

NEW MILFORD BULLS BY-LAWS

(Rev. 10/2013)

ARTICLE 1: NAME

This association shall be known as The New Milford Bulls Pop Warner Football and Cheer.

ARTICLE 2: OBJECTIVE

To inspire youth, regardless of race, creed, color or sex, to practice the ideals of sportsmanship and physical fitness as reflected in the life of the late Glen Scobie (POP) Warner: to bring area youth closer together through the means of a common interest in sportsmanship, fellowship and athletic competition; to encourage adults to behave in an exemplary manner when supervising youth and to keep the welfare of the youth foremost and free from any adult compulsion for power and glory or to further their own personal interest.

ARTICLE 3: MEMBERSHIP

SECTION 1: CLASSES

There shall be the following classes of membership for the association

A. Football member: Any child meeting the requirements for participation, as defined by Pop Warner National rules, shall be eligible to participate, but shall have no rights, duties, or obligation in the management of the team or association. Football members shall have no voting rights at general membership meetings or elections. The membership term for this class is from acceptance of registration through December 31st of each calendar year.

B. Cheerleader member: Any child meeting the requirements for participation, as defined by Pop Warner National rules, shall be eligible to participate, but shall have no rights, duties, or obligation in the management of the team or association. Cheerleader members shall have no voting rights at general membership meetings or elections. The membership term for this class is from acceptance of registration through December 31st of each calendar year.

C. Active Regular Member: The parent or legal guardian of a football and/or cheerleader member that meet the requirements of membership as defined by the Pop Warner national rule book. Each active regular member shall have voting rights at general elections. The membership term for this class is from acceptance of registration through December 31st of each calendar year.

D. Board Member: Is defined as a member of the current board of directors as defined in Section 6 of the New Milford Bulls by-laws. Each board of director member shall have voting rights at general membership meeting and at general elections. The membership term for this class is defined as term of office as in Article 4 Section 1.

E. Rostered Coaching Staff: Is defined as a member rostered on a validated coaching roster filed with the Pop Warner National office. Each coaching staff member shall have voting rights at general elections. Only coaching staff 18 years of age and older shall be entitled to exercise voting rights. The membership term for this class is from board approval of the coach through December 31st of each calendar year.

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F. Honorary/Alumni Member: Is defined as a person displaying a supporting interest in the association that has been nominated, and approved by a majority vote of the board of directors. Honorary/Alumni members shall no voting rights at general elections. The class of member shall have no membership term as long as the member remains in good standing with the association.

SECTION 2. SUSPENSION OR TERMINATION OF MEMBERSHIP

A. The Board of Directors, by a two thirds (2/3) vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend, or terminate the membership of any member class when the conduct of such person is considered to be detrimental to the best interests of the association.

The member involved shall be notified in writing of the date and time the disciplinary meeting, informed of the general charges, and given an opportunity to appear at the meeting to answer such charges. If said member refuses written notification and/or fails to appear the board has the authority to carry out disciplinary action in absentia.

B. The Board of Directors shall, in the case of a football or cheerleader member, give notice to the parent/guardian in writing, and also the coach of the team of which the child is a member; said coach shall appear in the capacity of an advisor with the child and his/her parents before a duly appointed committee of the Board of Directors, which shall have the full powers to suspend or revoke the child's right to further participation within the guidelines set by Pop Warner National Rulebook.

C. A member may voluntarily terminate their membership with the association. A signed letter of resignation must be submitted to association Secretary and entered into the minutes. The Secretary shall then remove that member from the active member roll.

ARTICLE 4: BOARD OF DIRECTORS

SECTION 1. ANNUAL ELECTIONS AND TERM OF OFFICE

Nominations:

A. Nominations for board of director positions shall be conducted during a general membership meeting held on or about the second Monday in November. Nominations can only be made and seconded by members belonging to membership classes with voting rights. Nominees may be nominated for multiple positions at the nomination meeting but the nominee must decide before the election which position he/she wants to run for. No member shall ever be allowed to run for more than one board position. The individual nominated must consent to his/her nomination either in person or via communication with the Association President within one calendar week of the nomination meeting.

