

**GOLDEN BEAR CHARGERS FOOTBALL & CHEER
EAST BRUNSWICK/SPOTSWOOD POP WARNER INC.
BY-LAWS**

ARTICLE I. NAME

- SECTION 1. The name of this organization is ***Golden Bear Chargers East Brunswick/Spotswood Pop Warner Inc.*** and will be referred to as ***GBC.***
- SECTION 2. The territorial limits of GBC shall be confined to East Brunswick, Spotswood, Helmetta and Milltown.
- SECTION 3. The colors of GBC are navy blue and yellow. The logo of GBC is a bear with a lightning bolt.

ARTICLE II. PURPOSE & OBJECTIVES

- SECTION 1. The purpose of GBC is to provide an opportunity for boys and girls, ages 5-15, to engage in football and cheering activities in an organized and supervised environment with emphasis on maximum safety, participation, team spirit and self-esteem and to educate boys and girls in the principles of sportsmanship and fair play.

ARTICLE III. MEMBERSHIP

- SECTION 1. Active membership of GBC shall consist of registered participants, their parents or legal guardians, all coaches, approved volunteers, elected officials and appointed officials. Membership shall be open to all regardless of gender, race, religion or country of origin that live within the territorial limits defined in Article I-2. Any person who holds active membership in any other Pop Warner organization is ineligible to hold membership in GBC.
- SECTION 2. Membership shall commence with registration to GBC and end on the day of the last official event of the fiscal year.
- SECTION 3. Adult members have the right to attend general membership meetings but only active members in good standing shall be eligible to vote. To be considered an active member, a family member must attend at least five (5) general board meetings in a fiscal year. This entitles the active member family to one (1) vote in the annual elections to select the Board of Associates only. All voting must be done in person on the designated night of elections. Active members are also eligible to bring issues to the Board of Directors for consideration and vote at a future meeting.

ARTICLE IV. OFFICERS

- SECTION 1. General Requirements and Restrictions

- A. The Executive Board shall consist of the President, Vice-President, Treasurer and Secretary.
 - B. Eligibility for election to the Executive Board requires such person to be an active member in good standing for at least one (1) year, shall have served on the Board of Associates or Executive Board for at least one (1) year and must be at 21-years of age.
 - C. Terms of office shall run for one (1) year to coincide with the fiscal year of GBC.
 - D. The Board of Associates shall consist of a minimum of eight (8) active members but no more than twelve (12) active members.
 - E. The Board of Associates, together with the Executive Board, shall make up the Board of Directors for GBC.
- SECTION 2. Duties of Officers:
 - A. Presidents duties shall be:
 1. Preside as Chief Executive Officer at all meetings, and perform duties pertaining to his/her office.
 2. Have the authority and responsibility to sign checks, vouchers, and bills together with the Treasurer and Vice President.
 3. May appoint any qualified, active member to appointed office or committee chair, with the approval of the Executive Board.
 4. Receive all reports and communications from any officer or member unable to attend the meeting.
 5. Call a meeting of Executive Officers at least once a month. Executive Officers meeting will take place prior to the General Member Meeting.
 6. Supervise the activities of all officers.
 7. Function as Executive Officer member of all committees.
 8. Be responsible for the proper adherence and enforcement of all National Pop Warner and CJPW policies, procedures, rules, regulations, and delegates.
 9. Have the authority to appoint any qualified member to fill a vacant office on a 30 day, pro-term basis, pending 2/3 vote of the entire Board of Directors.
 10. Have the authority to suspend any active member with majority authorization of the board for the following reasons:
 - a. Defamation of the name of the association.
 - b. Deliberate destruction of GBC property.
 - c. Refusal to return GBC property, records, or documents to any authorized Association Officer.
 - d. Violation of CJPW rules which carry a penalty or suspension. Should a member be suspended for the above reasons, the President must file a written grievance within two (2) weeks of the suspension.
 - B. Vice President duties shall be:
 1. Perform all the duties of the President in the President's absence.
 2. Assume the office of the President, should the office become vacant for whatever reason.
 3. One of the co-signers of the GBC checks.
 4. Function as Official Member of all committees.
 5. Supervise the activities of the Little Scholars Chairperson.
 6. Keep the President informed of any and all activities.
 7. Oversee all concession, work bond, and registration information.

- C. Treasurer duties shall be:
 - 1. Receive and pay out all monies (bills, dues, fees, and assessments) of the GBC, which are to be deposited in such a manner as designated by the Board of Directors. Ability to sign checks and vouchers, along with the President and Vice President.
 - 2. Keep records of such transactions as will enable him/her to render a true statement of all funds received and distributed. Report on budget and funds at each meeting, if unable to attend meeting, report shall be given to the President or Vice President.
 - 3. Have the ability to transfer funds from savings to checking to cover approved bills.
 - 4. Have the GBC books audited in conjunction with the preparation and filing of the annual income tax return.

