

PORTAGE POP WARNER LITTLE SCHOLARS
FOOTBALL ASSOCIATION CONSTITUTION

Rev. 1-10-2013

ARTICLE 1. NAME

The name of this organization is the PORTAGE POP WARNER FOOTBALL AND CHEER ASSOCIATION, OR PPW.

ARTICLE 2. PURPOSE

- SECTION 1. To fulfill and perform the general purposes of the PPW as expressed in the constitution and by-laws of said association.
- SECTION 2. To abide by the official rules of Pop Warner Little Scholars, Inc. and also the rules of any conference in which teams sponsored by the association may participate.
- SECTION 3. To teach children the fundamentals of the game of football and related activities and to promote sportsmanship, fair play, team play, and loyalty to themselves and to their fellow man. To encourage respect, clean living and thought.
- SECTION 4. To provide all children regardless of race, creed, color, or religion, the opportunity to participate in the programs sponsored by this association.
- SECTION 5. All children meeting the rules of PPW and who are legal residents of the City of Portage and/or are enrolled in the Portage Township School system are eligible to participate on teams sponsored by this association. This rule shall apply in all cases where Conference boundaries rule otherwise.
- SECTION 6. To sponsor and conduct programs and events for the purposes of raising funds and/or promoting the interests of PPW.

ARTICLE 3. ELECTED OFFICERS, CHAIRPERSONS AND APPOINTED COACHES.

- SECTION 1. The elected officers of this association will be President, Vice-President, Secretary, and Treasurer. The terms of office for an elected officer of this association shall be for 2 (two) years and shall run from January 1st through December 31st. Elections for the offices of President and Treasurer shall be held on even numbered years. Elections for the offices of Vice-President and Secretary shall be held on odd numbered years.
- SECTION 2. The following Board of Directors positions will be nominated by the President and approved by a simple majority of the elected board members: Business Manager, Football Commissioner, Cheerleader Director, Equipment Director, Fundraiser Director, Concession Director. The Board of Directors positions will run concurrent with the President's term.

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- SECTION 3. The President, Vice-President, Secretary, Treasurer, and the Board of Directors will be designated as the Executive Board. In order to have a vote an Executive Board member must attend seventy five percent (3/4) of the meetings in the current year, commencing with and inclusive of the date they are added to the board. In the event of their absence, an Executive Board Member must send in a signed and dated handwritten proxy to the meeting missed to qualify for a proxy vote.
- SECTION 4. The Executive Board will review a candidate for a head coaching position annually. A simple majority will elect a Head Coach to that position from the time of validation through December of that year. Head Coaches to be elected are one (1) Head Coach for each football team and one (1) for each Cheerleading Squad. All Head Coaches will be voted on in order of years involved with PPW. Returning head coaches, in order of consecutive years head coaching experience, may request placement on available teams. Special consideration may be made, regardless of seniority, for placing a head coach with his/her child's team. The Executive Board will make the final decision on team placement. Coaching placement shall be made, without bias, on what the board deems is in the best overall interest of the PPW program. Participation in Executive Board sponsored programs will be considered when reviewing applications on returning coaches. Head coaches represent the association and are expected to show support with more than just their own teams. The Head Coach will be responsible for assembling his/her own staff and may designate one of his/her assistants to attend monthly Board Meetings.
- SECTION 5. Should a Head Coaching vacancy occur, applications in person or in writing would be accepted by the Board of Directors for review. Preference will be given to an applicant with prior coaching experience within a Pop Warner Organization. An assistant coach applying for the vacancy may have first opportunity to fill the vacancy pending Board approval.
- SECTION 6. All assistant coaches recommended by the Head Coaches must be brought before the Board of Directors to be voted on for approval.
- SECTION 7. The President may designate any other secondary board positions for inclusion in the Executive Board as the need arises. These secondary appointments expire at the end of the calendar year of the appointment.
- SECTION 8. The following board members cannot be a Head Coach without approval by the Executive Board: President of the Board, Vice-President, Football Commissioner, and Cheerleading Director.

ARTICLE 4. MANAGEMENT

The management of this Association shall be vested in its Executive Board who shall have control of all affairs and powers to act in all matters of business.

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ARTICLE 5. QUORUM

At all meetings of the Executive Board, a majority of the Executive Board members shall constitute a quorum for transaction of business. A lesser number may adjourn the meeting until a quorum is present. The action of a majority of the Board present at any meetings at which there is no quorum shall be the action of the Board except as noted or otherwise specifically provided by this Constitution or By-Laws.

ARTICLE 6. REMOVAL FROM OFFICE

Any elected or appointed board member or coach may be removed from office or position by a three fourths (3/4) majority vote of the entire Executive Board. This vote will be taken by secret ballot in a closed executive board meeting. A minimum of three fourths (3/4) of the entire Executive Board must be present to allow a vote for removal from office or position.

ARTICLE 7. AMENDEMENTS

Any proposed amendments to this Constitution and/or Board of Directors By-Laws may be submitted by any member of the Executive Board for review at their next meeting. On such amendments, the Board of Directors shall discuss the amendments at three (3) consecutive meetings and be voted upon at the third meeting.

