

OAKMONT POP WARNER FOOTBALL, INC.

By-laws

ADOPTED MAY 7, 1996
Amended: May 8, 1999

ARTICLE I - NAME

The name of this Association shall be known as Oakmont Pop Warner Football Team, Inc.

ARTICLE II – STATEMENT OF AFFILIATION

Oakmont Pop Warner Football Team Inc. (hereinafter referred to as OPWFT Inc.) shall be affiliated with Pop Warner Little Scholars Inc. (hereinafter referred to as PWLS Inc.) and shall be governed by, and comply with the principles, rules and regulations enunciated and decreed by PWLS Inc. and the Highest Local Authority (hereinafter referred to as HLA) as chartered by PWLS Inc. in which OPWFT Inc. maintains membership.

ARTICLE III – SITE OF PRINCIPAL OPERATION

The principal operation of OPWFT Inc. shall be in and about the towns of Ashburnham and Westminster, County of Worcester, State of Massachusetts, but may extend into such areas as are permitted by the rules and regulations of PWLS Inc. and said HLA in which OPWFT Inc. is a member.

ARTICLE IV – OBJECTIVE

OPWFT Inc. is organized to develop and operate a football/cheerleading program in affiliation with PWLS Inc. in conformity with and pursuant to the principles, rules and regulations enunciated by the PWLS Inc. In conjunction with such purposes, the objective of this association, through the medium of a supervised competitive football and cheerleading program, guided and governed by said PWLS Inc. and HLA, is to seek to implant in the youth of the communities of Ashburnham and Westminster (regardless of race, creed, religion or national origin) the ideals of good sportsmanship, honesty, loyalty, courage, scholarship and reverence, so that they may be finer, stronger and happier youth who will grow to be good, healthy adults.

ARTICLE V- GENERAL ASSOCIATION COMMITTEE

The General Association Committee (hereinafter referred to as GAC) of OPWFT Inc. shall be comprised of the following divisions: (1) Executive Board, (2) Head Coaches Board and (3) Auxiliary Board.

Section I – Executive Board

The Executive Board of OPWFT Inc. will be comprised of six members as follows:

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary
- e. Football Director
- f. Cheering Director

The term of office as it pertains to the Executive Board shall be one year. Candidates for Executive Board positions must be nominated, seconded and voted in by the majority of the general membership in attendance at that meeting.

When necessary, the Executive Board shall administer a final and binding decision pertaining to issues with regard to Association policy, which are consistent with and not contrary to the rules and regulations of PWLS Inc. and in conjunction with the HLA to which OPWFT Inc. is a member. This will include, but is not limited to the removal of all coaches, as well as the suspension or dismissal of participants. In addition, only Executive Board members shall have the right to institute summary authority.

Section II – Head Coaches Board

All Head Football Coaches and Head Cheerleading Coaches in OPWFT Inc. will be appointed on an annual basis and are responsible for ensuring that their own actions and those of their assistant coaches abide by the Coaches Code of Conduct as enunciated by said PWLS Inc. If an assistant coach or head coach is in violation of said Code of Conduct, a hearing before the Executive Board is mandated. At such time, the Executive Board will rule with regard to the future participation of said coach.

On the playing and practice fields and riding on busses, the Head Coach is in complete charge and shall not be interfered with except in cases of rules violations and any other conduct deemed to be contrary to the welfare of youth. There will be one head coach for football and one head coach for cheerleading for each division of play for which a sufficient number of participants are registered. Term is one year.

Section III – Auxiliary Board

The Auxiliary Board shall be comprised of but not limited to the following positions:

- a. Scholastic Program Director
- b. Director of Publicity
- c. Two (2) Equipment Managers
- d. Fundraising Coordinator
- e. Concessions Manager
- f. Yearbook/Program Director
- g. Volunteer Coordinator
- h. Field Coordinator
- i. Golf Tournament Coordinator
- j. Kick-off Barbecue Coordinator

Additional positions may be created as deemed necessary by the Executive Board. In addition to duties specifically assigned to them, Auxiliary Board members are to issue reports at OPWFT Inc. meetings as it pertains to their department. Term is one year.

ARTICLE VI – RESPONSIBILITIES

Section I – President

It shall be the duty of the President to preside at all meetings Of OPWFT, Inc. He/She shall also be responsible for the overall Administration of the Association and will act as spokesperson Concerning any internal or external problems/conflicts. The president shall also govern the Petty Cash account(s), and Authorize purchases and payments for said purchases.

Section II – Vice President

It shall be the duty of the Vice President to assist the President With his/her duties. In the absence or disability of the President, the Vice-President shall perform all of the duties of the President. He/She shall also sit on any Hearing Board.