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- B. Nominations will not be accepted at the December election meeting. Exception: If there are specific board positions in which no qualified nominees were presented at the November nomination meeting, nominations will be accepted from the floor prior to elections for those positions.
- C. All nominees must be members in good standing within the Bulls Association. In good standing is defined as:
 - 1. Nominee must belong to class C, D, E, or F as defined in Article 3 Section 1.
 - 2. Nominee is currently not suspended or terminated as defined in Article 3 Section 2.
 - 3. Nominee has a zero balance as confirmed by the Treasurer

*A Board vote to accept nominees “not in good standing” must be held prior to the December elections, a 2/3 board vote is required to allow a member “not in good standing” to be considered eligible for election.

Elections:

- A. Elections shall be held on or about the second Monday of December, biannually, on odd years, for the purpose of electing the Board of Directors for the coming term. Any member with voting rights, as defined in Article 3 Section 2, is eligible to vote. The association Secretary shall generate a roll of members with voting rights prior to the election meeting. Those without voting rights may attend the election meeting but must leave prior to the distribution of ballots. The vote shall be conducted by secret ballot and the new board members elected by a plurality vote. An individual who has been nominated for office must be present to be elected. The Association President and Vice-President shall count the ballots and the Association Secretary shall keep a vote tally and observe the counting process.

If there is a tie vote for an office of the Board of Directors, the following procedures shall apply.

All members with voting rights shall vote again by secret ballot only for those individuals having the most number of votes that were tied. The individual receiving the majority of votes shall be declared the winner. If the second vote does not break the deadlock, the existing Board of Directors shall vote again by secret ballot and the winner shall be elected by a majority of the board

- B. Term of Office: the newly elected board shall take effect immediately following the election meeting. The length of term of office shall be two (2) years.

SECTION 2. VACANCIES

- A. In the event that qualified members cannot fill all board of director positions at the bi-annual elections, the new board may appoint, by majority vote, a non-active member to fill the available position(s).

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- B. If any vacancy should occur on the Board of Directors by death, resignation, or permanent incapacitation, the vacant position will be filled by appointment of the President.
- C. If the position of President becomes vacant by death, resignation, or permanent incapacitation, the association Vice-President shall assume the role of President for the remainder of the term of office.

SECTION 3. DUTIES AND POWERS

- A. The Board of Directors shall have the power to appoint such standing and special committees, as it shall determine necessary and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.
- B. The Board may adopt rules and regulations for the conduct of its meetings and the management of its Association, as it may deem proper.
- C. The Board shall have the power by a two-thirds (2/3) vote of the Board of Directors to discipline, suspend, or remove any Director, Committee Member, Coach, Football Member, Cheerleader Member, Active Regular Member or fan in accordance with the procedure set forth in Article 3 Section 2.
- D. The board shall present to the membership, either immediately prior to the bi-annual elections or at the semi-annual membership meeting held on the second Monday in December, a report showing the whole amount of real and personal property owned by it, where located, and where and how invested, the amount and nature of the income and property acquired during the year immediately preceding the date of the report and the manner of the amount applied, appropriated or expended. This report shall be filed with the records of the Association and an abstract thereof entered into the minutes.

ARTICLE 5: MEETINGS

SECTION 1. MEETINGS OF THE BOARD OF DIRECTORS

The Board shall determine the agenda, date, time, and location of the meetings of the Board of Directors.

SECTION 2. MEMBERSHIP MEETINGS

Meetings of the general membership shall be held semi-annually on the Second Monday of June and December of each calendar year. Members may request to add agenda items to this meeting by sending a request to both the association President and Secretary.

SECTION 3. SPECIAL MEETINGS

The President may, whenever he/she deems it advisable, issue a call for a special meeting. The Secretary shall give 24-hour notice of the special meeting to each Board member, the date, time and agenda of the meeting. No matters not so stated may be acted upon at the special meeting.

SECTION 4. QUORUM

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To constitute a quorum, it shall be necessary to have seventy percent (70%) of the Board of Directors present. Present is defined as attending in-person or via forms of electronic communication.

SECTION 5. VOTING

Only elected and appointed Board members shall have full voting rights at Board of Director Meetings, Membership Meetings, and Special Meetings.

