

# **Wheaton Park District Cheer Organization**

## **Bylaws**

### **Article I**

#### **Name**

The organization shall be known as the Wheaton Park District Cheer Organization (WPDCO), an associate of the WPDYFL “Rams” program, and shall be subject to all Wheaton Park District rules and regulations.

### **Article II**

#### **Purpose**

- A. The purpose of the WPDCO shall be to provide a sound and reasonable cheerleading program for the youth of the area, and to encourage the teaching of fundamental cheerleading skills, teamwork, and the ideals of good sportsmanship.
- B. The purpose of the WPDCO will be achieved by providing youth participants of the program the ability to cheer football games on behalf of the WPDYFL “Rams” program, and through cheerleading competitions. The Executive Board, Governing Board, and cheer coaches shall bear in mind that competing to win is secondary to the building of cheer skills, self-esteem, teamwork, and sportsmanship which are the primary goals of the organization.

### **Article III**

#### **Membership**

**Non-voting membership:** General members shall be all parents or guardians that have registered and paid fees.

**Voting membership:** All Governing Board members shall be voting members of the WPDCO.

- A. Applications of Governing Board positions must be submitted to the WPDCO at the November meeting. The application must be approved by two-thirds (2/3) vote of the existing Governing Board.
- B. Revocation and Withdrawal  
Revocation: The Governing Board may terminate the participation of any member by a two-thirds (2/3) vote of the Governing Board members present for conduct unbecoming a member of the WPDCO.

Withdrawal: Any elected or appointed member may withdraw by serving written notice on any member of the Governing Board. The member so served must give notice to the entire Board within 48 hours.

## **Article IV Governing Board**

- A. Definition: The Governing Board consists of the elected officers of the Executive Board set forth in Article V, Section (A) and one (1) Head Coach per cheer team.
- B. Duties and Powers: The Governing Board shall have full power to manage the affairs and direct the activities of this organization and carry out all duties as set forth in the Bylaws and adopted policies.
  - 1. Each member of the Governing Board shall be entitled to one vote on all issues, regardless of the number of positions held.
  - 2. The Wheaton Park District Representative shall be appointed by the Director of Athletics and shall serve as the liaison between the WPDCO and the Wheaton Park District.

## **Article V Executive Board**

- A. Definition: The Executive Board consists of the elected officers of President, Vice President, Secretary, and Treasurer. The Executive Board shall operate in an advisory fashion and will carry out the everyday affairs of the WPDCO.
- B. General Qualifications: Executive Board members of the WPDCO shall be individuals who have served as a head or assistant coach for at least one organizational year. The organizational year of the WPDCO shall begin on the first day of January in each year and end on the thirty-first day of December of that year.
- C. Term in Office: President shall serve for a term of two (2) years. All other Executive Board member positions are for a term of one (1) year.
- D. Election of Officers: The President of the WPDCO shall accept nominations at the October meeting or in writing (e.g., email) prior to the October meeting, and such nominations can be made by any Governing Board member. Additional nominations may be made from the floor at the commencement of the November meeting by Governing Board members. After all other regular business is concluded, the Nomination Ballots for each open Executive Board member position shall be finalized and tendered, one each per open position, to each member of the Governing Board. Votes are anonymously cast in writing for each open Executive Board member position and only one vote per cheer team is permitted per open position.
- E. Duties and Powers of the Executive Board:
  - 1. **President:** The President shall preside at all meetings of the Governing Board and shall, among other things, supervise and control the business affairs of the WPDCO. The President shall oversee uniform selection, ordering and distribution and manage the equitable distribution of indoor practice space for all cheer teams in the program.

2. **Vice President:** In the absence of the President, or in the event that she/he is unable to act, the Vice President shall perform the duties of the President. The Vice President shall oversee the selection, ordering and distribution of hair bows and manage spirit and practice wear.
3. **Secretary:** The Secretary shall keep the minutes of the meetings of the Governing Board and shall see that all notices are given in accordance with the provisions of these Bylaws, or as required by law. The Secretary shall keep a registrar of the postal addresses, telephone numbers, fax numbers and e-mail addresses of each member of the Governing Board, and will, in general, perform all duties incident to the Office of the Secretary. The Secretary shall further be responsible for rostering cheer teams to football teams for the season.
4. **Treasurer:** The treasurer shall be responsible for helping with the preparation of the WPDCO budget and for providing, on a monthly basis, a copy of the most recent accounting to all members of the Governing Board one week before any regularly scheduled meeting of the WPDCO. The Treasurer will further be responsible for overseeing fund-raising (e.g. checkbook fund-raiser) and handling all aspects of Picture Day.

