



CONSTITUTION AND BYLAWS OF THE WILSON BOROUGH ATHLETIC COMMISSION

Article I – Preamble

The Borough of Wilson (“the Borough”), by and through its elected officials, and the duly appointed Athletic Commission, do hereby set forth these Bylaws, and do hereby proposed that through these Bylaws, the Athletic Commission is empowered to govern, coordinate, promote participation in, and expend necessary funds for athletic activities in the Borough of Wilson. The Athletic Commissions shall be empowered to do those acts which are in the best interests of the residents of the Borough of Wilson as to the children involved in athletic competition and events through the Borough.

Article II - Purpose and Duties

The purpose of the Athletic Commission is as follows:

1. To provide and govern Athletic activities within Wilson Borough and The Wilson Area School District (“WASD”);
2. To govern the Associations identified by the Athletic Commission;
3. To promote the expansion of and participation in additional Athletic programs and related activities in Wilson Borough and the Wilson Area School District; and
4. To prepare and provide for the development of young athletes prior to moving on to Middle School and High School level sports. To that end, the Associations are encouraged to work closely with the Middle School and High School coaches.

Article III - Funding

The Athletic Commission shall be funded annually by the Borough of Wilson and the Borough of West Easton, and shall be supported by the WASD via the use of School District facilities. Additional revenue may be generated through contributions, fundraising, registration fees, and/or any other legal means authorized by the Commission.

The WASD will provide the various Associations with the use of their facilities during normal District working hours as per School District policy. Any fees incurred for use of School District facilities outside of normal District working hours will be the sole responsibility of the Associations.

Funding received from Wilson Borough may only be used for the following expenses: Equipment, Referee Fees and League Fees.

Funds received from the Commission may not be used by the Associations for awards, gifts, and parties. Associations may use fund raising monies for any expenses approved by the Associations, including, but not limited to, awards, gifts, and parties.

No Association shall make an expenditure of funds received from the Commission without the consent and approval of the Commission at a regular or special meeting.

Article IV - Membership

1. The Athletic Commission shall consist of five (5) Members as follows:
 - a. Two (2) Wilson Borough Council Members to be appointed by the Wilson Borough Council;
 - b. One (1) Wilson Borough High School Representative to be appointed by the Wilson Area School District School Board;
 - c. One (1) at-large resident of the Borough of Wilson, who must reside in the Wilson Area School District, to be appointed by the Wilson Borough Council; and
 - d. One (1) West Easton Borough Council Member to be appointed by the West Easton Borough Council.
2. No persons shall be discriminated against regardless of sex, race, age, creed, color, national origin, gender association or sexual orientation.
3. All members shall serve a 2-year alternating term.
4. The at-large members must submit an application to the Wilson Borough Council after their term expires, along with anyone else that would be interested in serving on the Athletic Commission, to be considered for an additional term.
5. All members shall serve without compensation.

Article V - Meetings, Motions and Agenda

1. The Athletic Commission meetings shall take place on the 3rd Thursday of each month at 6:30 pm. The meetings are currently held in the Wilson Borough Hall in Council Chambers, but may be changed to another location as circumstances dictate.
2. Athletic Commission members may call for a special meeting when deemed necessary.
3. A majority vote shall rule.

4. The meetings will consist of:
 - a. Call to order;
 - b. Roll Call;
 - c. Communications and correspondence;
 - d. Approval of the minutes;
 - e. Approval of the Treasurer's report;
 - f. Associations' reports;
 - g. Public comments, issues, or reports;
 - h. Old Business;
 - i. New Business;
 - j. Approval of bills;
 - k. Executive session; and
 - l. Adjournment.

5. Any and all correspondence, requests, and the like of the various Associations must be presented to the Athletic Commission directly, not to the Wilson Borough Council.

Article VI - Organization of the Athletic Commission

The two (2) Wilson Borough Council Members to be appointed to the Commission shall be appointed by the Wilson Borough Council during the regularly-scheduled biennial reorganization meeting in January. The Borough Council President will appoint the Commission Chair and the Secretary/Treasurer. A change in the Commission Chair and Secretary/Treasurer may then be made by the Commission.

Commission Chairperson:

1. The commission chairperson has equal voting rights on all matters that come before the commission.
2. The Commission Chairperson shall:
 - a. Be the Chief Executive Officer;
 - b. Preside at all meetings;
 - c. Generally manage the business of the Athletic Commission; and
 - d. Ensure that all Orders and Resolutions of Associations are carried out.