SECTION 6. RULES OF ORDER

Roberts Rules of Order shall guide the proceedings of all meetings except where it conflicts with the By-Laws of the Association, League Rules and Regulations, or National Pop Warner Rules and Regulations.

ARTICLE 6: BOARD, DUTIES AND POWERS

SECTION 1. BOARD MEMBERSHIP

The Board of Directors of the Association shall consist of a President, Vice-President, Treasurer, Secretary, Football Commissioner, Cheerleading Commissioner, Deputy Football Commissioner, Deputy Cheerleading Commissioner, Field Manager, Football Equipment Manager, Cheerleading Equipment Manager, Fundraising Chairperson, Merchandise Manager, Snack Bar Manager, Website Coordinator, Volunteer Coordinator, Corporate Sponsor Coordinator and immediate past President. The immediate past President's term is for the 1st year after completion of their term.

The Board may appoint such other committees as it may deem necessary and may prescribe the powers and duties of each.

SECTION 2. PRESIDENT

- A. The President shall be responsible for conducting the affairs of the association and for executing all policies established by the Board. He/she shall communicate to the Board such matters and make such suggestions as may, in his or her opinion, tend to promote the welfare of the association.
- B. He/she cannot be selected as Head Coach for the duration of their term as President.
- C. He/she shall preside at all meetings of the Membership and Board of Directors.
- D. The President, or such other officers as he/she may designate in writing, shall have the power to make and execute for and in the name of the association, New Milford Bulls Pop Warner Football and Cheer, such contracts and leases as approved by the board of directors.
- E. He or she shall investigate complaints, irregularities, and conditions detrimental to the association, which are submitted in writing and report thereon to the board as circumstances warrant. The President shall have the responsibility of enforcing all disciplinary actions as outlined in the Pop Warner/NCTPW/New Milford Pop Warner rules and regulations.

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- F. The President may appoint, with board approval, any committees which are necessary for the purpose of conducting the association's business.
- G. Potential candidates for the office of President must have served as a board member for at least one year during the prior four-year period. Nominations from the general membership shall be considered if no qualified candidates meeting the above stipulation are identified.

SECTION 3. VICE-PRESIDENT

- A. In case of absence of the President, the Vice President shall perform the duties of President and when so acting, shall have all the powers of that office. If the position of President becomes vacant by death, resignation, or permanent incapacitation, the association Vice-President shall assume the role of President for the remainder of the term of office
- B. The Vice President will be chair of the hearing committee and will oversee and present the resolution of formal complaints to the board of directors.
- C. The Vice President shall be responsible for the scholastics program of the New Milford Bulls Pop Warner Program and will chair the scholastics committee.

SECTION 4. SECRETARY

- A. The Secretary shall be responsible for recording the activities of the Association and maintaining proper files, mailing lists, and necessary archival records. The Secretary shall perform such duties as are herein specifically set forth, in addition to such duties as are customarily incidental to the office of Secretary or as may be assigned to him/her by the Board.
- B. The Secretary shall maintain a list of all Directors and Committee Members and give notice of all meetings of the Association to the Board and Committees. The Secretary shall keep a list of all honorary/alumni members of the Association.
- C. The Secretary shall keep the minutes of the association Board, and cause them to be recorded in an archive kept for that purpose. The Secretary shall hold the responsibility of issuing a draft of meeting minutes and distributing said minutes to the Board of Directors prior to the next scheduled meeting. The Secretary shall also send a copy of meeting minutes to any active regular member upon their written request.
- D. The Secretary shall conduct all correspondence not otherwise specifically delegated in connection with said meeting, and shall be responsible for carrying out all orders, votes, and resolutions not otherwise committed.
- E. He/she shall serve all notices required by law or the association By-Laws.

