

PORTAGE POP WARNER LITTLE SCHOLARS
FOOTBALL ASSOCIATION
BYLAWS

Rev. 01-26-2020

BYLAWS

ARTICLE I: BOARD MEMBER DUTIES

Duties of the Board of Directors for Portage Pop Warner are expected to attend every outing to ensure the organization acts in accordance with National Pop Warner Rulebook. Board Members are required to know the Pop Warner Rules, the Association's Constitution, Bylaws, policies and regulations.

Sec. 1 - Duties and responsibilities of the **Association's Executive Board Members**.

President – Presides at all General Assembly and Executive Board meetings and insures that the Association is operated in accordance with these by-laws. The President shall be responsible for notifying Board Members of meetings called in addition to regular meetings. The Board of Directors will then call a closed meeting to handle the grievance. The President shall vote only in cases of ties and if ARTICLE XIV: REMOVAL FROM OFFICE is implemented.

Vice President - Presides in the absence of the president and carries out such duties and assignments as may be delegated by the President. Assumes the office of President for the unexpired term in event such office is vacated.

Cheer Director – The Cheerleading and Dance Director is responsible for the Cheerleading and Dance side of the Association. Responsibilities include monitoring and enforcement of Pop Warner rules, preparing cheer and dance team rosters and recruiting and nominating new cheer and dance coaches. The Cheer and Dance Director will also develop and maintain a training guide for all new coaches, which will incorporate important Pop Warner rules and Association policies/procedures. The Cheer/ Dance Director will need to submit a budget to the Treasurer at the beginning of each calendar year. The Cheer/ Dance Director shall accept grievances from the Cheerleading and Dance squads, coaches, or parents. If it cannot be resolved, the grievance will then be brought before the Board. The Cheerleading/ Dance Director will be the contact person for District/Regional and Nationals for cheerleading and dance. The Cheerleading/ Dance Director will have final word on squad/mascot placement and approval of student instructors. At the end of each season, all cheerleading/ dance uniforms and equipment and files of all cheerleaders and dance will be turned into Cheerleader/ Dance Director and kept until the next season.

Treasurer – Maintains financial records, disburses Association funds, issues checks for counter signatures of authorized persons. To maintain the financial records of the association in a ledger book or accounting program and to prepare checks for signature as directed by the Executive Board. To make deposits and give a financial report at each regular meeting. To prepare the initial budget, to be compiled from individual board member budgets and previous financial records to be approved by the executive board.

Secretary – Records the minutes of all meetings. Prepares and maintains all association correspondence and delivery of notifications of all regular Board meetings to association members.

Business Manager - The Business Manager shall be responsible for preparing and submitting all certifications to the HLA prior to the start of the season. In the postseason the Business Manager shall be responsible for submitting all necessary paperwork for Regional and National competition.

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Safety Director - The Safety Director is responsible for ensuring the safety of all players while at all Pop Warner functions. He/ She shall insure that all teams have necessary safety supplies. The Safety Director will have the final say in the removal of participants from play for safety reasons regardless of any rules or objections by anyone. They will be responsible for information regarding the proper filing of insurance claims.

Sec. 2 – The duties and responsibilities of the **Association’s At-large Board Members** are as described and include but are not limited to:

- 1. Football Commissioner** - Football Commissioner is responsible for the football teams and enforcement of Pop Warner rules, Football Commissioner will be responsible for accepting grievances, formal or informal and to present them to the Board of Directors. Work in cooperation with Player Agent in preparing football team rosters and recruiting and nominating new head football coaches. As Football Commissioner will also develop and maintain a training guide and certifications for coaches, all of which will incorporate important Pop Warner rules and Association policies/procedures.
- 2. Player Placement Agent** - Work in cooperation with Football Commissioner for enforcement of Pop Warner rules, preparing football team rosters.
 - a. Management of the Flag Football program
 - i. Uniforms and special gear (work with equipment and fundraising)
 - ii. Flags and mouthpieces (work with equipment)
 - iii. Schedules and Locations
 - iv. Rules and Regulations
 - b. Evaluate participants and direct players for placement on appropriate level of play. (See Article IV).
 - c. Direct the association on what level (TM, MM, JPW, PW, 10U etc.) the association should submit teams.
 - d. Direct the association on what Division (D1, D2, D3) teams should be placed in Coordinate postseason participation as it relates to Pop Warner League, Region and National competitions.
- 3. Fundraiser Chairperson** - Shall be responsible for the coordination of all fundraising activities including sponsorships, merchandise ordering, fundraising events and sales.
 - a. All funds are to be turned in to the Treasurer for record keeping.
 - b. All merchandise ordering, sales, and disbursements must be approved by the board of directors.
 - c. Develop dates, activities, and expectations for the annual Pow Wow and Golf outing.
 - d. Work with community relations director to explore local events and fundraising possibilities.
 - e. Provide fundraising assistance to travel eligible teams.
- 4. Equipment Director** - The Equipment Director is responsible for maintaining and distributing football equipment.
 - a. The Equipment Director is responsible for the upkeep as well for the storage of the helmets, pads, uniforms, line marker, chains, training equipment, etc.
 - b. Director is also responsible for maintaining an accurate inventory of the equipment owned by Portage Pop Warner.