## **Article VI Committee Chairs**

The Executive Board is charged with the responsibility of assembling and administering the necessary permanent and/or temporary committees and appointing committee chairs. The Executive Board will review all committee proposals before presentation to the Governing Board for approval. Committee Chairs/members do not need to be WPDCO coaches unless noted. WPDCO committees include:

- A. **Fourth of July Parade:** The Fourth of July Chair shall organize and supervise all practice times and dates, shall secure the necessary permits and applications to participate in the parade, and shall be responsible for all matters pertaining to the parade.
- B. **Rules & Safety:** The Rules & Safety Chair shall assist the President in keeping the Bylaws current and consistent with any other applicable recreational cheer organizations rules. The Chair will further assemble a committee to coordinate the annual mandatory coach's clinic and will advise the Governing Board members of any significant rule and/or safety changes or techniques.
- C. **Communications/Public Relations:** The Communications/PR Chair shall be responsible for over-seeing the WPDCO Web-site to ensure that only current information about the WPDCO is included therein and managing any other communication or public relations responsibility as deemed necessary by the Governing Board.

- D. **IRCA Liaison:** The Governing Board may designate an IRCA Liaison and determine the duties and responsibilities of that role as it sees fit.

**Article VII  
Participation**

- A. A registration fee will be charged annually to each participant. The registration fee will be determined by the Governing Board annually in November for the upcoming year's season. Wheaton Park District participation waivers are required to participate in a WPDCO function. The registration fee must be paid in full before the uniform fitting dates established by the board annually. No refunds will be given after the uniform fitting dates established by the board annually.
- B. Every cheer family is required to participate in cheer fundraising activities.
- C. At the start of each Ram's Cheer season, every WPDCO participant is required to contribute to their team's "slush" fund to be used during the season for expenses related to the cheer team. The amount that each participant shall contribute shall be set by the Head Coach for each team.
- D. The Head Coach, along with input from the coaching staff, has the right to select the number of competitions in which their teams compete and the practice schedule. Payment of fees for competitions not already included in the WPD registration fee will be managed at the discretion of the Head Coach for each team.

**Article VIII  
Coaches and Assistants**

- A. **Head Coaches:** Applications for head coaching positions will be accepted at the regular January and February meetings. The Executive Board will meet, interview, and review applicants, and vote by majority on a new head coach. New Head Coaches will be introduced to the WPDCO members at the March meeting. Criteria used in the new Head Coach selection process includes but is not restricted to fitness for the job, previous youth coaching experience, training, certification, and cheerleading experience. Coaches will be subject to criminal background checks in compliance with Wheaton Park District standards.
- B. **Assistant Coaches:** Assistant Coaches will be appointed by the Head Coach of each cheer team and can be released by same.
- C. **Junior Coaches** will be chosen and assigned by application process. All rules and responsibilities are described in said application.

- D. All Head Coaches, Assistant Coaches and Junior Coaches must attend an annual cheer coach's clinic conducted by the WPDCO. All WPDCO coaches are further encouraged to obtain and pursue on their own any additional coaching, safety, stunting, first aid or concussion training whenever possible.
- E. Any violation or infraction of these Bylaws may result in probation, dismissal, or immediate suspension of any coach subject to review and majority vote of the Executive Board in cooperation with the Wheaton Park District Representative.

**Article XI**  
**Teams**

- A. Registration fees must be paid in full by each WPDCO cheer participant prior to the uniform fittings.
- B. It is recommended that all teams wear WPDCO "Rams" authorized uniforms to all games, competitions, and performances.
- C. Each WPDCO participant is obligated to attend all practices, games, and selected competitions and to do her share in fundraising activities. Failure to meet these obligations, for safety reasons, may result in the participant's suspension from a performance, suspension from a game and/or competition(s), or expulsion from the program, to be determined by the head coach and Executive Board at their discretion.
- D. ALL WPDCO PARTICIPANTS AND THEIR PARENTS/GUARDIANS WILL SIGN PRIOR TO UNIFORM FITTINGS ALL CODE OF CONDUCT AND REQUIRED PAPERWORK PROVIDED BY THE WPD.
- E. All WPDCO participants must meet any and all of the requirements established by their coaches and Executive Board without interference from parents/guardians. If a WPDCO participant or parent refuses to comply, the Executive Board in collaboration with the Wheaton Park District Representative may release the participant from the WPDCO program with no refund.
- F. All Head Coaches must hold a mandatory parent meeting prior to uniform fitting. At this meeting the Head Coach will explain, among other things, the requirements, and expectations of the WPDCO, the philosophies and coaching techniques of the WPDCO and those of their individual teams. At this time, potential participants will have the opportunity to ask questions in an organized fashion.
- G. Each team may elect to have a Team Parent(s) whose responsibilities will be at the discretion of the Head Coach.
- H. Rostering of WPDCO Participants:
  - 1. All WPDCO participants are assigned to cheer teams based first on their grade in school. Cheer teams are then broken into small, medium, or large categories depending on the number of participants per grade. There may be only one team per grade and category.