SECTION 5. TREASURER

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- A. The Treasurer shall perform such duties as are herein specifically set forth and such other duties as are customarily incidental to the Office of Treasurer and may be assigned to him by the Board.
- B. The Treasurer shall ensure that all monies and securities are deposited in a depository approved by the Board.
- C. He/She shall maintain an inventory of all real property and assets held by the association and conduct an annual inventory assessment.
- D. He/She shall keep account records for the receipt and disbursement of all monies and securities of the association. The Treasurer will provide at each regular Board meeting, an updated depository account balance.
- E. The Treasurer shall approve all payments from allotted funds, and draw checks thereof to be reported upon at every regular Board meeting.
- F. Under the direction of the President, the Treasurer shall prepare an Annual Report for submission to the Board at the December meeting.
- G. The Treasurer shall be responsible for the filing of all relevant federal and state tax documents.
- H. After the December election, the incoming Treasurer will serve as chair of the audit committee and will be responsible for auditing the previous 2-year term. This committee will include two incoming Board members, past Treasurer, and one additional outgoing Board member. This committee shall provide a complete audit report at the January Board meeting.

SECTION 6. FIELD MANAGER

- A. The Field Manager is responsible for the proper upkeep and maintenance of the New Milford Bulls field and facilities. He/She is to ensure that the field is prepared for each home game or event held at the New Milford Bulls fields.
- B. The Field Manager shall be responsible for securing multiple bids, when a proposed purchase exceeds \$500.00, on needed supplies and services and make recommendations for purchase to the Board.
- C. He/She shall provide to the Treasurer a detailed inventory of field maintenance supplies and equipment prior to the start of the Pop Warner season.

SECTION 7. FOOTBALL AND CHEERLEADING EQUIPMENT MANAGERS

- A. The Equipment Managers shall be responsible for all team equipment associated with the New Milford Bulls

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- B. He/She shall collect an annual inventory of the Association's equipment and property. This inventory shall be submitted to the Treasurer prior to equipment distribution.
- C. The Equipment Managers shall be responsible for securing multiple bids, when a proposed purchase exceeds \$500.00, on needed equipment and make recommendations for purchase to the Board.
- D. Organize and issue equipment to all players and coaches and maintain records of disbursement. The Equipment Managers shall collect required uniform deposits at the time of uniform distribution and shall transfer these funds to the association Treasurer for retention. Returned equipment that does not meet the standards of reasonable wear and tear may result in forfeiture of uniform deposit.

SECTION 8. FOOTBALL COMMISSIONER

- A. The Football Commissioner shall have the following responsibilities:
 - 1. Selecting and submitting to the Board for approval his/her nominee for Deputy Commissioner.
 - 2. Submitting to the Board a list of Head Coaches for approval.
 - 3. Registration of football players. Oversee the Deputy Commissioner and registration committee.
 - 4. Notifying players of team assignments, medicals, practices, and starting date.
 - 5. Securing practice fields.
 - 6. Establishing practice schedules and scrimmages.
 - 7. Appropriate medical coverage for practices and games as defined by Pop Warner National.
 - 8. Assuring the overall quality of the football program.
 - 9. Investigate written complaints of parents/players/coaches and report their findings to the Board/hearing committee.
 - 10. Football Commissioner shall serve as League Representative at all Northern Connecticut Pop Warner League meetings. If unable to attend a League meeting, he/she is responsible for making sure that the Deputy Football Commissioner attends.
 - 11. Responsible for updating rules and regulations.
- B. The Football Commissioner cannot be selected as a Head Coach for the duration of their term.

SECTION 9. DEPUTY FOOTBALL COMMISSIONER

- A. In case of the absence or disability of the Football Commissioner, the Deputy Football Commissioner shall perform the duties of the Football Commissioner and when so acting, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned to him/her by the Football Commissioner or the Board.

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- B. The Deputy Football Commissioner will be responsible for coordinating and executing player registration and validation processes in compliance with Pop Warner National and Northern Connecticut Pop Warner Guidelines.

SECTION 10. CHEERLEADING COMMISSIONER

- A. The Cheerleading Commissioner shall have the following responsibilities.
 1. Selecting and submitting to the Board for approval his/her nominee for Deputy Commissioner.
 2. Submitting to the Board a list of Head Coaches for approval.
 3. Registration of Cheerleading players. Oversee the Deputy Commissioner and registration committee.
 4. Notifying players of team assignments, medicals, practices, and starting date.
 5. Establishing practice schedules.
 6. Securing practice fields and gyms.
 7. Assuring the overall quality of the Cheerleading program.
 8. Investigate written complaints of parents/players/coaches and report their findings to the Board/hearing committee.
 9. The Cheerleading Commissioner shall serve as League Representative at all Northern Connecticut Pop Warner League meetings. If unable to attend a League meeting, he/she is responsible for making sure that the Deputy Cheerleading Commissioner attends.
 10. Responsible for updating rules and regulations.
- B. The Cheer Commissioner cannot be selected as the Head Coach for the duration of their term.

SECTION 11. DEPUTY CHEERLEADING COMMISSIONER

- A. In case of the absence or disability of the cheerleading commissioner, the Deputy Cheerleading Commissioner shall perform the duties of the Cheerleading Commissioner and when so acting, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned to him/her by the Cheerleading Commissioner or the Board.
- C. The Deputy Cheer Commissioner will be responsible for coordinating and executing player registration and validation processes in compliance with Pop Warner National and Northern Connecticut Pop Warner Guidelines.

SECTION 12. FUNDRAISING CHAIRPERSON

- A. The Fundraising Chairperson shall be responsible for the coordination and implementation of all Board approved Fundraising ideas.
- B. The Fundraising Chairperson is responsible for creating and overseeing any committee(s) necessary for assistance with Fundraising activities.

SECTION 13. SNACK BAR MANAGER

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- A. The Snack Bar Manager is responsible for planning, coordinating, implementing, and overseeing all Snack Bar activities. This is to include:
 - 1. Securing vendors and purchasing of necessary supplies for the snack bar.
 - 2. Nightly deposit of Snack Bar receipts to a depository specified by the Board of Directors.
 - 3. Reporting all monetary transactions, whether expense or income to the Treasurer on a weekly basis.
 - 4. Ensuring that the Snack Bar is certified by the New Milford Health Department

SECTION 14. MERCHANDISE MANAGER

- A. The Merchandise Manager is responsible for ordering, coordinating and tracking all merchandise sold through the New Milford Bulls. All purchases over \$500 must be brought to the Board for approval, pre-ordered items are exempt.
- B. The Merchandise Manager also insures that all monies and deposits are collected at the end of each home event and deposits are given to the Treasurer within 48 hours.
- C. An inventory of merchandise on-hand prior to and at the conclusion of the Pop Warner season must be completed. This inventory is to be provided to the Treasurer.

SECTION 15. VOLUNTEER COORDINATOR

- A. The Volunteer Coordinator responsibilities are to:
 - 1. Solicit volunteer positions for football and cheerleading at registration
 - 2. Organize and coordinate with each Board members and team parents, so as to fill volunteer positions required for all practices and events
 - 3. Prepare, distribute, and post all volunteer sheets with dates, jobs, and time-slots.

SECTION 16. WEBSITE COORDINATOR

- A. Procure a company to host the league's website
- B. Secure the domain name newmilfordbulls.com, and make sure that the league maintains ownership of that domain name (and/or any other names the Board requests).
- C. Design and maintain a publicly accessible website newmilfordbulls.com (and/or any other names the Board requests) to provide information to current and potential league athletes, parents, and coaches.
- D. Update the website in a timely manner with information from the Board and Head Coaches.
- E. Information from other sources should not be posted without prior Board approval.
- F. The website coordinator shall be responsible for updating information on social media sites and controlling content and access.

SECTION 17. CORPORATE SPONSOR COORDINATOR

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- A. The Corporate Sponsor Coordinator is responsible for developing, implementing and soliciting sponsorships, by promoting various types of advertising and/or donations for the entire association.

SECTION 18. PAST PRESIDENT

- A. Immediate Past President who has served at least one full term shall become a member of the Board, for ONE year immediately following their completed term, as long as they maintain their Active Regular Member status.
- B. Immediate Past President shall act in an advisory capacity to the Board with no Board vote.

SECTION 15. RESOLUTION OF BOARD CONFLICTS

- A. Any member of the Board who feels that an action taken by a majority of the Board is not in the best interest of the Association may be allowed to state his/her intention to the Board and if the issue is not resolved, it will be resolved by a 2/3 vote of all Board members present.