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- c. A budget will be submitted to the Treasurer at the beginning of each calendar year for ordering replacement equipment and supplies. Directors may order any and all equipment that has been approved within a calendar year that has been budgeted and approved by the board.
 - d. If Multiple directors; Delegate responsibilities amongst each other and develop deadlines for ordering and receiving all necessary equipment and uniform pieces. Communicate all developments, timelines, and financial implications to executive board immediately.
- 5. Web and Social Media Marketing Director** - Shall be responsible for maintaining, publishing and updating websites and social media as directed by the association annually. The Marketing Director shall be responsible for the coordination of marketing materials to promote the league to new and returning athletes. The Marketing Director shall work with all other department heads to coordinate advertising and marketing efforts with the league registration schedule in mind.
- 6. Community Relations Director** - Shall be responsible for communication and establishing a relationship with all business, governments, other associations on behalf of Portage Pop Warner.
- a. Coordinate community outreach events to build community support for our football & cheer programs. Be a liaison to the majority of the community and represent PPW's interests and vision. Network to build a positive community support.
- 7. Scholastic Director** - The Scholastics Director shall insure that each participant is academically eligible to participate by reviewing every participant's report card and forwarding reports concerning All-American candidates to Pop Warner Little Scholars, Inc.
- a. The Scholastics Director should immediately submit the information on any player who does not meet scholastic requirements to the Executive Board. At which time the Executive Board will discuss any possible steps that must be taken to help the player in achieving the scholastic goals.
 - b. Securing academic assistance for any player who does not meet scholastic requirements.
 - c. Review and calculate All American eligibility and complete the necessary applications.
 - d. Distribute applications to the participants who qualify for All American and then will collect completed applications to forward on to Mid-America.
 - e. Attend the Little Scholars Banquet as the Associations representative.
 - f. Collecting progress reports from participants who are under Scholastic Eligibility and verifying they are still able to participate in program based on grades.
- 8. Concessions Manager** - Shall be responsible for concession inventory, operation and accounting of income and expenses and reporting to the treasure for allocation and record keeping.
- 9. Site Director** - Shall be responsible for securing the field, practice and event locations, scheduling directors, members and volunteers to assist with game day events.
- a. Director will schedule persons for press box operations, field gate, weigh masters, entry gate and field operations manager for Home games.
 - b. Schedule and organize board member to attend away games.

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ARTICLE II: ASSOCIATION MEETINGS

Sec. 1 – The Board will meet as necessary to conduct Association business, a minimum of once a month will be required with notice of required quarterly meetings to be a public forum. The President, upon request of three (3) or more active members in good standing shall call a meeting of the Board Members. The President may call a special meeting of the Executive Board Members at his/her discretion or when required.

- The presence of a majority of the members of the Board Members will constitute a Quorum and a majority vote of those present will govern. No meeting will be held unless a quorum exists.
- Notice of all meetings shall be given (2) two days in advance unless a called meeting is needed.
- Robert's Rules of Order shall govern the proceedings of all meetings.
- A Board member must attend seventy-five percent (75%) of the meetings in the current year, commencing with the date they are approved as a member of the board for any vote be valid.
- In the event of their absence during voting a Board Member must send a signed and dated handwritten proxy to the meeting missed to qualify for a proxy vote.

ARTICLE III: SELECTION OF HEAD COACHES AND ASSISTANTS

Sec. 1 – Head Coaches of Competitive teams will be selected annually and approved by the Board Members. The President, Vice-President or Cheer Director cannot hold the position of Football or Cheer Head Coach.

1. Existing Head Coaches and Assistant Coaches shall receive first and prime consideration in the appointment for the existing teams or new teams.
2. Active members of the Association who have actively participated in the direction of the Association activities, shall receive consideration in the appointment of Head Coaches and for existing or new teams over other applicants who have not actively participated.
3. In the selection of the team Head Coach, the Board Members must give careful consideration and weight to the appointment of such coaches who have the qualifications, ability, trustworthiness, and respect to direct team play in accordance with the objectives of the Association as stated in Article II herein.
4. Each Head Coach and Athletic Director, after appointment, may select coaches to assist in the direction and preparation of the team to play, subject to Board Members final approval.
5. The Head Coach and his/her assistants will be responsible for the general conduct of his/her team/squad and associates during practice and games on or about the playing area while at any park.
6. All Coaching Staff will agree to abide by all rules, regulations, and decisions made by the Association and the Executive Board Members

ARTICLE IV: TEAMS

Purpose:

The purpose of the article shall be to provide a superior, educated and well organized cheerleading and football experience for every participant. Participants shall promote the organization with spirit and sportsmanlike conduct among parents, friends, members and the community.