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ARTICLE 1. DUTIES OF OFFICERS AND APPOINTED DIRECTORS AND COACHES

- Section 1. **PRESIDENT:** The president shall preside at all meetings of this association at which he is present and shall enforce all laws and regulations. The President shall vote only in cases of ties and if article 6 of the Constitution is implemented.
- Section 2. **VICE-PRESIDENT:** The Vice-President shall assist the President in the performance of any duties as directed by the President and shall also perform the duties as directed by the President during his absence. Should both the President and the Vice-President be absent from a meeting, the Secretary or Treasurer shall assume the duties of the President. If none of the officers are present, a temporary chairman shall be chosen by a vote of those present. A quorum, with temporary chairman, can transact all business brought before it in accordance with this Constitution and By-Laws.
- Section 3. **SECRETARY:** The Secretary shall have the following duties; 1) To record the minutes and to prepare copies of such minutes for permanent record as well as to read the following meeting; To keep an accurate list of all members and their addresses; 2) To handle all correspondence for the association as directed by the President. 3) To Handle all insurance claims and paperwork.
- Section 4. **TREASURER:** 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 which will be compiled from individual board member budgets and previous financial records.
- Section 5. **BUSINESS MANAGER:** The Business Manager shall be responsible for, 1) preparing and submitting all certifications to the HLA prior to the start of the season. 2) In the post season the Business Manager shall be responsible for submitting all necessary paperwork for Regional and National competition.
- Section 6. **FOOTBALL COMMISSIONER:** The Football Commissioner is responsible for the football side of the Association. Responsibilities include monitoring and enforcement of Pop Warner rules, preparing football team rosters and recruiting and nominating new head football coaches. The Football Commissioner will also develop and maintain a training guide for new coaches, which will incorporate important Pop Warner rules and Association policies/procedures. The Football Commissioner is responsible for the safety of persons on the field at game time and practices. He/she is responsible for enforcing any rules of spectators or team conduct on borrowed property. The Football Commissioner is also responsible to accept grievances, formal or informal and to present the same to the Board of Directors. The Board of Directors will then call a closed meeting to handle the grievance.
- Section 7. **CHEERLEADING DIRECTOR:** The Cheerleading Director is responsible for the Cheerleading side of the Association. Responsibilities include monitoring and enforcement

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

- Section 8. **EQUIPMENT DIRECTOR:** The Equipment Director is responsible for ordering, maintaining and distributing football equipment. The Equipment Director is responsible for the upkeep as well for the storage of the line marker, chains, training equipment, etc. He/she is also responsible for maintaining an accurate inventory of the equipment owned by Portage Pop Warner. A budget will be submitted to the Treasurer at the beginning of each calendar year for replacement equipment and supplies.
- Section 9. **Concession DIRECTOR:** The Concession Director is responsible for concessions.
- Section 10. **FUNDRAISER DIRECTOR:** Shall be responsible for the coordination of all fund raising activities including merchandise ordering and sales.
- Section 11. The following steps are to be used in the event that an elected official or officials is/are unable to continue in office for any reason. PRESIDENT – the Vice-President will automatically assume the President’s position. VICE-PRESIDENT – will be elected by the remaining Executive Board through nominations taken at the time of vacancy. SECRETARY – will be elected by the remaining Executive Board members through nominations taken at the time of vacancy. TREASURER – will be elected by the remaining Executive Board through nominations taken at the time of vacancy. Both the President and Vice President – The Secretary will assume the President’s position. The remaining executive Board members will then elect a new Secretary and Vice-President through nominations taken at the time of vacancy. LOSS OF THREE OR MORE ELECTED OFFICERS – A remaining member of the Executive Board will call a special meeting of the Board with nominations made from the floor. Term of office for those elected will be for the current term only.

ARTICLE 2. MEETINGS

- Section 1. The executive Board shall meet a minimum of five (5) times from January 1 to December 31, but may meet as often as they desire, or as conditions warrant. The President of the Board may call a closed Board meeting when such business arises. Unless notified otherwise, all meetings shall be scheduled on a regular monthly basis.

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Section 2. Upon notification by the President, the Secretary shall notify all members of the Executive Board of the time and place of an emergency meeting.

ARTICLE 3. FINANCIAL

Section 1. Funds of the association shall be kept in a checking account(s) that may draw interest.

Section 2. The Executive Board shall designate which financial institution funds are kept.

Section 3. Three (3) signatures shall be kept on file with the bank. The President, Vice-President and Treasurer. If the association is operating without the President, Vice-President or Treasurer for any reason, the fourth signature on file will be that of the Secretary or Business Manager.

Section 4. A bond shall be purchased to protect the funds of the Association. The board members with access to those funds must be covered by the bond.

Section 5. The checkbook is to remain in the hands of the treasurer. No checks may be written without the consent of the Treasurer.

Section 6. There shall be a separate account for the Traveling Fund. This money can be transferred to the general account, with Executive Board approval, if the general account has insufficient funds to pay the bills of PPW.