2. Head Coaches per grade level, with approval from the Executive Board members, determine their team size. Although there is not a mathematical formula to setting teams limits items that are considered include but are not limited to number of qualified coaches available, playing time consideration, participant safety and experience, and the ability to field a team that is competitive and has player safety, development, and overall positive experience as its primary consideration. In the event of any conflict between Head Coaches of the same grade level, a Head Coach's seniority, and degree of participation in the WPDCO will allow them first priority on team size.
3. Depending on team sizes, wait-listed participants will be added to the rostering process, or another team will be added by the Executive Board.
4. Final team rosters are presented for approval and signature by the Head Coach for each team and are then subsequently approved and signed by a member of the Executive Board.
5. In the event that any issue arises following the final rostering of teams, the Head Coach must communicate with the Executive Board members about the issue(s) so that a resolution can be quickly reached.
6. Head Coaches must communicate with the participants rostered to their team within two (2) weeks of the team's roster being finalized.

### **Article X Meetings**

- A. Regular Meeting: A regular meeting of the Governing Board will be held on a regular specified day of each month, unless otherwise specified by the Executive Board.
- B. Special Meetings: Special meetings may be called either by the President, two (2) other officers, or upon written request by four (4) Head Coaches. Written notice of any special meetings stating the date, time and location shall be communicated to each representative at least seventy-two (72) hours in advance of said meeting, the purpose for which said meeting shall be stated in the written notice.
- C. Roberts Rules of Order shall govern the proceedings of all Governing Board member meetings, except where those rules conflict with the Bylaws of the WPDCO.
- D. A quorum will be considered to be 51% of the Governing Board.
- E. The method of any voting by the WPDCO will be conducted by a show of hands unless otherwise indicated herein, or if a Governing Board member requests a secret ballot.
- F. Governing Board members must attend all WPDCO monthly meetings. In the event that a member cannot attend, that member may have a representative attend and vote, when necessary, on their behalf.

**Article XI**  
**Financial Policy**

- A. The Governing Board shall decide all matters pertaining to the finances of the WPDCO subject to approved policies and procedures of the Wheaton Park District. All WPDCO income shall be placed in a separate account and used in such a manner so that no individual cheer team is given any financial advantage over any other(s).
- B. All funds of the WPDCO shall be deposited to the credit of the WPDCO with the Wheaton Park District.
- C. For financial purposes, the fiscal year shall be coincidental with the fiscal year of the Wheaton Park District which is January 1 – December 31.
- D. All other financial policies shall first be subject to the Bylaws of the WPDCO.

**Article XII**  
**Miscellaneous**

- A. All WPDCO participants cheer at home games. The Head Coach will make the final decision as to who will participate in special performances.
- B. Kindergarten cheer squads shall cheer for football teams weekly. Rostering and schedules for those teams shall be determined by the Head Coach with approval of the President. All other cheer or dance squads are encouraged to cheer at home football games for the football team(s) to which they are rostered, but they must cheer for at least 4 home games.
- C. To participate in special competitions, a Head Coach may require mandatory practices not to exceed three (3) per week of up to 3 hours each in addition to other practices for weekend games and performances. Failure to comply with these mandatory practices may result in suspension from the competitions. Additional competitions are to be paid for by each squad.
- D. All cheer teams will practice at a Wheaton Park District approved location.
- E. No amplification of any sound system will be allowed on the East Field of Graf Park.
- F. The safety and well-being of WPDCO participants and its coaches is of primary concern. It is the policy of the WPDCO that all Head Coaches shall use their best judgment to make a determination of appropriate conditions. In the occurrence of rain, sleet, snow or wet ground, no stunting allowed. Coaches are encouraged to show caution during extreme hot or cold temperatures, high winds or severe storm warnings. The activities of the WPDYFL shall not be used as a barometer of acceptable conditions. Coaches are further expected to adhere to the official Wheaton Park District Policy regarding inclement weather and complete all necessary incident and accident forms, if necessary.

**Article XIII  
Dissolution**

In the event of the dissolution of the WPDCO, all monetary funds and physical equipment will be turned over to the Wheaton Park District.

**Article XIV  
Amendments**

Any new bylaws, rules, or policies of the WPDCO may be created, amended, or repealed by a two-third (2/3) vote of the Governing Board provided that written notice of such proposed change(s) is/are submitted to every member of the Governing Board at least one week prior to the regular meeting at which a vote thereupon will be taken.

**Article XV  
Interpretation**

Interpretation of these Bylaws or amendments thereto shall rest with the Executive Board of the WPDCO in collaboration with the Wheaton Park District Representative.

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*A complete and thorough revision of these Bylaws were conducted in January 2023, submitted to the Governing Board thereafter, and approved by a 2/3 vote as required by Article XIV herein in F e b r u a r y 2 0 2 3. All previous versions and drafts of the WPDCO Bylaws are deemed null and void.*