Sec. 1 - Selection of Participants

1. Participants will be placed on teams according to age groups and rules set by Pop Warner Rules. Part III, Articles 7, 8 and 9.

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2. Selection and placement of participants when splitting teams will be at the board's discretion with the Football Commissioner, Player Agent and Cheer Director recommendations.
3. Any issues regarding selection of participants and placement of teams will be heard only through official grievance policies set forth by the board of directors.

Sec. 2 – Team Composition

1. Football: Teams shall consist of a maximum of twenty-five and a minimum of sixteen players for each team (exceptions allowed via director and/or NIPWLS approval).
2. Cheer/Dance: The Squads shall consist of a maximum of twenty-five and a minimum of six participants for each squad (exceptions allowed via director and/or NIPWLS approval).
3. Head Coach shall be responsible for picking Captains and Co-Captains for weekly games.
4. There shall be one (1) Head Coach for each team.
5. Head Coaches must be willing to cooperate with the Association's Constitution, By-laws, Pop Warner Rules and Regulations. Any deviation will be subject to dismissal by the Association.
6. All coaches and volunteers must be approved by the Board annually.
7. Coaching staff size may be limited by the Executive Board and/or NIPWLS.
8. ALL volunteers must pass a mandatory background check annually in order to interact with any participant during play or at practices. Any violation of this rule is not eligible to file a grievance and will be removed from association. NO EXCEPTIONS.

Sec. 4 – Basic Uniforms and Equipments

1. All uniforms and playing equipment is the property of the Association. (The Association may at its discretion allow part or all the uniform to be kept by the player). All equipment donated to an individual team will become property of the Association.
2. Players and their parents must be instructed that they will be accountable for replacement of any lost, damaged or destroyed equipment. . Parents will be required to sign a financial responsibility agreement before any equipment will be given to the player.
3. The Equipment Director will be responsible for the issuance of and return of all uniforms and equipment at the beginning and end of each season. Failure of participants to return of Equipment will result in suspension or removal from the Association.
4. Once uniforms and equipment have been received by the participants they are required to be kept clean and in a presentable condition.

Sec. 5 - Advisor; All Advice and team information shall come from the NIPWLS.

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Bylaws will be reviewed and accepted by the Portage Pop Warner Board of Directors and can be edited and adjusted annually.

Reviewed Date: _____

President's Name (Print) _____

President's Signature _____

Secretary's Name (Print) _____

Secretary's Signature _____

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Bylaws Committee 2017 updates: APPROVED 2018

Purpose for revisions as suggested by the bylaw committee meetings and update for 2018:

1. Update rule changes that have been made through NIPWLS & Pop Warner
2. Attempt to negate any collusion and unfair practices within the Board of Directors.
3. Establish a clear line between director's nominated positions and elected positions.
4. Correct any errors in punctuation, grammar or to add context.
5. Update positions that have been eliminated or change.
6. Provide identification to the Association for legal purposes
7. Include article of dissolution.
8. Verification of approval to the Constitution and Bylaws that are to be reviewed annually by the Board of Directors and signed when completed.
9. Outdated format reorganized to a style that follows Pop Warner example constitutions.
10. Update operational procedures for transparency and redefine outdated policies.
11. Define board structure and elections to eliminate and prevent any governance by an oligarchy and to open to community for participation.
12. Improve board structure to assist in the transfer of positional duties with any election changeover.
13. Include Association identification to the constitution.
14. Limit the constitution to governing structure and policy.
15. Move operational procedures to the bylaws for annual updates as they become needed year to year basis.

Purpose for revisions as suggested by the bylaw committee meetings and updates for 2019 & 2020:

1. Fix Executive Board position to reflect current needs and terms per update in 2017 elections and addition of new executive positions and board approved: 2017 Safety Directors
2. Modify any "may not coach" positions to "may coach with board approval".
3. Update financial policy for travel expectations and travel funds.
4. Define the addition of "At-Large" positions
5. Define the addition of "Associate" positions.
6. Adjusted roles for Football Commissioner and Player Agent roles added to reflect NIPWLS recommendations for player placement in 2019.
7. Update policy changes to team selection and participant placement for 2019.
8. Fix grammatical and spelling errors.
9. Update and separate by-laws and constitution.