

Rensselaer Pop Warner
Little Scholars, Inc.

BY-LAWS

**Incorporated:
State Of Indiana**

Created February 21, 2009

Rev March 29, 2010

ARTICLE 1: NAME

The name of this Association shall be known as **RENSELAER POP WARNER LITTLE SCHOLARS, Inc...** hereinafter referred to as such.

ARTICLE II: OBJECTIVES

- **Section 1:** To fulfill and perform the general purposes of **RENSSLAER POP WARNER** as expressed in the By-Laws of said organization. This association shall be affiliated with Pop Warner Little Scholars, Inc. and shall be governed by and comply with the principles, rules, and regulations enunciated and decreed by Pop Warner Little Scholars, Inc.
- **Section 2:** To teach our youth the fundamentals of the game of tackle Football and Cheerleading.
- **Section 3:** To promote sportsmanship, team play and loyalty to themselves and their fellow persons.
- **Section 4:** To conduct and sponsor programs and events for the purpose of raising moneys to be used for general purpose of said corporation.
- **Section 5:** To own and operate these recreational faculties and may assist in the performance of the general purposes of this corporation, providing the same shall be consistent with the laws of the State of Indiana.
- **Section 6:** To perform acts which may be necessary in order to conduct the general purposes of this corporation, which are in the scope of the laws of the State of Indiana.

- **Section 7: Rensselaer Pop Warner Little Scholar Inc.** is to follow all Federal and State laws concerning the Equal Opportunity Act. **Rensselaer Pop Warner Little Scholars Inc.** will not discriminate against any person because of age, race, color, religion, sex, national origin, sexual origin, disability, or veteran status.

ARTICLE III: MEMBERSHIP

- **Section 1:** Coaches, parents and any other interested parties may become a member of this organization. Coaches, parents and other interested parties may become a member by volunteering their time and completing the necessary paperwork that is required for all volunteers, paid all said registration fees, and by participating in fundraising as set forth by Pop Warner Little Scholars, Inc.
- **Section 2:**
 - (a) Any youth playing on a team of **Rensselaer Pop Warner** will be a member of said organization
 - (b) All participants must turn in all necessary paperwork completed and signed before he/she is able to participate in any practice session (uniformed or non-uniformed).
 - (c) At any Pop Warner event, practice or competition, any person who (1) verbally abuses. (2) Attempts to intimidate (3) is flagrantly rude (4) cannot control their language or actions with an official, coach, Pop Warner volunteer or person will be immediately removed from the Pop Warner event along with their child (ren) and issued a written warning regarding their behavior. Any person who commits a second similar offense will be banned from Pop Warner events, along with their child (ren), for the remainder of the season. Any person who physically assaults an official, coach, Pop Warner volunteer, or person will be banned from Pop Warner along with their child (ren) for one year. After one year

the person may apply for re- instatement of his/her child (ren). If the person commits a second offense he/she with their child (ren) will be permanently banned from Pop Warner.

- **Section 3:**

(a) The Board of Directors, by two thirds vote of those present at any duly constituted function, shall have the authority remove any member of any class when the conduct of such person is considered detrimental towards the **Rensselaer Pop Warner** organization, its members, or spectators.

(b) All applications of **Rensselaer Pop Warner** may be accepted or denied by Rensselaer Pop Warner board by a 2/3rds majority vote with no just cause.

(c) Membership maybe terminated by resignation or by the action of the Board of directors. The Board by simple vote will have final decision after a board of directors' discussion at any duly constituted or special board meeting. The Board shall have the authority to reprimand, suspend or terminate the membership of any member when conduct of such person is detrimental to the best interest of **RENSELAER POP WARNER**. In case of a split vote, the President will break the tie.

ARTICLE IV: OFFICERS AND DIRECTORS

- **Section 1:** (a) This corporation consists of President, Vice President, Secretary, Treasurer, Cheer Director, Football Director, Football Business Manager, Cheer Business Manager, Scholastics Manager, Fundraising Director, Equipment Manager, Assistant Cheer Director, and all other board members. Directors and Chairman may serve consecutive years.

(b) Nominations of new board members will be put forth only during a regular meeting and must be voted on.

(c) All Board Members shall sign a Covenant of said duties.

(d) All Directors and Board Members of this corporation shall serve without

remuneration.