Section 7. Regional Competition fees have first priority for both football and cheerleaders.

Section 8. Any team(s) qualifying to attend a national competition would be allowed to solicit donations to assist in the funding of the trip. All funds must be turned in to the Treasurer for accountability, prior to distribution.

Section 9. The President shall appoint an Audit Committee, at least annually, not less than two (2) persons nor more than three (3) persons to audit the association's financial records and to report the results at the next scheduled meeting. Alternatively, the audit can be conducted by an independent accountant.

ARTICLE 4. ELECTIONS

Section 1. The President shall appoint an election nominating committee. No more than one (1) member of the current Board may serve on the nominating committee (none are required) and no member of the nominating committee may appear on the ballot.

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- Section 2. Public nominations for the elected officers will take place during the last weekend of regular season home games. The nominating committee shall present the nominations to the Board at the November meeting. All nominees shall be contacted by the nominating committee and must agree to serve in the specified office if elected.
- Section 3. A nominated party will be allowed to withdraw or decline a nomination by notifying the Board in writing prior to the November meeting.
- Section 4. The President shall appoint three (3) active Directors as election tellers. The duty of the election tellers is to count the ballots and report the election results to the President. No teller may be on the ballot.
- Section 5. Voting will be done by paper ballot to be held at the December Board meeting. Only Executive Board Members are eligible to cast a vote.
- Section 6. Voting by proxy is not permitted. Absentee ballots will be allowed. The absentee ballot shall be sealed in an envelope and given to the Secretary prior to the election date.
- Section 7. The election tellers shall immediately count the ballots and shall certify the results to the President before adjournment of the meeting. The results of the election will be announced by the current President at the conclusion of the meeting. The ballots shall be presented to the Secretary for recording and verification.
- Section 8. In the event an Executive Board member were to run for another seat on the Board and were to lose, that member would retain the seat he/she originally occupied until his/her position would be available for reelection.

ARTICLE 5. AWARDS

The presentation of Awards shall be held at the end of each year. The Board of Directors shall approve the purchase of all trophies and awards.

ARTICLE 6. ADULT BEHAVIOR POLICY

- Section 1. At any Pop Warner event, practice or competition, any adult who: 1) verbally abuses; 2) attempts to intimidate; 3) is flagrantly rude, or 4) cannot control their language or actions with an official, coach, or Pop Warner volunteer will be asked to leave the Pop Warner event. He or she will receive a written warning regarding their behavior. His or her child(ren) will be immediately removed from the Pop Warner event.
- Section 2. Any adult that commits a second similar offense will be banned from Pop Warner events for the remainder of that season and their child(ren) removed from Pop Warner for the remainder of that season. Association will refund registration monies prorated based on the percentage of the season remaining.

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Section 3. Any adult who physically assaults an official, coach or Pop Warner volunteer will be banned from Pop Warner and their child(ren) removed from the Pop Warner program for one year from the date of the offense. The child(ren) may not participate in another Pop Warner Association during the sanction period. After one year, the parent may apply for reinstatement of his or her child. If the adult commits a second offense, she or he will be permanently banned from Pop Warner and the child(ren) permanently removed from Pop Warner. The term physical assault includes, but is not limited to: hitting, slapping, pushing, spitting, kicking or striking in any way with any part of the body or any physical implement.

ARTICLE 7. GRIEVANCE POLICY

Section 1. The purpose of this section is to provide parents and coaches with a process for handling complaints and disputes hereafter referred to as grievances. Our policy will establish a process that for those who have grievances to follow in order to have them heard. Grievances will not be heard at any higher levels (HLA, Regional or National) unless the following procedure is followed.

Section 2. If a parent or coach has a dispute with a coach, assistant coach, participant or another parent, they are encouraged to first attempt to resolve the issue with the head coach of the team through discussion. If it cannot be resolved within the team, then the Football Commissioner should be contacted for football or the Cheerleading Director for Cheer & Dance. The Football Commissioner /Cheer Directors will make every attempt to resolve the issue through discussion. If discussion fails the complainant will be instructed to fill out a grievance form which will be provided by the Football Commissioner /Cheer Director. The grievance must be submitted to the Executive Board for review.

Section 3. The President and Vice-President of PPW will review and investigate any written grievances. A written response must be provided to complainant within 10 days of receipt of the grievance. The PPW investigators will make every attempt to resolve the grievance at the Association (town) level. If the grievance cannot be resolved it will be submitted to the HLA (our governing League) for review.

ARTICLE 8. GENERAL

Section 1. The Executive Board shall be responsible for the selection and purchase of all association equipment, including uniforms.

Section 2. The Executive Board shall be responsible for obtaining safe storage for all association equipment during the off-season. When in storage during the off-season, all equipment must be covered with suitable fire and theft insurance.

Section 3. The Executive Board shall be responsible for the selection of all insurance firms engaged by this association.

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Section 4. If challenged, the Executive Board shall reserve the right to determine the intent and interpretation of the PPW Constitution and By-Laws.