Section III – Treasurer

It shall be the duty of the Treasurer to receive and safely keep all Funds of the Association and pay out same only on the approval of the President. He/she is to be responsible for balancing monthly bank statements, reporting the financial status of the Association at each OPWFT Inc. GAC meeting and is also responsible for filing annual tax reports for OPWFT Inc. In addition, a minimum balance of \$200.00, not to exceed \$500.00, shall be maintained in the Petty Cash Fund.

Section IV – Secretary

It shall be the duty of the Secretary to keep the minutes of ALL proceedings and record the same and maintain said minutes, as approved, in an OPWFT Inc. Minutes Book. He/She shall give notice of all meetings, notify all officers of their election, provide the names of newly elected members to the Treasurer, read minutes at regular meetings and perform other duties as this position may require.

Section IV – Football/Cheering Director

It shall be the duty of the Football/Cheering Director to nominate all coaches for the upcoming season. They shall also collect applications for all coaching position's and verify the information contained on said application as well as overseeing the conduct of all coaches. Additional responsibilities include interfacing with schools, equipment managers, parents, other members of the communities and conducting a coaching clinic in which the coach's code of conduct MUST be presented. In the event of a disciplinary problem with wither a coach or a participant, the Director with no special interest shall sit on the Hearing Board.

Section VI – Scholastic Program Director

It shall be the duty of the Scholastic Program Director to verify the Scholastic Fitness of all OPWFT Inc. football players and cheerleaders. This includes gathering report cards and completing all forms as required by PWLS Inc. as it pertains to Regional/National competitions. Also, he/she shall nominate top scholars for the Oakmont Pop Warner All Scholastic Team and, when applicable, the Pop Warner National All-American Team.

Section VII – Director of Publicity

It shall be the duty of the Director of Publicity to handle all aspects of communication with the media, including but not limited to, registrations, game/competition reports, and scholastic achievements of OPWFT INC. participants as they relate to OPWFT Inc. and PWLS Inc. In general, releasing information of all things positive in regards to OPW Football and Cheerleading. he/she shall also direct posting notices of OPWFT Inc. events within Association boundaries. At no time are conflicts to be published.

Section VIII – Equipment Managers

It shall be the duty of the Equipment Managers to maintain a master inventory of all OPWFT Inc. property; keep an individual log of equipment issued to and received from each head coach, football player and cheerleader; inspect the condition of equipment and report findings to the football and cheering directors as well as the GAC; coordinate the delivery of football helmets to reconditioning company and receiving of inventory. Also, duties include, as requested by the GAC, soliciting three quotes for all equipment that may need to be purchased. Only the President may authorize purchases.

Section IX – Fundraising Coordinator

It shall be the duty of the Fundraising Coordinator to manage all aspects of participant-based fund-raisers. This shall include, but is not limited to, distribution of products/catalogs/sponsor sheets, the collection of funds as determined by the schedule established by the GAC. Submitting funds collected to the President or Treasurer within 24 hours of collection. Ensure a proper accounting of all funds and products and immediately notify the President of any discrepancies.

Section X – Concession Manager

It shall be the duty of the Concessions Manager to handle all aspects related to Concession Stand Sales. This includes, but is not limited to, inventory control, staffing, opening and closing of concession stand. Only the President will authorize inventory purchases.

Section XI – Yearbook/Program Director

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It shall be the duty of the Yearbook/Program Director to handle all related to the publishing of the Yearbook and Programs. This includes,

limited to, the producing of a quality yearbook and a game program at a reasonable cost. He/she will be responsible for designing and laying out the yearbook, soliciting advertising, taking/soliciting photographs, selecting a vendor for the printing, etc. Only the President will authorize purchases.

Section XII – Volunteer Coordinator

It shall be the duty of the Volunteer Coordinator to assign volunteers to various committees and fundraising activities based on the Parent Data Sheets.

Section XIII – Field Coordinator

It shall be the duty of the Field Coordinator to make sure that the field is available and ready to [play on game days. This includes, but is not limited to arranging a clean-up crew and making sure the field is clean at the end of the day.

Section XIV – Kick-off Barbecue Coordinator

It shall be the duty of the Kick-Off Barbecue Coordinator to form a committee and oversee the planning for the Kick-Off Barbecue. This includes, but is not limited to, contacting volunteers, securing location, working with the Publicity Director to publicize the event, report to the Association at league meetings. Also, to maintain a list of donors of funds/supplies/products, etc. and make sure that Thank You's are sent out to donors or significant contributors. Only the President will authorize purchases.

ARTICLE VII – POWERS

The OPWFT Inc. GAC shall have the following powers in addition to the powers expressly or implicitly conferred on it by law:

Section I – Rules

To make and enforce rules and regulations to govern itself on a local basis which are consistent with, and contrary to, any rules and Regulations promulgated by PWLS Inc. and the HLA to which this Association is subject.

Section II – Money

To solicit contributions, secure sponsors and raise funds.

Section III – Contracts

To enter into contractual agreements as deemed necessary to sustain operations, such as but not limited to, transportation, equipment Purchases, medical services and supplies and field access.

Section IV – Verification

To conduct background checks on all coaches.

ARTICLE VIII – VOTING RIGHTS

Each member of the OPWFT Inc. GAC shall have one vote per item.

ARTICLE IX – NOMINATIONS

All nominations for the OPWFT Inc. GAC shall be submitted to the Executive Board from the current members of the GAC at the January GAC meeting where and when the new committee shall be voted in.

ARTICLE X – MEETINGS AND QUORUM

Section I – Regular Meetings

The GAC of OPWFT Inc. shall meet once a month. Notice of meeting must be given to all members of the GAC at least one week prior to said meeting.

Section II – Emergency Meetings

In the event that the Executive Board of the OPWFT INC. deems an emergency meeting necessary, a minimum of 24 hours notice to The GAC is mandated.

Section III – Meeting Format

All meetings of the OPWFT Inc. GAC are to be governed by Roberts Rules of Order.

Section IV – Quorum

A quorum of at least 51% of the OPWFT Inc. GAC must be present to pass an item. In the event that positions of the GAC remain vacant After elections, the President will assume full responsibility, including Voting rights for said positions until said positions are filled with Competent staff by the Executive Board.

ARTICLE XI – AMENDMENTS

Amendments to these by-laws may be submitted for consideration at any regular meeting of the OPWFT Inc. GAC. For an amendment to be adopted required a two-thirds vote of those members present at the meeting, which must meet the quorum requirements. All new/amended/changed amendments are effective immediately upon successful passage of the GAC unless otherwise designated.

ARTICLE XII – GOVERNMENT

OPWFT Inc. will abide by all rules and regulations of the HLA of which it is member under the guidelines set forth by the official rules of PWLS Inc.

To deal effectively with any problems/conflicts, the OPWFT Inc. will use the following chart of communications: (1) Executive Board, (2) GAC, (3) Football/Cheering Directors, (4) Head coach of respective squad. This chart will be used for all communications starting with the Head Coach of the respective squad/team.

Should no answer be given within a reasonable amount of time (14 days) a letter may be written to the next highest authority level with a courtesy copy to the initial authority. No complaint or request shall be acted upon unless all details are given in writing and signed by all those requesting the answer or action.

A complaint or request submitted to the GAC will not be acted upon until the next monthly meeting with the stipulation that all prior regulations have been followed. The party (2) requesting the action will receive a response within 14 days of said meeting.

The only exception to this policy would be in relation to charges of which an immediate Summary Authority must be exercised. In such an event, a formal hearing is mandated. If, as a result of said meeting, it is the conclusion of the Executive Board to defer to a civil authority, full cooperation is expected.

ARTICLE XIII – FORMAL HEARING

Written notice of a formal hearing must be delivered to each party. The notice must include the date, place and time of hearing and a list of specific charges. It must also advise the parties of their right to be represented at the hearing by a person of their choice. At least seven (7) days must pass between the date the charged party (s) written notice is sent and the hearing itself. Charged parties shall have the right to introduce witnesses and/or bring documents to support a defense, cross-examine witnesses and inspect any item introduced as evidence at the time it is presented. All formal hearings are to be tape-recorded. After the hearing, a written statement and decision must be delivered to each party within 14 days of the hearing; said statement must include any penalties imposed. The hearing board shall consist of the President, Vice President and football and/or cheering director. The Secretary shall record the meeting as indicated.

ARTICLE XIV – PROTEST OF DECISIONS BY GAC

A formal written protest must be submitted to the Executive Board within 21 days of the original decision. The protest must contain a basic fact pattern of the original decision and a reason for the protest. A final decision will be sent to involved parties within 14 days. A formal protest may be submitted for record protesting the decision of the Executive Board. However, all decisions of the Executive Board are final.

ARTICLE XV – YOUTH ELIGIBILITY

All football players/cheerleaders must meet all requirements set forth by PWLS Inc. and the HLA to which OPWFT Inc. is subject to be eligible to participate in any of the Association's functions.

ARTICLE XVI – ORDER OF BUSINESS

- A. Call to order by the presiding officer.
- B. Roll call by the Secretary.
- C. Reading of the minutes of the previous meeting by the Secretary followed by any questions and a vote for acceptance of the minutes.
- D. Treasurer's Report by the Treasurer followed by any questions and a vote for acceptance of the Treasurer's Report.
- E. Reports by members of the Auxiliary Board.
- F. Old Business.
- G. New Business.
- H. Notice of the next meeting.
- I. Adjournment.