ARTICLE 7. COACHES

SECTION 1. HEAD FOOTBALL AND CHEERLEADING COACHES

- A. Shall be selected annually by the Football and Cheerleading Commissioners, respectively, and approved by the Board.
- B. Head coaches shall select their assistant coaches. The assistant coaches require approval from the Commissioner and subsequently by the Board.
- C. Head coaches shall be fully responsible for all actions of the players, parents, and assistant coaches.

SECTION 2. CONDUCT

- A. All coaches, football and cheerleading, will abide by a Code of Conduct which includes the following provisions. If any of these rules are broken, the Board shall have the authority to impose penalties up to revocation of coaching responsibilities.

COACHES CODE OF CONDUCT:

1. Not smoke and/or use smokeless tobacco on the field.
2. Not criticize players/cheerleaders in front of spectators, but reserve constructive criticism for later, in private, or in the presence of team/squad members if others might benefit.
3. Accept decisions of the game officials and judges on the field and in competitions as being fair and called to the best ability of said officials.
4. Not criticize an opposing team, its players, coaches, cheerleaders or fans by word of mouth or by gesture.
5. Emphasize that good athletes strive to be good students and that both are physically and mentally alert.
6. Strive to make every football/cheerleading activity serve as training ground for life, and a basis for good mental and physical health.
7. Emphasize that winning is the result of good "teamwork."
8. Not engage in excessive sideline coaching and shall not leave the bench area to shout instructions from the sidelines.
9. Together with team officials, be jointly responsible for the conduct and control of team fans and spectators. Any fan who becomes a nuisance and out of control will be asked to leave.
10. Not use abusive or profane language at any time.

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11. Not “pile it on;” not encourage their team to get a commanding lead and raise the score as high as it can. In these instances, every effort shall be made to let all players play.
12. Not receive any payment, in cash or kind, for services as a coach in Pop Warner Football/Cheerleading. This includes any coach, expert, consultant or choreographer, regardless of his/her roster status.
13. Not permit or encourage “sweating down” tactics in order for a player to make the team weight.
14. Not recommend or distribute any medication, controlled or over the counter, except as specifically prescribed by participant’s physician.
15. Not permit an ineligible player to participate in a game.
16. Not deliberately incite unsportsmanlike conduct.
17. Not possess or drink alcoholic beverages and/or use illegal substance(s) on both the game and practice fields.
18. Remove from the game or practice any participant when even slightly in doubt about his/her health, whether or not as a result of injury, until competent medical advice is available.
19. Be responsible for and control their fans at all times.
20. Uphold all rules and regulations, National and local, regarding Pop Warner Football.

ARTICLE 8. AFFILIATION

SECTION 1.

The Association shall annually register with a member organization of Pop Warner Football and Cheer.

SECTION 2. RULES AND REGULATIONS

The Official Playing Rules and Regulations of the affiliated league shall be binding on the Association.

ARTICLE 9. FINANCIAL AND ACCOUNTING

SECTION 1.

The Board of Directors shall decide all matters pertaining to the finances of the Association and it shall place all income in a common Association treasury, directing the expenditure of the same in such a manner as will give no individual, team, or squad an advantage. No individual can make any purchase exceeding \$500 without board approval. Notice of impending purchases under \$500 must be sent to the Association President and Treasurer.

SECTION 2.

The Board shall not permit the contribution of funds or property to individual teams or squads, but shall solicit it for the common treasury of the Association thereby to discourage favoritism among teams or squads and to endeavor to equalize the benefits of the Association.

SECTION 3.

The Board shall permit fundraising for specific squads for the purpose of travel to the Pop Warner National Championships. Individual squads can petition the Board to allow for fundraising after teams have qualified for their Regional Championship/Qualifier. No disbursement of these funds shall be used for Regional or State championships. If said team does not qualify to attend the National Championships said funds shall revert to the Association treasury.

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SECTION 4. No officers or members of the Board shall receive, directly or indirectly, any salary from the Association for services rendered as Officer or Member. This is a Non-Profit Association.

SECTION 5.

All monies received shall be deposited to the credit of the Association in a depository, and all disbursements shall be made by check and the Association's Treasurer and/or such other officer(s) shall sign all checks or person(s) as the Board shall determine.

SECTION 6.