- (e) All potential Members shall sign a Covenant of said duties upon request of being considered a Board Member.
- (f) Officers and Directors who have been convicted or plead guilty of any Felony(s) will not be accepted or automatically dismissed from Rensselaer Pop Warner.
- (g) **All discussions proceedings and decisions of the Rensselaer Pop Warner board shall remain confidential. Any breach of confidentiality by a Rensselaer Pop Warner Board Member can and will be considered a violation and could result in disciplinary action up to and including removal from the board with 2/3rds majority vote by the board of directors.**

ARTICLE V: DUTIES OF OFFICERS AND DIRECTORS

- **Section 1:** The **President** shall preside at all meetings of this corporation. And shall appoint all necessary committees. He/she shall sign all documents and perform all duties imposed upon him/her by this constitution. The President shall oversee all other Board positions. The president is to oversee all areas pertaining to the **Rensselaer Pop Warner** program, in order to make sure that all areas are being run properly. The president has the authority to authorize checks or cash not to exceed \$200. Any check or cash that exceed this amount must be approved by the Board.
- **Section 2:** The **Vice President** In the absence of the President shall perform his/her duties. The Vice-President shall also assist the President in the performances of any duties pertaining to **Rensselaer Pop Warner**. The Vice President has authority to authorize check or cash not to exceed \$200. any checks or cash that exceed this amount must be approved by the Board.
- **Section 3:** The **Secretary** shall conduct all official correspondences, keep all records, and issue all notices to the members of the board. The secretary is to keep an accurate receipt book for all registration fee's and Jersey money that pertain to the football side of the program. The secretary will turn in a list of monies paid, and monies still due to the President and treasurer, this is to be done before the first scheduled day of practice. He/she shall perform functions and duties, which pertain to the office of the Secretary.

- **Section 4:** The **Treasurer** shall be custodian of all corporation records; receive all moneys and issue receipts therefore; issue checks on all orders of treasury for payment of bills, and be prepared at all times to give the Board of Directors a report of money on hand. He/she shall perform functions and duties, which pertain to the office of Treasurer. It is required to have a minimum of two individual to count cash received and co-sign a receipt for that cash.
- **Section 5:** The **Director of Cheerleading** oversees the cheering component of **Rensselaer Pop Warner**. The Director of Cheering is a delegate to the regional cheerleading meetings and responsible to report to the Board all business of the cheering program. The Cheer Director is to assist in the recruitment and nominations of all Head Coaches, and Coaching clinics for their development, registration of cheer participants and organization of **Rensselaer Pop Warner's** participation and support of Cheer competitions. The Cheer Director is responsible for all of **Rensselaer Pop Warner's** Cheer equipment. He/she is responsible for ordering and maintaining the proper equipment needed for **Rensselaer Pop Warner's** Cheerleading organization. The Cheer Director is to inform the Board of any new equipment and/or uniforms needed. The Board is to vote on all cheerleading equipment purchases. The Cheer Director is responsible for reporting all new and or old business to the board that pertains to cheerleading and his/her players, teams, and or coaching staff at the set monthly Board Meetings.
- **Section 6:** The **Director of Football** oversees the football component of the **Rensselaer Pop Warner** program. The Director of Football is responsible for organizing and running any said "football camps" and responsible to report to the Board all business that pertains to the football program. The Director of Football is to assist in the recruitment and nominations of all Head Coaches, and Coaching clinics for their development. He is responsible for registration of football players and organization of **Rensselaer Pop Warner** participation and support of pre and post-season competitions. The Director of Football is responsible for reporting all new and or old business to the board that pertains to football and his/her players, teams, and or coaching staff at the set monthly Board Meeting.
- **Section 7:** The **Football Business Manager** ensures the accurate and complete preparation of the Football "Coaches Books" and the rosters for both "Certification" and "Weigh-in Certification". He /she are responsible for making sure that all appropriate documents are filled out by the parents of the said football players for **Rensselaer Pop Warner**. The Football Business Manager is to help assist the Scholastics Manager with preparing the necessary documents for those football players that meet scholastic excellence.

- **Section 8:** The **Cheerleading Business Manager** ensures the accurate and complete preparation of the Cheer “Coaches Books” and the rosters for both “Certifications” and for “Picture ID Day”. He/she is to ensure that all the necessary paperwork is filled out by the players and parents for the cheer side of **Rensselaer Pop Warner**.
- **Section 9:** The **Scholastics Manager** is to ensure that every football player and cheer leader meets the minimum grade point requirements set forth by Pop Warner Little Scholars, Inc... He/she is to prepare and submit all necessary documentation to the HLA Board for those cheer/football players that qualify for Scholastic excellence. He/she is also responsible for making sure that all players that advance on during a competition and or playoff game have been rechecked to ensure that the player still meets the scholastic eligibility requirements.
- **Section 10:** The **Director of Fundraising** is responsible for overseeing the activities needed to raise the funds required to cover the expected budget for the year for **Rensselaer Pop Warner**. He/she is responsible for keeping accurate track of all monies that are raised and of all players that participated in each said fundraiser. He/she is responsible for designating those persons that will assist him/her with the distribution of all fundraising materials. All fundraising is to be reviewed and voted on by the Board. The Director of Fundraising is responsible for reporting all new and or old business that pertains to fundraising to the board at the set monthly Board Meeting.
- **Section 11:** The **Football Equipment Manager** is responsible for all **Rensselaer Pop Warner’s** Football equipment. He/she is to ensure that all of the said equipment passes all codes and regulations and is responsible for the insurance that the equipment is organized, clean and presentable. He/she is to organize equipment hand-out, return, and inform the Board of this date. The Football Equipment Manager is to keep accurate records of all equipment belonging to the **Rensselaer Pop Warner** organization. He/she, is responsible for making sure that all equipment is returned to **Rensselaer Pop Warner** at the end of the Season. The Football Equipment manager is to inform the Board of any equipment that needs to be ordered or repaired. The Board is to vote on all equipment purchases.
- **Section 12:** The **Assistant Cheer Director** in the absence of the Cheer Director will perform all of his/her duties. The Assistant Cheer Director shall also assist the Cheer Director in the performances of any duties pertaining to **Rensselaer Pop Warner** cheer. The Assistant Cheer Director is to be the designated person to help the Fundraising Director handle the general fundraisers for the cheer side of **Rensselaer Pop Warner**.