Secretary / Treasurer

The Secretary/Treasurer shall:

- a. Attend all sessions of the Commission and act as a Clerk thereof;
- b. Record all votes and Minutes of all proceedings, and supply copies of said Minutes to each Commission member;
- c. Be the custodian of all clerical records of the Commission;
- d. Prepare and send all correspondence;
- e. Send a copy of the monthly Commission and Association Minutes to the Wilson Borough Council;
- f. Present a written report of the condition of the funds of the Commission;
- g. Pay all bills approved by the Commission;
- h. Present all books, papers, vouchers and receipts etc., that may be necessary to conduct a proper audit of all accounts;

- i. Maintain an accurate account of the amount and sources of receipts and the amount and purpose of the disbursements;
- j. Keep all financial records in a locked area at Borough Hall; and
- k. Co-sign all Commission checks along with Borough Manager/Secretary.

Wilson Borough Council Member Appointees:

The two (2) Borough Council Members who are appointed to the Commission shall oversee and handle all criminal, child abuse and FBI checks of the Associations' coaches and board members that are required by the Athletic Commission and each Association's Bylaws. These must be kept in a locked area at Wilson Borough Hall.

Article VII – General Duties and Powers of the Athletic Commission and Designees

1. To appoint, remove, and suspend subordinate agents (coaches, volunteers, etc.), and determine their duties;
2. To recommend permanent removal or suspension of any board member;
3. To determine who shall be authorized to sign bills, notices, contracts, receipts, acceptances, endorsements, checks, releases, or any other financial instruments;
4. To delegate any of the powers of the Commission to any standing committee, special committee, or to any officer or agent of the Commission, with such powers as the Commission sees fit; and
5. To be the liaison, if necessary, between the various Associations and the Wilson Borough Council.

Article VIII - Athletic Commission Governing Authority Rules and Regulations

1. The Commission shall have final governing authority over all Athletic Commission sponsored activities.
 - a. The Commission may overrule all individual sport Associations rules, regulations, bylaws, and/or policies.
 - b. All Associations' rules, regulations, bylaws, policies and amendments must be approved by the Commission.
2. All Players and Participants must be residents of the Wilson Area School District.
3. The Athletic Commission shall provide the final approval regarding appointment of all instructors and/or coaches for all Athletic sponsored activities.
 - a. A list of all coaches must be submitted to the Commission annually or whenever there is a change of coaching staff; along with verification of criminal, child abuse and FBI checks.
 - b. Coaches must submit copies of criminal, child abuse and FBI checks before taking the fields or participating in any way.
 - c. All coaches must be approved by the Commission before the start of each season.

- d. All coaches must reside within the Wilson Area School District and may not be affiliated with any sport for any other School District.
4. All Associations shall be required to submit a complete budget within one month prior to the start of their respective season and no later than September of each year.
5. All Associations must have internal audits done every year with an external audit to be done every two years or at the change of a treasurer, by a CPA.
6. All Associations shall be required to submit a copy of each month's Minutes, bank statements and treasurer's report at each monthly meeting of the Commission.
7. Failure of an Association to supply necessary records to the Commission may result in withholding of budgeted funds.
8. A representative of each Association is required to attend all regularly scheduled Athletic Commission meetings.
9. All Associations will require physical exams for all youth participants on an annual basis prior to the start of practices or the season.
 - a. If a participant submits a physical which will expire during the season, they must provide a new physical to the Association at least two (2) weeks prior to the prior physical expiring.
 - b. Proof of a physical exam shall be provided to the Athletic Commission upon request.
 - c. All uniforms and equipment must be turned in. The child(ren) may not participate in any other sports activities until all uniforms and equipment are turned in. If a coach is holding on to the uniforms and/or equipment, the Association President will be held accountable and the coach may not be approved to coach again.
10. In the event an Association disbands, all uniforms, equipment and properties will become the sole property of the Wilson Borough Athletic Commission.
11. Any and all correspondence, requests, and the like of the various Associations must be presented to the Athletic Commission directly, not to the Wilson Borough Council.

Article IX - Records

1. All records of the Athletic Commission will be made available for public review at any scheduled monthly meeting;
2. The Athletic Commission records may not be physically removed from Wilson Borough Hall for any reason;

3. Copies of Athletic Commission records may be made available for a fee to be determined by the Borough Manager/Secretary.

Article X - Amending the Constitution and Bylaws

1. The Athletic Commission reserves the right to adopt rules and regulations for the conduct of all business within its jurisdiction.
2. The Constitution and Bylaws of the Athletic Commission shall be amended only upon a written proposal of the Amendment being presented at a regular meeting. Such proposal shall not be acted upon until after the third reading within a regular scheduled meeting.

Article XI - Signatory

Adopted this date: _____

Wilson Borough Athletic Commissioner:

Wilson Borough Council President:

West Easton Borough Council President:

Wilson Area School District:
