

**SOUTHWESTERN BUCKEYE PEE WEE FOOTBALL LEAGUE  
"CONSTITUTION"  
REVISED 2016**

**ARTICLE I: NAME**

The name of this organization shall be the Southwestern Buckeye Pee Wee Football League which is incorporated not for profit under the laws of the State of Ohio. Herein after referred to as the SWBL.

**ARTICLE II: PURPOSE**

The purposes of the SWBL are: To provide a common affiliation of Pee Wee football organizations and teams;  
foster and promote the growth, sportsmanship, fair play, and good citizenship among its participants;  
provide a uniform code of ethics, management and playing rules for the members; encourage and promote the growth of and participation in Pee Wee and/or children's football programs; administer to the common requirements of the member organizations and teams; provide a meaningful, memorable and rewarding experience for the children and adults who participate under the auspices of the SWBL.

**ARTICLE III: GOVERNMENT**

**SECTION 1:** The SWBL will be governed by an Executive Committee composed of the elected Officers.

**SECTION 2:** The officers of the SWBL are:

**A: President:** Who shall preside at all regular and special meetings and shall be responsible for all major executive decisions; having the authority to delegate responsibilities to officers, individual members of committees for carrying out the business of the SWBL. He/she shall be responsible for carrying out the decisions of the SWBL. He/she shall also fulfill all other duties normally belonging to this office. The appointed power of the President shall imply the power to remove from office any elected official in accordance with Article VI of the BY-LAWS. The new President will be installed in office immediately after old business is conducted; but before new business of the December meeting.

**B. Vice-President:** The Vice-President shall assume the duties of the president at such time as may be required by the absence or incapacity of the president. The Vice-President will be in charge of informing teams of scores and standings each week during the season. He/she will also be responsible for checking high scores in excess of 30 points. He/she will chair the Rules Committee to review the PLAYING RULES.

**C: Treasurer:** Who will collect and maintain custody of all income from any source whatever and shall notify members who are delinquent in any payment. We shall keep all financial records and submit to the membership an Annual Report of receipt and expenditures; and shall file necessary reports and make payments of all amounts due. He/she shall further make authorized disbursements on approval of the President and in accordance with Article V of the BY-LAWS.

**D: Secretary:** Who shall keep minutes of meetings and shall be responsible for the corporate charter and related articles. Secretary will also review Ethics committee and Constitution / By-laws.

**E:** In any given year the membership may decide by majority vote to combine the offices and responsibilities of Treasurer and Secretary into a single office to be called Secretary-Treasurer.

**SECTION 3: RULES COMMITTEE:** Will be chaired by the Vice-President and will consist of the Vice-

President and three members in good standing. Review the Playing Rules of the SWBL once a year and recommend changes.

**SECTION 4: Rule of succession for unexpired terms of office:** In the event an elected officer cannot fulfill his/her term in office, the vacant office will be filled by appointment by the President with the following exceptions:

**A:** If the office of President becomes vacant, or the Vice-President becomes vacant, the Vice-President assumes the Presidency and as President will appoint a new Vice-President.

**B:** All other office vacancies are filled by appointment of the President.

**SECTION 5:** Secretary will also review Ethics committee and Constitution/By-Laws. Code of conduct/constitution will be chaired by Secretary and four members in good standing. Review the code of conduct and constitution of the SWBL once a year and recommend changes if needed.

**SECTION 6:** The membership of the SWBL is composed of each team in the SWBL that conforms to the SWBL Constitution, By-Laws and Rules as appropriate and having satisfied these requirements have paid their entry fee of \$200.00 and their individual annual dues per voting team per Annum.

**A:** If Conference bills exceed Treasury the SWBL will assess each team an additional fee to cover the additional costs.

**1:** Any unusual expense that exceeds \$99.99 will require majority vote of the SWBL membership.

#### **ARTICLE IV: AMENDMENTS & REGULATIONS FOR VOTING**

**SECTION 1:** Amendments to the Constitution and/or By-Laws may be proposed by any active member, in good standing, present at any regular meeting. Amendments will be submitted in writing to the President or the executive committee. An amendment to the Constitution and/or By-Laws will be adopted upon an affirmative vote of two-thirds of the active members present at the next regular meeting following the submission of written proposed amendment.

**SECTION 2:** Copies of proposed Amendments to the Constitution and/or By-Laws will be distributed to each member team at March meeting to be voted on at April meeting.

#### **ARTICLE V: PETITIONING FOR MEMBERSHIP**

**SECTION 1:** Any organization wishing to become member of the SWBL must petition for membership (either first time or re-application) to the Executive Board prior to the first Executive Board meeting in January and paying a \$200.00 deposit (entry + first year's league fee). The deposit will be returned if organization is not admitted to league. Deposit will be forfeited if petitioning member withdraws petition after making official petition to the SWBL or misrepresents any of the required information.

**SECTION 2:** New petition members must produce the following to the Executive Board at the time of petitioning:

- A.** Minimum of fifteen (15) players per team roster. (Class A team excluded)
- B.** Signed contract with playing site.
- C.** Copy of Constitution and By-laws.
- D.** Articles of Incorporation.
- E.** Names and telephone numbers of their board members

F. If applicant is a member of another league, a letter from that league's Executive Board releasing them from their association, if they are accepted by the SWBL.

G. Letter of Completion of USA Football Coaching Course.

H. A copy of completion of concussion course by each coach must be turned into Secretary before 1st practice.

**BY-LAWS**

## **ARTICLE I: LOCATION**

The location of the SWBL shall be the address of the President of the SWBL or at the President's discretion, the address of the Secretary of the SWBL.

## **ARTICLE II: MEETINGS AND VOTING**

**SECTION 1:** The first meeting of each new year will begin the last Wednesday of January. The new President and Officers will be installed and take over the meeting immediately after old business has been discussed and passed on.

A: The second meeting will be held the last Wednesday of March or prior to this date as determined by the President.

B: Subsequent meetings will be held on the last Wednesday of every month except February and November and annual meeting to be held in December. Special meetings will be called by the President as necessary. Each team will be notified as to date, time and location of all SWBL meetings.

C. All teams will be represented at all SWBL meetings, and any absent team may be fined \$30.00 for 1st absence, \$75.00 for the second and \$150.00 for the third absence, to be paid to the SWBL Treasury.

D. Any outstanding debt must be paid by the next scheduled conference game or the game will be considered forfeited. A team absent 3 meetings in one year will be subject to probation and/or suspension.

E. Fines will be levied based on the discretion of the Executive Board.

**SECTION 2:** The order of business at regular meeting shall be:

- A. Call meeting to order
- B. Determine quorum
- C. Secretary minutes of last meeting
- D. Treasurer's report
- E. Report of Committee, if any
- F. Old Business
- G. New Business
- H. Adjournment

**SECTION 3:** A quorum will be considered present at all regular and special meetings when three members of the Executive Committee and half of the voting members, members of good standing, are present.

**SECTION 4:** A quorum shall be considered present at Executive Committee meetings when two-thirds of the Executive Committee are present.

**SECTION 5:** Each member team in good standing is eligible to cast one vote. The Team representative to the SWBL meeting will sign a members roster upon arrival at a given meeting and only that member may cast the team vote.

**SECTION 6:** All regular and special meetings shall be governed according to "Roberts Rules of order. . .Revised".

**SECTION 7:** All issues brought or moved before the SWBL with exception of amendments to the Constitution and By-Laws, will be passed by a simple majority vote of members present and in good standing.

**SECTION 8:** The team member representative who will cast the vote will be the only member from that team with a voice on the floor of the SWBL. However, such a member may, upon being recognized by the President, yield the floor to a non-voting delegate from the member's sponsor organization. Such yielding, although acknowledged as necessary for the continued welfare of the SWBL, will be judiciously exercised.

**SECTION 9:** The member will submit agenda items to the Secretary to be included in the upcoming meeting's agenda. Items not on the agenda, if not submitted for entry on the agenda, will not be discussed at the SWBL meetings. Such non-agenda items may be placed on the floor by any member in good standing but will be entertained only if the members approve by a majority vote.

**SECTION 10:** Voting will be conducted by voice vote of each member in response to a roll call of the member by the Secretary of the SWBL. A secret ballot vote may be used if so moved and accepted by the membership by a majority vote.

### **ARTICLE III: ELECTION OF OFFICERS**

**SECTION 1:** An annual meeting of the members shall be held at the conclusion of all scheduled games each year at a time and place selected by the Executive Committee. At this annual meeting the voting members shall elect the officers of the SWBL for the following year who shall serve as the new officers of the SWBL and the voting members shall transact such other business as may be properly brought before the meeting.

**SECTION 2:** The term of office will be for the duration of one year from the date of election. Any Officer may hold office as many times as he/she is elected.

**SECTION 3:** The conduct of the election meeting shall be as follows:

- A. Completion of old business, if appropriate.
- B. Complete financial report for the year by Treasurer.
- C. Entertainment of nominations from the floor.
- D. Election of the officers in the following order:
  - 1) President
  - 2) Vice-President
  - 3) Treasurer
  - 4) Secretary
- E. Nomination from the floor will be accepted in the intervals between the election of the officers.

**SECTION 4:** The new officers will be installed as officers in the December meeting following completion of old business and prior to new business.

### **ARTICLE IV: IMPEACHMENT**

**SECTION 1: Any officer may be impeached for abusing the privileges or neglecting the duties of his/her office and/or conduct deemed detrimental to the best interest of the SWBL.**

**SECTION 2: Impeachment proceedings must be initiated by written petition signed by one-third of the SWBL members all in good standing. Such petition to be presented at any regular or special meeting and voted upon by the members at a special meeting to be held 30 days from date petition was submitted.**

**SECTION 3: Impeachment is considered approved by two-thirds affirmative vote of the members present. The officers in question shall be considered removed from the office. Filling vacancies caused by impeachment will be in accord with Article III, Section 4 of the SWBL Constitution.**

#### **ARTICLE V: DUTIES OF THE EXECUTIVE COMMITTEE**

**The Executive Committee shall manage the business of the SWBL accordance with the powers of their offices and decision of the membership. Their specific duties include but are not necessarily limited to the following:**

**SECTION 1: Receive reports of the appointed committee chairman.**

**SECTION 2: Establish a bank account for SWBL.**

**SECTION 3: Pay the obligations of the SWBL by checks drawn on the SWBL bank account. Such checks will be signed by the Treasurer and one other SWBL officer.**

**SECTION 4: Approve all SWBL purchases by majority vote. The presiding officer will break any tie vote.**

**SECTION 5: Approve by majority vote, all agreements or obligations which bind the SWBL. Such agreements to be made in writing, signed by the President, as chairman of the Executive Committee, and read into the minutes of the next regular meeting.**

**SECTION 6: Enforce the Constitution, By-Laws, Rules and code of conduct of the SWBL.**

**SECTION 7: Hear and interpret all cases of discipline involving Constitution, By-Laws (only) for member teams and their participants. Such interpretations and decisions made by the Executive Committee to be approved by the membership.**

#### **ARTICLE VI: FISCAL YEAR**

**The fiscal year of the SWBL shall be January 1 until December 31.**