- D. Secretary duties shall be:
 - 1. Keep an accurate record of all the minutes of the meetings. Record any special motions and amendments with the date and meeting, in a separate ledger.
 - 2. Responsible for obtaining mail from the PO Box. Authorized to open all mail addressed to GBC, and distribute mail accordingly.
 - 3. Keep a file of all correspondences.
 - 4. Contact CJPW Secretary to confirm receipt of all official correspondence issued from the league.
 - 5. Keep the President informed of any and all activities.
 - 6. Provide all Executive and Officer Board members with minutes from each meeting.
 - 7. He/She shall give notice to all meetings to active members of GBC.
 - 8. Oversee all team mom responsibilities.

ARTICLE V. EXECUTIVE BOARD

- A. The Board of Associates shall consist of 8-12 elected board members. They are to be voted in by the general board at a date selected by the Board of Directors. Associate and Executive members of the board may also vote for candidates for the Board of Associates.
- B. A member shall not hold more than one elected office at a time, without approval of the Board of Associates.
- C. All Board Members are to be in good standing with GBC.
- D. Term of office for all elected officers shall be one year, to coincide with the fiscal year of the organization.
- E. Shall be at least twenty-one (21) years of age, on the day term of office begins.

ARTICLE VI. FOOTBALL COMMISSIONER

SECTION 1. Football Commissioner shall be appointed annually by the Board of Associates.

SECTION 2. To be eligible for appointment to the office of Football Commissioner, such person should be an active member, in good standing, and has been an active member of the GBC at least two (2) full years prior to his appointment.

SECTION 3. Football Commissioner duties shall be:

- A. Chairman of Football Coaches Review Board

- B. Be knowledgeable of all rules and regulations of the National Pop Warner and CJPW, and responsible for enforcement of the same.
- C. To administer the football program of the GBC.
- D. Oversees proper operation of football program, including:
 - Oversees practice and games.
 - Oversees schedules and transportation arrangements.
 - Work with Membership Director to ensure proper receipt of documentation for certification.
 - Propose to Board of Associates a slate of Head and Assistant Coaches, at all levels, to be voted on by the Board.
 - Oversee minimum play roster.
 - No purchasing without Board of Associates approval.
 - Hold regular Coaches meetings.
 - Assure all coaches hold appropriate certification and attend Pop Warner coaching clinics.
 - To attend all CJPW monthly meetings.

SECTION 4. In the event that an Assistant Football Commissioner is needed, the Football Commissioner shall propose such person to the Board of Directors. Such person shall be an active member, in good standing, and an active member of the organization at least one (1) year prior to his/her nomination. The Board of Directors shall vote on this position.

- A. Duties of Assistant Football Commissioner shall be:
 1. Work with Football Commissioner to administer the GBC football program.
 2. The Assistant Football Commissioner, in the absence of the Football Commissioner, shall fulfill the duties of the Football Commissioner. As well as perform such other duties as usually pertain to that office, or as assigned to him/her by the Football Commissioner.

ARTICLE VII. CHEERLEADING COMMISSIONER

SECTION 1. Cheering Commissioner shall be appointed annually by the Board of Associates.

SECTION 2. To be eligible for appointment to the Office of Cheering Commissioner, such person shall be an active member, in good standing, and shall have been an active member of the organization at least two (2) full years prior to his/her appointment.

SECTION 3. Cheering Commissioner duties shall be:

- A. Chairman of Cheer Coaches Review Board.
- B. Be knowledgeable of all rules and regulations of National Pop Warner and CJPW and responsible for enforcement of the same.
- C. To administer the cheer program of GBC.
- D. Oversees proper operation of Cheer program, including, but not limited to;
 - Oversees practice and games.
 - Oversees schedule and transportation arrangements.
 - Work with Membership Director to ensure receipt of documentation for certification.
 - Propose to the Board of Directors a slate of Head and Assistant Coaches for all levels, to be voted on by the Board of Directors.
 - No purchasing without Board of Associates approval.

- Hold regular coaches meetings.
- To assure all coaches hold appropriate certification and attend Pop Warner coaching clinics.
- To attend all CJPW monthly meetings.

SECTION 4. In the event an Assistant Cheer Commissioner is needed, the Cheer Commissioner shall propose such person to the Board of Directors. Such person shall be an active member, in good standing, and an active member of the organization for at least one (1) year prior to his/her nomination. The Board of Directors shall vote on this position.