Purchase of food and beverage (for the snack shack) must be made with two non-related board members present. Receipts must be presented and signed by both parties for reimbursement. Two non-related board members must count, verify and sign deposit slips to be given to the Treasurer at the end of each home day event.

SECTION 7.

The Board of Directors must approve the use of the Bulls logo.

SECTION 8.

The fiscal year of the Association shall begin on the first day of December and shall end on the last day of November.

ARTICLE 10. ADULT BEHAVIOR POLICY

- A. At any Pop Warner event practice or competition, any adult who:
1. verbally abuses
 2. attempts to intimidate
 3. is flagrantly rude,
 4. cannot control their language or actions with an official, coach, or Pop Warner volunteer
- They 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.
 - Any adult that commits a second similar offense will be banned from Pop Warner events for the remainder of that season.
 - Any adult who physically assaults an official, coach or Pop Warner volunteer will be banned from the Pop Warner program for one year and their child(ren) removed from Pop Warner 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 re-instatement of his or her child.
 - If the adult commits a second offense, he or she will be permanently banned from Pop Warner and the child(ren) permanently removed from Pop Warner.

ARTICLE 11. GRIEVANCES

- A. Complaints or protests brought before the Board must pertain to a misconduct or violation of rules and regulations and/or by-laws, and shall be filed in writing to a Board

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member **within 72 hours** of such misconduct, stating the nature of same, and including the date, time, place, and individuals involved, a signature is required from the complainant for the complaint to be valid. A response from the board of directors shall be sent to the complainant with 30 days from receipt of the valid complaint.

- B. The member associations and individuals mentioned in such complaint or infraction, shall be notified in writing by certified mail or other forms of communication, and summoned to appear before the Board to answer the filed charges of the alleged infraction. A copy of the filed charges must be provided to the member Association and the individuals named in the complaint or infraction, when notified by the Board. If the member association and/or individual do not attend the disciplinary Board meeting, judgment can be made in absentia.
- C. Under no circumstances shall a grievance against a game official's judgment call be heard.
- D. The Board shall exercise its power as the highest local authority (HLA), and shall conduct a hearing in accordance with Pop Warner rules and regulations, and shall administer appropriate disciplinary action.
- E. If said complaint is in regards to any Board member, said Board member must recuse themselves from the investigation of the complaint and in determination of disciplinary actions.
- F. Circumventing the Pop Warner chain of command, as defined by the Pop Warner National guidelines, shall result in immediate revocation of membership status.

ARTICLE 12. BY-LAWS

SECTION 1. AMENDMENTS

These By-Laws may be amended or altered in whole, or in part, by a quorum vote at any duly organized meeting of the Board of Directors. Notice of the proposed change must be made at a membership meeting or special meeting prior to the board meeting where the vote of approval is to be taken.

SECTION 2. INTERPRETATION

The Board will have within its powers to resolve any issues regarding interpretation of the wording or intent of these By-Laws.

ARTICLE 13. DISTRIBUTION OF PROPERTY UPON DISSOLUTION

SECTION 1.

A vote of the Board of directors must be taken to disband or combine with any other Association. This resolution must be approved by the active regular membership at a special meeting for this purpose.

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SECTION 2.

Any real assets remaining after dissolution of the Association must be donated to a qualified non-profit organization.

ARTICLE 14. MANDATORY BACKGROUND CHECKS

Section 1: As a condition of service to a Pop Warner league, all Coaches, Board of Directors' members and any other persons or volunteer workers who have repetitive access to or contact with players and/or spirit participants, must complete and submit an official "Pop Warner Volunteer Application" to their local Pop Warner Association.. Annual background checks must be completed prior to the applicant assuming his/her duties for the current season, and should be submitted to the Association President prior to the start of the current season.

Refusal to submit a fully completed "Pop Warner Volunteer Application" annually must result in the immediate dismissal of the individual or denial of participation for the applicant.

Section 2: The Association shall not permit any person to participate in any manner, whose background check reveals a conviction for, or guilty plea to, any crime involving or against a minor. In addition, other charges and convictions may be an indication of an unfit volunteer, and therefore the Association may prohibit any individual from participating as a volunteer if the Association deems the individual unfit to work with minors, as long as the Association applies the same criteria uniformly for all individuals seeking to volunteer.