The foregoing bylaws and constitution of the EAWR JFL articles 1 through 14 are hereby adopted and ratified as amended and are made part of the permanent organization's records of the EAWR JFL Football and Cheerleading Organization. Copies of these bylaws are on file with the secretary

---

PRESIDENT or signatory (print name here)

---

VICE PRESIDENT or signatory (print name here)

---

SECRETARY or signatory (print name here)

---

TREASURER or signatory (print name here)

## **INDEX**

- 1.0 "Good Standing" means that in the past you have abided by all EAWR JFL by Laws and policies and have no documented infractions against you
- 2.0 The term physical assault includes, but is not limited to: hitting, slapping, pushing, spitting, kicking, or striking in any way with any part of the body or any physical implement. All coaches shall be asked to leave immediately.