- E. Duties of Assistant Cheer Commissioner will include:
1. Work with the Cheer Commissioner to administer the cheer program of GBC.
 2. The Assistant Cheer Commissioner, in the absence of the Cheer Commissioner, shall fulfill the duties of the Cheer Commissioner. Assistant Cheer Commissioner shall also perform such other duties as usually pertain to that office, or as assigned by the Cheer Commissioner, or by the Board of Directors.

ARTICLE VIII. COMMITTEES

SECTION 1. The following committees will be created on an annual basis:

- A. Events Committee
- B. Equipment/Rules and Safety
- C. Fund-Raising
- D. Public Relations and Tech Support
- E. Novelty

SECTION 2. Each standing committee shall be composed of one or more members and shall serve for a term of one year. The chairperson for each standing committee shall be appointed by the President and must be a member of the Board of Directors. Each committee shall make reports as needed or as directed.

SECTION 3. Special committees may be appointed by the President and they shall perform such duties as may be defined in their creation.

ARTICLE IX. DUTIES OF STANDING COMMITTEES

SECTION 1. The Events Committee shall be responsible for the section and purchasing of awards for the annual awards presentation and arrange suitable recognition of the participants, at Board of Directors discretion. It shall arrange social events of the members and their families for the purpose of fostering a better understanding and closer fellowship among the members. Social events consist of, but not limited to, awards banquet, pep rally, and parents night out.

SECTION 2. The Equipment/Rules and Safety Committee shall keep proper inventory of all the GBC equipment, uniforms, and keep them in proper repair. With the approval of the Board of Directors, order replacement equipment and repair equipment as necessary. Distribute and collect all equipment and uniforms to and from each member at the start and end of each season. Arrange for proper storage of all equipment and uniforms. Required to be available (or

have a substitute) to be present at all games and practices for equipment repair and replacement. Submit a proposed budget to the Board of Directors no later than thirty (30) days after taking office. Also you must provide for all coaches to receive first aid and CPR training. Provide for First-Aid coverage at home games as required by the CJPW. Provide and maintain first aid equipment to be available at all practices and games. Arrange for certified officials to be present at home games as required by CJPW. Perform as resource by being knowledgeable of all Pop Warner rules (National, HLA, and GBC). Be available or designate others to be present at all games to ensure fairness. Publish rules and regulations document for distribution to all GBC members prior to the start of the season. Function as Parliamentarian at meetings. Maintain accurate records of first aid supplies and expenses.

SECTION 3. Fundraising Committee shall assemble a staff of volunteers to carry out the responsibility of raising funds necessary to operate this organization. Present all fundraising proposals to the Board of Directors for approval. Insure that all fund raising activities are run in proper, legal form, obtaining all necessary permits and permission. Submit a detailed report to the Board of Directors.

SECTION 4. Public Relations and Tech Committee shall concern itself with the posting of all signs and notices needed by GBC. Shall submit to the Board of Directors, for approval of all advertisements, public notices, or announcements that appear in print, broadcast, cable, or computer.

SECTION 5. Novelty Committee shall be responsible for the purchase and sale of novelty merchandise throughout the season. Distribute and collect all cheerleading equipment and uniforms to or from each member at the start and end of the season, Arrange for proper storage of all uniforms and equipment. All purchases must be passed by Board of Directors prior to purchases being made.

ARTICLE X. ELECTION OF OFFICERS.

SECTION 1. Nomination of Officers.

- A. The Board of Directors shall assign a member of GBC in good standing to chair the nominating committee. Two (2) representatives from the general membership and three (3) members of the Board of Directors will make up said committee. This committee will be selected at the September General Membership Meeting by the Board of Directors. If no volunteers from general membership, then the current Board of Directors will prepare primary ballot.
- B. The Nominating Committee shall prepare a primary ballot listing all positions to be filled at the annual meeting. Said ballot shall be submitted at the October meeting and shall contain no more than two (2) nominees for each office to be filled with additional space for each office, for the membership to add and other name(s) they desire via nominations from the floor of the meeting. Membership shall be notified of this meeting via website and email.
- C. Any member not present at this October meeting may be nominated, if they have submitted, signed, and sealed a written notice of acceptance. This notice of acceptance must specify which office(s) a nominee would accept. The president must receive a notice of acceptance at least five (5) days prior to the October

meeting. Nominations are closed at the adjournment of the October meeting and election “tellers” will be appointed by the President. Tellers should not be incumbent officers or nominees.