ARTICLE VI: ELECTIONS AND NOMINATION

- **Section 1:**
 - (a) Elections of Directors and Board members will be automatic, even if minutes do not reflect the same. As long as the Board Members are fulfilling their job they can remain on the Board for up to 3 years in the same position. After 3 years the Board is to vote on keeping the said Board member in that same position.

 - (b) Nomination of any new Board member of this corporation shall take place at the regular December meeting. Unless said position is vacant at any time during the year.

- **Section 2: All Head /Assistant Football and Cheerleading Coaches in Rensselaer Pop Warner** will be nominated by its general body and/or submitted by petition to the Board through the Cheer Director and Football Director. Head/Assistant Coaching positions are to be approved by the Board on an annual basis.
 - (a) Any individual wishing to be considered as a coach for a team must be submitted

 - (b) All coaching positions will be voted on.

 - (c) All coaches involved in **Rensselaer Pop Warner** must abide by the coaches Policy and bylaws.

 - (d) All Head/Assistant coaches and/or team parent must submit to a National background check.

- **Section 3:** The Board manages the property and affairs of **Rensselaer Pop Warner**. Any new Board member, upon elections, immediately enters the performance of their duties. The Boards duties include involvement in the majority of fundraisers which majority equals over one half of the total Fundraising and projects determined by the board in a calendar year.

ARTICLE VII: TERM OF OFFICE

- **Section 1:** Officers in this corporation shall hold office, beginning with the first meeting in January.
- **Section 2:** Any vacancy of said offices shall be filled by the **Rensselaer Pop Warner** Board of Directors for the remainder of the current year or with nominee and majority vote of a new member.

ARTICLE VIII: MEETINGS

- **Section 1:** Meeting of the Board may be called any time by the President.
- **Section 2:** Regular meetings shall be held once a month.
- **Section 3:** All special meeting's, shall be called by the President.
- **Section 4:** The time and location for holding of meeting's, shall be designated by the President.
- **Section 5:** The President or Secretary shall notify all active Board Members of the meeting.
- **Section 6:** Any Board Member missing three (3) regular meetings and or events in a twelve (12) month period, without properly notifying the President with valid excuse before hand, shall be notified of a probationary period of the remainder of the calendar year, which must be attended to retain Director/Officer status

- **Section 7:** All meetings should be governed by Robert's Rules of Order and these By-laws.

- 1) Called to order by the President.
- 2) Role call by the Secretary (all Board Members are required to sign in).
- 3) Reading of minutes of the previous meeting by the Secretary followed by any questions and a vote for acceptance of the minutes.
- 4) Treasurers Report by the Treasurer or President when he/she is not in attendance, followed by any questions and a vote for acceptance of the treasurer's report.
- 5) Reports by President or Directors of the board when applicable.
- 6) Old business (updated information).
 - a. League Matters
 - b. RPW Matters
 - c. Cheer Matters
 - d. Football Matters
 - e. Other Old Business
- 7) New Business
 - a. League Matters
 - b. RPW Matters
 - c. Cheer Matters
 - d. Football Matters
 - e. Other New Business
- 8) Notice of next meeting.
- 9) Adjournment

ARTICLE IX: AMENDMENTS

- **Section 1:** Any proposed amendment to these By-Laws may be submitted at any regular meeting. Should a majority of active Board Members in attendance approve the proposal, it shall be considered for final approval at the next regular scheduled meeting.
- **Section 2:** A two-thirds vote of the active Board Members in attendance shall be required to pass an amendment.
- **Section 3:** Should any proposed amendment fail to pass the two-thirds vote, it may not be re-submitted within a two (2) month period.