- D. The Nominating Committee shall create a ballot to be prepared containing the names of all nominees for the use of the members during the election at the annual meeting in November. Election will be by secret ballot. Only active members in good standing may vote. One vote per family is allowed.
- E. All nominees present will be afforded the opportunity to address the membership. Statements will be no longer than two (2) minutes and be pertinent to the nominee’s qualifications for office.
- F. Any member in good standing that has served as a member of the Board of Directors for at least one (1) year is eligible for any open positions on the Executive Board. The chairperson for the nominating committee will create a ballot for elections to be held at the December Board meeting.

SECTION 2. Filling of Vacancies.

- A. In the case of a vacancy in the office of President, the Vice President shall succeed to the office for the unexpired term. In case of a vacancy in the office of Vice President, Treasurer, or Executive Board Member(s), the vacancy shall be filled by the Board of Directors at the regular monthly meeting by the nomination from the Board of Directors. In case of a vacancy in office of the Secretary, the vacancy shall be filled by the Board of Directors immediately.

ARTICLE XI. REVENUE

SECTION 1. The registration fee for each child participating in GBC shall be determined by the Board of Directors at its January meeting.

SECTION 2. The registration fee for each child is due prior to the child commencing practice at any level for the current year. All registration fees are non-refundable unless noted.

SECTION 3. Revenue from sources other than those defined in Article XI-1 or XI-2 may be raised as recommended by the Board of Directors.

ARTICLE XII. FINANCE

SECTION 1. The fiscal year for GBC runs from February 1st through January 31st of any given year.

SECTION 2. A budget of estimated income and expenditures must be adopted by the Board of Directors no later than the March meeting.

SECTION 3. All accounts shall be reviewed quarterly and audited annually. Auditors shall be chosen by the Board of Directors. A report shall be given at each monthly meeting by the Treasurer.

SECTION 4. The Board of Directors shall be determine the official depository of GBC.

ARTICLE XIII. MEETINGS

SECTION 1. General Membership meetings will be held monthly at a fixed time and place. All active members will be given at least one week's notice of a meeting.

SECTION 2. Quorums – The presence of the President, or Vice President in the presence of (2/3) of the Board of Directors shall constitute a quorum.

SECTION 3. Roberts Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.

- A. Meeting Agenda
- B. Roll Call
- C. Vote to approve minutes
- D. President's Report
- E. Vice President's Report
- F. Treasurer's Report
- G. Secretary's Report
- H. Football Commissioner's Report
- I. Cheer Commissioner's Report
- J. Committee Reports
- K. Old Business
- L. New Business
- M. Adjournment

SECTION 4. Attendance policy – all members of the Board of Directors must attend 75% of meetings scheduled.

ARTICLE XIV. SPECIAL MEETINGS

SECTION 1. A special meeting can be called by the President or Vice President and only business stated in the agenda will be addressed at given meeting.

SECTION 2. Any immediate issues need to be sent via e-mail to the Executive Board.

ARTICLE XV. GRIEVANCE COMMITTEE

SECTION 1. Vice President shall chair committee.

SECTION 2. President shall appoint committee within thirty (30) days of taking office.

SECTION 3. Procedure will be as follows:

- A. A grievance shall be submitted in writing to the chairperson of the committee.
- B. The committee shall consist of the Board of Directors.
- C. The committee shall arbitrate and attempt to resolve any conflict or situation that may arise. If the situation warrants, the committee shall have the power to suspend a member if necessary.

- D. The charged member may have the right to appeal any decision made by the committee.
- E. The properly executed grievance must be acted upon within one (1) month of receipt of grievance.
- F. The format of the grievance will be as follows:
 - a. It cannot be against more than one (1) individual and if there are multiple charges, separate grievances must be filed. It shall include a date, time and detailed description of the situation.
 - b. Specific actions by the person filing the grievance shall be recommended and no personal feelings or malicious accusations will be included or the grievance will be returned for rewording.
 - c. All grievances will be written in duplicate and the chairperson will give a copy to the accused at least one (1) week prior to committee meeting. The chairperson will keep the original.

ARTICLE XVI. IMPEACHMENT

SECTION 1. Any officer may be removed from office for just cause by the Executive Board. Written notice must be given to the officer in an impeachment process. Said officer shall have three days in which to respond to charges and answer same. Notice of impeachment shall state charges, names and addresses of persons making charges, along with the date, time and location of the impeachment hearing. A vote by a (2/3)'s majority of the Board of Directors shall be needed to impeach.

ARTICLE XVII. AMENDMENTS

SECTION 1. The Constitution and/or By-Laws shall be revised, passed and adopted at least once every three (3) years.

CODE OF CONDUCT:

**Document will be produced prior to start of 2013 season*